

Internal Reporting Guide

Note: this document has been created to be read as a precursor in the creation of your organisation's sexual harassment and sexual assault policy and applicable procedures

This document provides a recommended list of internal support systems, programs and management whose contact details should be easily accessible and readily available for all employees, contractors or visitors in relation to sexual harassment and sexual assault (SHSA) in the workplace.

The services should be accessible for people impacted by SHSA, people who have perpetrated harmful behaviour and those who may witness or hear about harmful behaviour.

At a minimum, it is recommended workers are provided with clear and accessible information on:

- the organisation's Employee Assistance Program (EAP) and how workers can access it;
- each department's person/s that are adequately trained to receive a disclosure of sexual harassment or sexual assault;
- external support contacts (refer to [External Support Services](#));
- an organisation's health and wellbeing officer (if applicable);
- an organisation's Contact Officers
- an organisation's Grievance Officers (if applicable);
- an organisational psychologist or counsellor (if applicable); and
- union representative.

An organisation should clearly outline how workers can make a formal or informal complaint. This document should include the steps that workers can take to make a formal or informal complaint about sexual harassment and sexual assault, including their right to confidentiality. This step-by-step process will be customised to each organisations' procedures.

Please refer to the template [Sexual Harassment and Sexual Assault Policy](#) for further information on what SHSA Policy may contain.

