



## Questions Leaders need to ask in regards to Discrimination and Harassment management in their workplace

1. How often do you discuss Discrimination and Harassment with your team?
2. Do you have a policy? If yes:
  - a. Do you provide this policy to all employees during induction?
  - b. How often is it updated?
  - c. Does it include an effective complaints process?
  - d. Is it clear and are all your employees aware?
3. Do you have additional support such as Employee Assistance Program (EAP)?
4. Do you run yearly training to your employees on appropriate behaviours in the workplace ((including sexual harassment, bullying and discrimination) and how to handle complaints?
5. Do we run yearly bystander training to employees?
6. Does your leadership team (including the board and senior management) attend the above training sessions?
7. Do you provide support to employees that experience inappropriate behaviours in the workplace, and check-in with them regularly to ensure that they are OK?
8. Do you monitor teams that receive a complaint to ensure that complainants are not victimised for coming forward (in relation to promotions, redundancies and disciplinary action)?
9. Do you keep a proper documentation of all complaints and concerns, and keep them in a secure and confidential location that only specific people can access?
10. Do you ensure that complaints are only known by a limited number of individuals, being those that actually need to know about them?
11. Do you review your policies and procedures after every complaint to ensure that they are regularly tested and improved?
12. Do you consider sexual harassment as part of OH&S processes?
13. Do you survey employees on an annual basis to receive anonymous feedback on safety issues (including sexual harassment)?