

**CEW Respect is
Everyone's Business**

Resource Pack

For more information,
please visit our dedicated site
respect.cew.org.au

CEW Women Leaders
Empowering
All Women



This document is intended to provide general guidance only. The contents should not be relied upon as legal advice.

Specific legal advice should be sought in particular matters.

Introduction

Chief Executive Women (CEW) is a community of 1000+ prominent and influential women leaders from diverse industries such as the corporate, public service, academic, and not-for-profit sectors.

Together, we advocate to put women's leadership and workforce participation at the forefront of the nation's economic plan because it will help drive productivity and ensure Australia's economic prosperity.

Making workplaces safe from sexual harassment is a critical element to advancing women's leadership and enabling women's full workforce participation.

Based on [Time for Respect: Fifth national survey on sexual harassment in Australian Workforce](#), 77% of Australians aged 15 or older have experienced sexual harassment at some point in their lives (89% of women and 64% of men). But fewer than 1 in 5 (18%) made a formal report or complaint about sexual harassment at work.

Young people under 30; Aboriginal and Torres Strait Islander people; those living with disability; and people with diverse sexual orientations, gender identities, or gender expressions, are more likely to experience sexual harassment.

According to Deloitte Access Economics, sexual harassment is estimated to cost the Australian economy \$3.8B in 2018.

As a leader, you have the power to change these statistics and there is no time to waste.

The introduction of a new positive duty into the Sex Discrimination Act 1984 means all organisations must actively prevent sexual harassment at workplaces. This duty came into effect on 13 December 2022. From 12 December 2023, the Australian Human Rights Commission will also have increased powers to enforce the positive duty and to investigate systemic discrimination.

To help equip leaders like you from all sectors and industries with the tools and confidence to appropriately prevent and respond to sexual harassment in the workplace, we have put together these resources. We greatly appreciate the generous pro bono support provided by MinterEllison.

We invite you to adapt these tools and use your influence to create and maintain a safe and respectful culture in your workplace.

**All documents are intended to provide general guidance only.
The contents should not be relied upon as legal advice.
Specific legal advice should be sought in particular matters.**

Contents

Introduction	3
Fast Facts	5
Sample all staff communications	6
Risk Description	8
1 Core obligations.....	8
2 What to focus on.....	9
3 Example wording	10
Sexual Harassment Policy	12
1 Core obligations	12
2 What to focus on	13
3 Example wording	17
Charter Wording: Board & Committees	18
1 Core obligations	18
2 What to focus on	19
Good leadership and governance	19
Applying a work health and safety lens	20
Human-centered and trauma-informed processes and systems	20
Balancing confidentiality and transparency to achieve 'respectful transparency'	21
Building psychological safety and trust	21
3 Example Charter Wording	22
Risk Register	23
1 Core obligations.....	23
2 What to focus on.....	23
3 Example wording	24
Board Reporting	32
1 Core obligations	32
2 What to focus on	32
Prevention: measuring and monitoring	33
Handling Concerns	33
Safe and respectful culture: monitoring	34
Reporting Dashboard	35

Fast Facts

89% of Australian women

and

64% of Australian men

have experienced sexual harassment¹

Almost 50%

of young people (15 – 29 year olds) have experienced sexual harassment²

38%

of sexual harassment occurred at work stations³

▶ **2 in 5** ◀

who made a formal report or complaint said that no changes occurred at their workplace as a result⁴

Only 1/3

of Australian workers think their organisation is doing enough to combat sexual harassment⁵

Sexual harassment cost the Australian economy

\$3.8 billion
in 2018⁶

1,2,3,4,5 Australian Human Rights Commission's fifth national survey on sexual harassment in Australian workplaces, 2022.
<https://humanrights.gov.au/time-for-respect-2022>

6 Deloitte Access Economics, The economic costs of sexual harassment in the workplace, 2019.
<https://www2.deloitte.com/au/en/pages/economics/articles/economic-costs-sexual-harassment-workplace.html>

CEW Respect is Everyone's Business Resource Pack

For more information,
please visit our dedicated site
respect.cew.org.au

Chief Executive Women
ABN 72 192 201 209

© Chief Executive Women Ltd 2023

This document is intended to provide general guidance only.
The contents should not be relied upon as legal advice.
Specific legal advice should be sought in particular matters.