

Sexual Harassment Prevention Quick Check

Is your organisation meeting its responsibilities - federally and in your state?

Use the checklist below to see where your organisation actually stands, not where you assume it stands. Tick what's genuinely in place, and be honest about what isn't.

Then use the legislation breakdown that follows to understand what you're actually required to do - federally, and in your state or territory, because it isn't the same everywhere.

Policies & Procedures

- ☐ We have a current stand alone sexual harassment policy that is accessible to all staff - not buried inside a general conduct policy.
 - ☐ The policy clearly explains what constitutes harassment and how to report it
 - ☐ The policy covers contractors, volunteers, and clients - not just employees.
 - ☐ The policy references our positive duty under the *Sex Discrimination Act 1984*.
 - ☐ We have a documented Sexual Harassment Prevention Plan.
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Training & Awareness

- ☐ All employees receive regular training on sexual harassment prevention
- ☐ Managers and supervisors are trained to identify and respond to inappropriate behaviour, including the early or subtle signs
- ☐ Toolbox talks or refresher sessions are held at least annually
- ☐ New employees are introduced to our expectations during induction
- ☐ Opportunity for staff to give feedback on the Prevention Plan

Reporting & Response

- ☐ We have clear, confidential ways for employees to report concerns
- ☐ Staff know exactly who they can talk to or report concerns to
- ☐ Reports are acknowledged and actioned promptly, not left to sit
- ☐ Investigations are impartial, well-documented, and handled by trained personnel

Workplace Culture & Follow-Up

- ☐ Managers regularly reinforce respectful behaviour in team meetings, not just when something's gone wrong.
- ☐ We check in with complainants and respondents after an investigation.
- ☐ Retaliation or victimisation is not tolerated and addressed immediately
- ☐ Our culture encourages early conversations and respect at all levels, not just policy compliance.

Your Score

- ✓ **16–18:** You're leading the way - keep monitoring and refreshing training
- ✓ **10–15:** You're on the right path, but need a few improvements
- ✓ **Under 10:** Time to act - there may be legal and cultural risks

Information current as at September 2026

Need Support?

We can help with:

- Custom policy development
- Engaging, compliant workplace training
- Support for investigations and follow-up
- Strategies to build a respectful workplace culture

Contact us to make sure your organisation is confident, compliant, and protected.

