

RESPECT @WORK



MCA INDUSTRY TOOLKIT

The minerals industry is committed to eliminating sexual harassment in its workplaces and has adopted a national Industry Code that provides clear expectations on members to establish both preventative and response measures to address sexual harassment.

This document is part of the MCA Industry Toolkit that has been developed for our members and their employees and comprises a suite of Fact Sheets, Guidance and Templates.

GUIDANCE

How everyone can support and empower each other in the workplace

It is everyone's responsibility to prevent and respond to sexual harassment. This is the same as our existing workplace health and safety obligations to protect each other from harm to our health and safety, including psychological harm.

The Australian mining industry's core value and commitment is the [safety, health and psychological wellbeing of its workforce](#), where everyone who goes to work returns home safe and healthy.

Everyone in the industry has a personal responsibility for the safety, health and wellbeing of themselves and their work mates, as well as contributing to positive and respectful workplaces.

This includes speaking up without fear of retribution when unsafe work practices and unacceptable behaviours occur.

There are specific expectations (adapted from the Champions of Change Coalition, Disrupting the System: Preventing and responding to sexual harassment in the workplace report (Sept 2020)¹ depending on your role:

Board/Executive

- Ensure sexual harassment prevention and early intervention are a leadership priority and organisation systems are in place to support this.
- Prioritise the care and support of those impacted in the organisation's approach to responding to reports of sexual harassment and assault.
- Require regular reporting of frequency and types of incidents, immediate outcomes and long-term implications for parties involved.
- Support external transparency of incidents involving senior leaders and where there is legitimate public or stakeholder interest.

¹ <https://championsofchangecoalition.org/resource/preventing-and-responding-to-sexual-harassment-resources/>

- Acquire and update knowledge of sexual harassment risks and preventive measures.
- Behave in a way that creates a safe, respectful and inclusive environment and prioritises looking after the safety of others.

Leaders

- Identify, address and educate about behaviour that enables or condones sexual harassment, including tolerance for everyday sexism.
- Speak up when you see, know of or can anticipate the likelihood of sexual harassment.
- Create an environment that encourages teams to feel safe speaking up about or reporting sexual harassment they experience or know of.
- Support an individual who is impacted and understand how they would like the issue managed.
- Prioritise the care and support of those impacted when responding to issues raised with you or observed.
- Report to the Executive and Board on incidents, immediate outcomes and long-term implications for parties involved.
- Behave in a way that creates a safe, respectful and inclusive environment and prioritises looking after the safety of others.
- Speak openly with impacted team/stakeholders about any incidents/outcomes and reinforce expectations of safe, respectful and inclusive behavior, while at all times respecting the wishes of the impacted person(s)

Teams/Colleagues

- Behave in a way that creates a safe, respectful and inclusive environment and prioritises looking after the safety of others.
- Speak up when you see or know of sexual harassment that has occurred.
- Intervene in a way that is safe to do so, to redirect the conversation or stop the behaviour.
- Ensure the person impacted is safe and check in on them if appropriate.
- Listen to the experience of the person impacted without judgement or preconceived solutions
 - understand how they would like you to help.
- Participate in any inquiries or investigations about incidents.
- Keep details of the incident or investigation confidential.

Individuals

- Behave in a way that creates a safe, respectful and inclusive environment and prioritises looking after the safety of others.
- If you experience or observe sexual harassment and feel safe and comfortable, tell the other person that you object to their behaviour and ask that it stop.
- If you feel unsafe, remove yourself from the situation, such as retreating to a safe location, asking the harasser to leave the work area or disconnecting the harasser from a phone call.

- Seek support from other workers, other people nearby or security personnel.
- If comfortable, report any incident that makes you feel harassed, disrespected or unsafe.
- Participate in any inquiry or investigation about an incident(s).
- Keep details of the incident or investigation confidential until its conclusion.

Internal advisory and support team

- Support the individuals impacted and understand how they would like the issue managed.
- Provide access to EAP, peer or specialist support for all parties.
- Ensure impartial, capable people (internal or external to the organisation) are available who can explain concerns about behaviour or support conversations to resolve the issue.
- Investigate the issue or engage an external investigator where appropriate.
- Ensure privacy, confidentiality, due process and natural justice is adhered to throughout.