

# 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

### Leadership

Leaders play an important role in creating a culture free from sexual harassment and ensuring that, if it does occur, it is addressed in a way that minimises further harm to victims.

Conversations about sexual harassment can be very confronting and upsetting, but they need to happen. Most people who experience sexual harassment never report it. They fear the impact that reporting it will have on their reputation, career prospects and relationships within their community or industry. It is up to leaders to remove these concerns or barriers for their organisation.

Developing a culture of respect can empower individuals to raise concerns in a supportive and protected way.

#### **Honest, respectful and open communication is the key to eliminating sexual harassment.**

While it is important that leaders demonstrate expectations and do not just state them, it is important however that a clear statement is provided to the workforce to reinforce behavioural expectations and underpin the actions that will be taken.

An effective leadership statement should include:

- Clear statement of responsibility
- Leaders commitment
- Organisational values and expectations of behaviour
- Acknowledge the extent of the problem
- Personal engagement from leaders
- Description of the range of ways sexual harassment can occur
- Affirm the organisations adoption of the minerals industry Commitment to eliminating sexual harassment and Industry Code (provide links)
- Reinforce expectations for all employees to treat each other with dignity, respect as a mark of professionalism
- Reinforce expectations of employees to speak up when they see the behaviour
- Affirm zero tolerance approach and that high value performers won't be protected
- Acknowledge there is work to be done and change is required
- Highlight referral pathways

*Disclaimer: These resources have been prepared to provide general guidance on the systems that can be developed to respond to risks of sexual harassment. They are not intended to be used for any other purpose and are not comprehensive. These resources are current as at November 2021. You should obtain specific advice about your own circumstances.*

- Personal commitment.

For a leadership statement to have authenticity and impact, there are key message elements that must personally come from leaders.

A template leadership statement, adapted from Champions of Change Coalition, *Disrupting the System: Preventing and responding to sexual harassment in the workplace* (Sept 2020)<sup>1</sup>, is provided in the toolkit as an example structure that leaders could adapt or customise for their organisation.

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<sup>1</sup> Champions of Change Coalition, *Disrupting the System: Preventing and responding to sexual harassment in the workplace* (Sept 2020) [https://championsofchangecoalition.org/wp-content/uploads/2020/09/Disrupting-the-System\\_Preventing-and-responding-to-sexual-harassment-in-the-workplace\\_CCI\\_web-FINAL.pdf](https://championsofchangecoalition.org/wp-content/uploads/2020/09/Disrupting-the-System_Preventing-and-responding-to-sexual-harassment-in-the-workplace_CCI_web-FINAL.pdf) (page 72-73)