

Leadership Commitment Checklists

The purpose of these checklists is to assist leaders and organisations to identify the appropriate skills necessary to effectively manage inappropriate workplace behaviours. These checklists have been designed to guide leadership groups and individual leaders, however, they can be changed in any way to reflect an organisation's individual policies and procedures.

Leadership Group Checklist

Action	Established	Emerging	Evolving
Our leaders are committed to learning about and addressing the drivers of sexual assault and sexual harassment (SHSA) in the workplace.			
Our leaders understand that addressing SHSA in the workplace requires organisational culture change.			
Our leaders are committed to collecting feedback to inform and strengthen our efforts in order to prevent, eliminate and manage SHSA.			
Our leaders are committed to developing strategies and procedures to support the prevention of SHSA.			
Our leaders are committed to promoting a safe and respectful workplace for all workers free of SHSA.			
Our leaders are committed to identifying key staff to lead actions and initiatives related to SHSA.			
Our leaders are committed to supporting and modelling appropriate behaviours.			
Our leaders are committed to taking steps to ensure the workplace is a safe place to discuss SHSA without fear of adverse treatment.			



Individual Leaders Checklist

Action	Established	Emerging	Evolving
I can easily identify sexist behaviours at work.			
I can easily identify sexual harassment at work.			
I understand the impact these behaviours can have on my team and our workplace.			
I know what our sexual assault and sexual harassment (SHSA) policies say about these behaviours and our procedures for dealing with it.			
I arrange regular refresher training for my workers on these policies and procedures.			
I understand active bystander or upstander action as a strategy to address sexual harassment.			
I am clear about my responsibility to set the standards of behaviour for my team.			
I role-model appropriate workplace behaviours.			
I have the skills and knowledge to lead my team in working on these issues.			
I regularly talk with my team about the behaviours expected of them at work.			
I provide feedback to workers about their positive behaviour.			
I actively monitor my team environment.			
I know what to do when I become aware of sexist or harassing behaviours at work.			
I regularly discuss how workers can demonstrate active bystander or upstander action with my team.			
I show my team I support active bystander or upstander action.			