

# 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.*

## TEMPLATE

# Company commitment to eliminate sexual harassment

### COMPANY NAME AND LOGO

[company] is committed to the safety, health and psychological wellbeing of its workforce, where everyone who goes to work returns home safe and healthy.

[company] has endorsed the Australian minerals industry's commitment to eliminating sexual harassment and Industry Code of Conduct (appendices)

Respectful and open communication is crucial to eliminating sexual harassment.

[company] has appointed [Name(s) of sexual harassment prevention contact] as the sexual harassment prevention contact for [member company workplace location]. [Contact(s)] is available to any person working or providing services to the [workplace location].

[Contact's] contact details are [details].

You should raise any concerns of sexual harassment, whether it is against you or another person, to [contact] or to your supervisor or to [site GM, HR head etc] directly. You may also wish to make an anonymous report through (e.g. company hotline). All sexual harassment reports will be treated seriously, confidentially and sensitively.

You can also seek advice or assistance through [company's] EAP provider.

[company] will ensure your right to procedural fairness, impartiality, protection from victimisation, a and timeliness in responding to any concerns raised.

Suspected criminal behaviour, conduct or activity may be reported to relevant authorities in consultation with the impacted individual.

Signed

CEO/Executive leader/Most senior regional officer

Date

*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.*