

# Prevention dashboard example

**Note:** The data represented in this template is a representation of the kind of data you might collect in order to understand and inform your decision-making around sexual harassment in your organisation. It is not proposed as an example of best-practice reporting. Examples will need to be modified to suit your needs.

## Training

Regular training helps employees understand how gender inequality manifests in organisations.

| Type              | Training requirement           | Completed | Overdue* | Divisions overdue                          |
|-------------------|--------------------------------|-----------|----------|--|
| Sexual harassment | On induction and every 2 years | 65%       | 5%       | Victoria: regional sales<br>WA: Operations |
| Bullying          | On induction and every 2 years | 75%       | 6%       | NSW: ELT                                   |

\*Consequences for the individual and their manager for overdue training are consistent with that for not completing other compulsory training, such as not receiving a bonus.

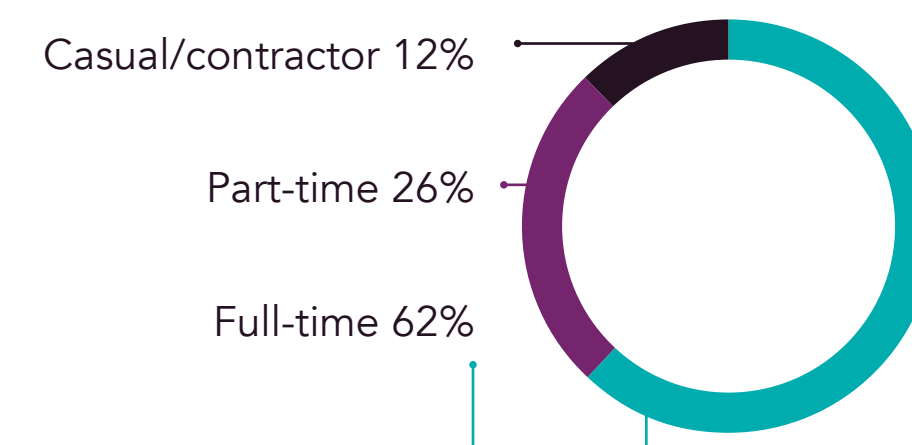
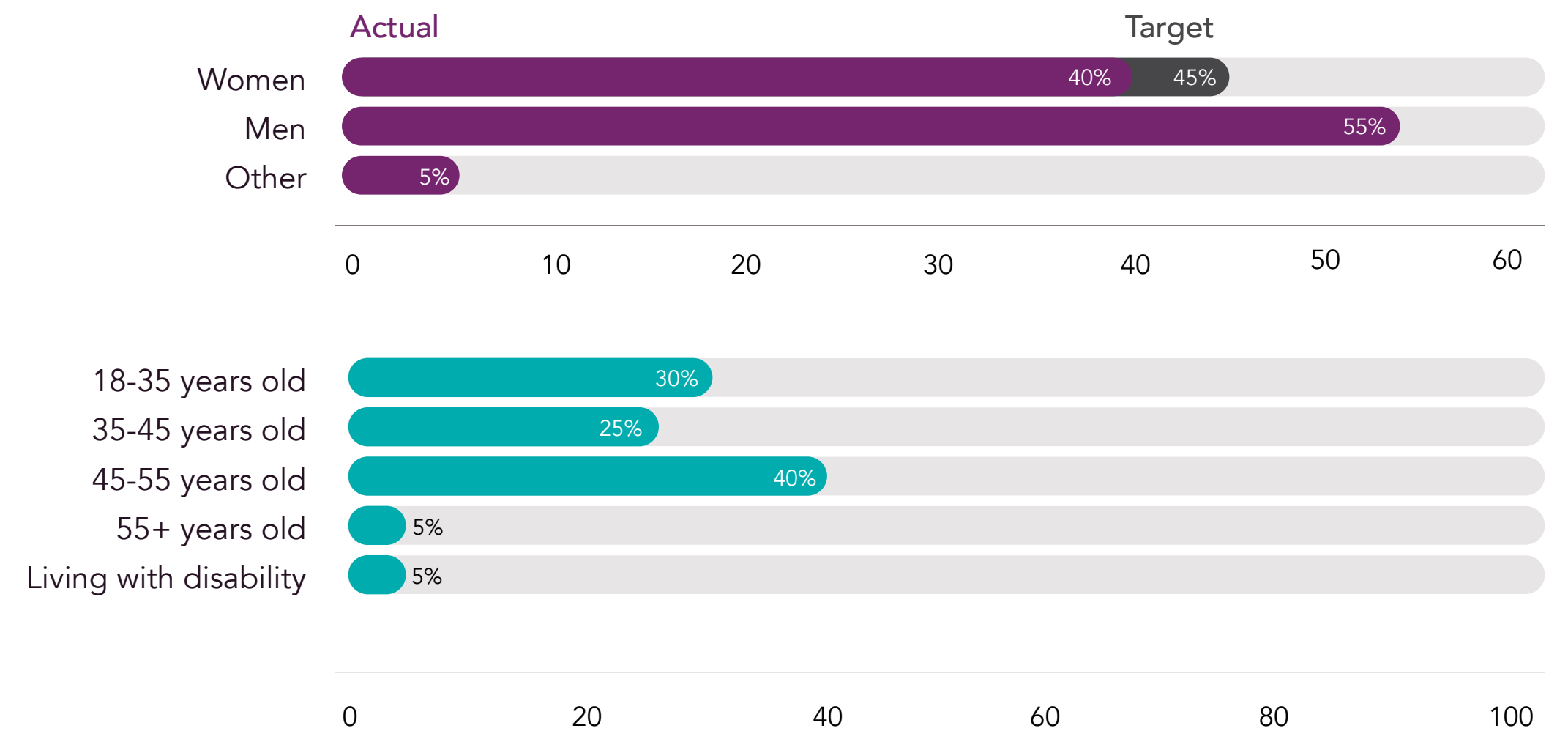
## Leadership communications

Messages sent to the organisation about the importance of the matter and how to take action.

| Per annum rolling | CEO                   | ELT                | Division Leader A**    | Division Leader B**    |
|-------------------|-----------------------|--------------------|------------------------|------------------------|
|                   | Target   Completed    | Target   Completed | Target   Completed     | Target   Completed     |
| Sexual harassment | 1 per quarter (4)   2 | 2 per year   2     | Every 6 months (2)   1 | Every 6 months (2)   2 |
| Bullying          | 2 per year   1        | 1 per year   1     | Every 6 months (2)   1 | Every 6 months (2)   1 |
| Unconscious bias  | 1 per year   1        | 1 per year   0     | 1 per year   0         | 1 per year   1         |

\*\*List out each division in this reporting. This helps pinpoint areas where the leader may need assistance. This can often correlate with other indicators, such as training uptake.

## Workforce demographics



Consider capturing data that sets out more detail on the cultural diversity in your organisation, by location or division. Consider including measures such as cultural background, language and/or country of birth.

# Tracking complaints

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| Type                   | Source                                       | Business unit | Seniority of alleged offender | Investigator | Investigation status   | Time to report | Time to resolve |
|------------------------|--|---------------|-------------------------------|--------------|--|----------------|-----------------|
| Sexual harassment      | Bystander                                    | Operations    | Graduate                      | HR team      | In progress  | 2 months       | Underway        |
| Bullying               | Reported by manager                          | Finance       | Senior                        | Head office  | Investigation complete. Training for individual and team. Discussion with CEO. | Same day       | 2 weeks         |
| Inappropriate comments | Anonymous complaint to whistleblower hotline | ELT           | Senior                        | HR team      | Investigation complete. Training for individual and team.                      | 2 days         | 1 week          |

## Outcomes for complainants

| Date       | Type                                   | Outcome  | Comments  | NDA?                          |
|------------|--|--|---|-------------------------------|
| June 2020  | Sexual harassment                      | Proven. Offender suspended for 2 weeks without pay and moved to new division with supplemental sexual harassment training. | Complainant's base salary increased as per organisation-wide approach (i.e. no ramifications identified). | No                            |
| April 2020 | Sexual harassment (bystander reported) | Not proven. No action taken.   | Base salary increase, as per organisational standards.<br>Complainant promoted within 12 months.          | No                            |
| Nov 2019   | Bullying                               | Proven. Apology issued and offender moved into a new team.   | Complainant's base salary increased as per organisation-wide approach.                                    | No                            |
| Oct 2019   | Bullying                               | Proven. Offender undertook training in appropriate workplace conduct.  | Complainant's base salary increased as per organisation-wide approach.                                    | No                            |
| June 2019  | Inappropriate comment                  | Proven. Apology issued and offender undertook training.  | Complainant's base salary increased as per organisation-wide approach. Promoted 6 months later.           | No                            |
| Dec 2018   | Sexual harassment                      | Proven. Offender terminated for misconduct.  | Complainant left in Jan 2019 to return to NZ.   | Yes. Requested by complainant |

# Developing a safe culture

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## Extract key questions from your culture, engagement or pulse surveys

| Employee engagement questions                                      | Group | Previous Rating | Industry benchmark | Areas of concern (low scores)  |
|--|-------|-----------------|--------------------|--|
| Senior leaders support diversity and inclusion in the workplace    | 83%   | 80%             | 87%                | Finance, QLD, 45%; Finance, NSW, 52%; Retail sales, NZ, 52%  |
| Sexual harassment is not tolerated in our organisation             | 74%   | 65%             | 80%                | Finance, QLD, 40%; Dealer sales, NZ, 44%   |
| I feel safe to speak up and share concerns in the workplace        | 69%   | 68%             | 78%                | Finance, NSW, 28%; Marketing, WA, 37%; IT Support, VIC, 38%  |
| I have experienced sexual harassment at work in the past 12 months | 6%    | Not asked       | N/A                | Finance, Qld; Dealer sales, NZ; Finance, NSW; Marketing; IT Support; HR, SA; Finance, NZ; not stated |

Note: Refer to pages 100-103 of the 'Disrupting the System' report from the [Champions of Change Coalition](#) for more examples.

## Turnover

Other useful metrics may include rolling annual turnover and industry benchmarks.

|        | Voluntary turnover<br>(% past five years) | Involuntary turnover<br>i.e. redundancy/termination<br>(% past five years) | Area of concern         |
|--------|---|--|-------------------------|
| Total  | 23%                                       | 5%   | Finance, QLD; Sales, NZ |
| Male   | 15%                                       | 10%  | None                    |
| Female | 37%                                       | 2%   | Sales, NZ               |

## Observations on behaviours and culture from Internal Audit reports completed in the past quarter

| IA report name | WHS, Australia  | Internal controls,<br>GI division | Payroll |
|----------------|---|-----------------------------------|---------|
| Observations   | [Include details here of observations made by internal audit (IA) about employees' interactions with one another as well as cultural or behavioural issues more broadly.] |                                   |         |