

Reporting Dashboard

This template is provided for you to customise for your organisation.

Prevention dashboard example

Training

Regular training helps employees understand how sexual harassment and related inappropriate conduct manifests in organisations

Type*	Training requirement	Completed	Overdue	Divisions overdue
Sexual harassment	On induction and annually	65%	5%	Victoria: regional sales WA: Operations
Bullying	On induction and annually	75%	6%	NSW: ELT

* Other training types could include: 'harassment on the ground of sex', 'hostile workplace environments', 'discrimination', and 'trauma-informed approaches'

Leadership communications

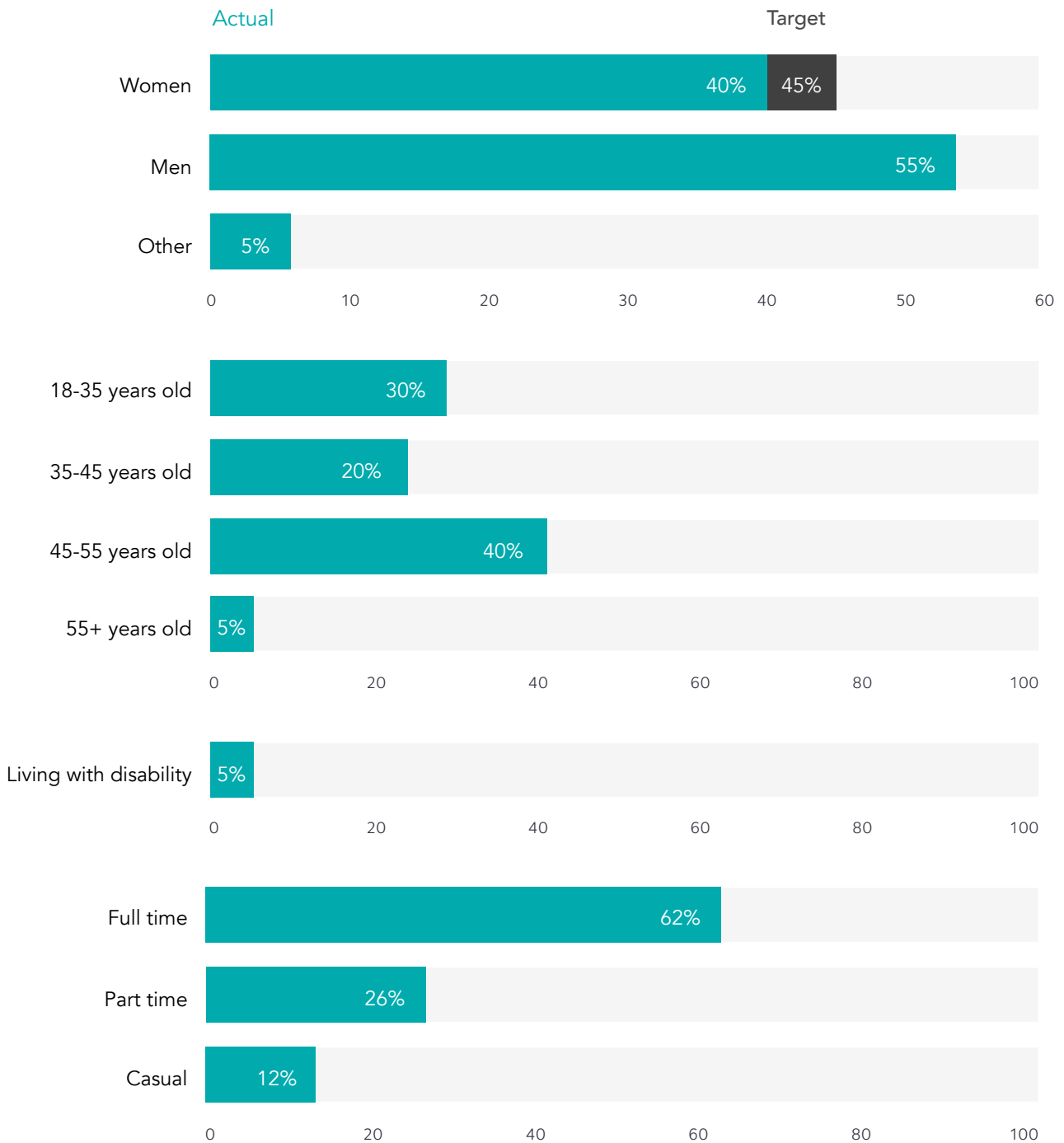
Messages sent to the organisation about the importance of the matter and how to take action.

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

** 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.

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.

Workforce demographics



Consider setting out data combinations on gender, age, cultural diversity and seniority to understand in an aggregated and de-identified way, for example, how many women are aged between 35-45, have a particular cultural background and work in a senior position.

Consider including demographics that are specific to leadership and the board.

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.

Tracking complaints

Date	Type	Source	Business Unit	Seniority of alleged offender	Investigator	Investigation status	Time to report	Time to resolve
May 2023	Sexual harassment	Bystander	Operations	Graduate	HR team	In progress.	2 months	Underway
Mar 2023	Bullying	Reported by manager	Finance	Senior	Head office	Investigation complete. Training for individual and team. Discussion with CEO.	Same Day	2 weeks
December 2022	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	Business Unit	Seniority of alleged offender	Seniority of person affected	Organisational Learnings	Comment	NDA?
June 2020	Sexual harassment	Proven. Offender suspended for 2 weeks without pay and moved to new division with supplemental sexual harassment training	Finance	Graduate	Graduate	Increased focus on sexual harassment during graduate onboarding process	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.	Operations	Director	Junior staff	Communications from ELT about bystanders speaking up are proving effective – continue to invest in this	Base salary increase, as per organisational standards Complainant promoted within 12 months.	No
Nov 2019	Bullying	Proven. Apology issued and offender moved into a new team.	Legal	Director	Senior Associate	Increase frequency of refresher training	Complainant's base salary increased as per organisation-wide approach.	No
Oct 2019	Bullying	Proven. Offender undertook training in appropriate workplace conduct.	HR	Senior Associate	Junior Staff	All staff can be perpetrators or victims of sexual harassment	Complainant's base salary increased as per organisation-wide approach.	No
Nov 2019	Inappropriate comment	Proven. Apology issued and offender undertook training.	Customer care	Manager	Executive	Closer monitoring needed of training attendance register	Complainant's base salary increased as per organisation-wide approach. Promoted 6 months later.	No
Nov 2019	Sexual harassment	Proven. Offender terminated for misconduct	IT	Executive	Junior staff	Systems functioning well – complaint raised and addressed in timely manner	Complainant left in Jan 2019 to return to NZ.	Yes. Requested by complainant

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

Developing a safe culture

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 (% past five years)	Involuntary turnover i.e. redundancy/termination (% 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

Internal Audit report name	Department	Team	Issue
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.]		

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

To create a safe culture beyond policies and procedures, a person-centred, trauma-informed, practical and outcomes-focused approach to preventing and responding sexual harassment and related inappropriate conduct is critical.

Refer to [Respect@Work Good Practice Indicators Framework](#) for more.