

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

Leadership statement

COMPANY NAME AND LOGO

Dear colleagues

It is important that we create a workplace environment that is safe, respectful and inclusive for all who work here.

This is personally important to all members of our Board, leadership team and myself. It is consistent with the values of our company.

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.

Sexual harassment causes profound physical, emotional and psychological impacts to those affected.

The Australian Human Rights Commission Respect@Work Report showed that the prevalence of sexual harassment in the mining industry was significantly greater than most industries. This is alarming, profoundly disappointing and must stop.

It is unacceptable, against the law and must be eliminated from our industry's culture and workplaces.

[insert comments about the review or themes of individual reports or 'listen and learn sessions' specific to your company]

We need to be respectful, considerate and aware of how our behaviours affect others, and to be prepared to speak up, not only when we may be directly impacted ourselves, but when we notice that someone else may be uncomfortable. For those of us who have worked here for a long time, it is too easy to overlook how difficult it may be for a new colleague to feel that they can speak up themselves.

I believe that all of us know inherently what constitutes professional and appropriate conversation and behaviour. It is an integral, critical component of being competent in our roles, including knowing how to speak respectfully and courteously to a wide variety of people, in many diverse situations. We do this every day representing our company. It is not difficult to translate this to interactions with our colleagues.

It is important to remember that this is a good place to work, and is an company that has much to be proud of. However, these issues demonstrate that we have a way to go and that there is scope for improvement.

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.



And there needs to be a clear understanding that inappropriate and disrespectful workplace behaviours will not be tolerated.

I acknowledge there are sensitivities around these issues for many people. We have our Contact Officers, Employee Assistance Program, line managers and network to provide guidance and support as necessary.

And as always, I am [or insert appropriate senior officer] happy to discuss this further with any of you, in whatever manner you feel most comfortable with.

Best wishes

Signed

CEO/Executive leader/Most senior regional officer

date