[Insert your organisation’s name here]

Sexual harassment prevention plan

**[Date]**

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| A white line on a yellow circle  Description automatically generated | Background |
| 1. Outline sexual harassment in your workplace. |
| Sexual harassment is unwanted conduct of a sexual nature, which could reasonably be expected to make the other person feel offended, humiliated or intimidated.* What does sexual harassment mean for your workplace?
* Where can it occur? For example, in the office, in online meetings, at work events.
* What impacts can it have on staff? For example, mental and physical wellbeing, absenteeism.
* How can sexual harassment be prevented?
* Why are you writing this plan? What will it do?

For information on defining sexual harassment in the workplace, see our [*Guideline: Preventing and responding to workplace sexual harassment – Chapter 2: Understanding*](https://www.humanrights.vic.gov.au/resources/sexual-harassment-guideline/) *sexual harassment in the workplace.* |

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| A white line on a yellow circle  Description automatically generated | Legal framework |
| 2. Outline the legal framework you are following. |
| * What are your obligations under state and federal law? This will be dependent on where your organisation is based.

For information on the legal context in Victoria and federally, see our [*Guideline: Preventing and responding to workplace sexual harassment – Section 3.4 Which other laws relate to sexual harassment?*](https://www.humanrights.vic.gov.au/resources/sexual-harassment-guideline/) |

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| A white line on a yellow circle  Description automatically generated | Drivers |
| 3. Outline what the drivers for sexual harassment are in your workplace. |
| * What are the specific drivers in your workplace? Some drivers include, gender inequality, power disparities in roles, racism, homophobia.

For further information on identifying drivers, see our [*Guideline: Preventing and responding to workplace sexual harassment – Section 2. 2 What drives sexual harassment and work? and Standard 2 (Prevention plan)*.](https://www.humanrights.vic.gov.au/resources/sexual-harassment-guideline/) |
|  | 4. Outline any relevant plans, policies or training you have that address these drivers. |
|  | * What are the existing internal strategic plans or strategies for addressing inequality in the workplace?

For further information on developing policies, and providing education and training, see our [*Guideline: Preventing and responding to workplace sexual harassment – Standard 1: Knowledge; Standard 2:: Prevention plan; and Standard 3: Organisational capability*.](https://www.humanrights.vic.gov.au/resources/sexual-harassment-guideline/) |

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| A yellow circle with a white exclamation mark  Description automatically generated | Risks |
| 5. Complete a risk assessment of your workplace and detail results. |
| This will identify the likelihood of sexual harassment occurring and the potential barriers for individuals reporting it. This may include workplace characteristics such as:* poorly lit or isolated areas of the office
* short term contracts with a reliance on reputation or word-of-mouth for securing the next role
* travel and overnight stays.

For a risk assessment template and information on how to complete, see our[*Guideline: Preventing and responding to workplace sexual harassment – Appendix. Risk assessment tool: Risk matrix*](https://www.humanrights.vic.gov.au/resources/sexual-harassment-guideline/). |

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| A white circle with circles and dots in center  Description automatically generated | Response  |
| 6. Complete an analysis of any gaps or areas of improvement in your response processes and procedures and set out the results. |
| This may include organisational policies to respond to sexual harassment, reporting pathways, policies, complaint procedures, guides for staff and managers and behavioural standards. For further information on responding to sexual harassment and reporting processes, see our [*Guideline: Preventing and responding to workplace sexual harassment – Standard 5 (Reporting and response)*.](https://www.humanrights.vic.gov.au/resources/sexual-harassment-guideline/) |
| A yellow circle with white outline of a chat  Description automatically generated | Consultation  |
| 7. Outline what your consultation process was. |
| * How and when did you consult with staff (and staff representatives or unions)?
* What consultation pathways were available? For example, staff workshop, one-on-one interviews, email, etc.
* How were staff suggestions integrated into the prevention plan?
* Were any additional risks identified?
* Did you report back to staff on the consultation outcomes?

For information on how to consult with staff, see our [*Guideline: Preventing and responding to workplace sexual harassment – Section 4.2.2 Consult*](https://www.humanrights.vic.gov.au/resources/sexual-harassment-guideline/) *with workers and their representatives.* |

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| A white outline of a map  Description automatically generated | Actions |
| 8. Identify actions.These actions should correspond to a particular driver, risk or gap, have a responsible party and timeline, and should be categorised by the type of prevention (driver, risk or response gap). |

Responding to key drivers

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| Key driver | Proposed action | Responsible party | Timeline |
| E.g. Power disparities between staff | E.g. Ensure there are options for anonymous reporting, so staff do not have to report to managers if uncomfortable or inappropriate (i.e. if the manager is the alleged perpetrator) |  |  |
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Responding to key risks

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| Key risk | Proposed action | Responsible party | Timeline |
| E.g. Isolated areas in the office | E.g. Conduct an audit of isolated areas of the office and consider installing further lighting in dark spaces |  |  |
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 Responding to key gaps in response

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| Key response gap | Proposed action | Responsible party | Timeline |
| E.g. Lack of organisation specific examples | E.g. Develop a set of case studies of what reporting sexual harassment might look like through organisational pathways |  |  |
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| A white outline of binoculars on a yellow circle  Description automatically generated | Evaluation and ongoing monitoring |
| 9. Outline review process for the plan. |
| This should include how often this plan will be reviewed and updated and by whom. The Commission recommends reviews be carried out at least annually.For further information on monitoring and evaluating sexual harassment prevention and response, see our [*Guideline: Preventing and responding to workplace sexual harassment – Standard 6 (Monitoring and evaluation)*.](https://www.humanrights.vic.gov.au/resources/sexual-harassment-guideline/) |