

# Prevention Plan

**IT'S NEVER PART OF THE JOB. THAT'S WHY I SPEAK UP**



## Eliminating sexual harassment in the workplace

This Prevention Plan is an overarching framework and statement which sets out the process, considerations and actions utilized across the Downer Group including operational business units (**Downer**) to prevent or minimize the risk of sexual harassment in the workplace. Downer businesses assess the risk factors of sexual harassment and implement controls relevant to their business which are monitored for implementation and effectiveness.

Objective	Outcome	Achieving the outcome
<b>Leadership</b>	<p>A strong internal governance framework holds Downer leadership accountable in meeting obligations to prevent and respond to sexual harassment.</p> <p>Leaders apply appropriate performance management practices which contribute to a safe and respectful workplace.</p>	<p><b>Leadership statement committing</b> to gender equality and a safe, respectful and inclusive workplace free from harassment, discrimination and sexism.</p> <p><b>Leadership</b> approves and regularly reviews <b>policies and procedures on sexual harassment</b> in consultation with Health and Safety Representatives (HSRs).</p> <p><b>Board meetings</b> consider data and trends on sexual harassment and gender equality measures.</p> <p><b>Leadership is supported</b> in taking active steps to address gender inequality, gender-based discrimination, sexism, sexual harassment, and violence against women.</p>
<b>Learning and Development</b>	<p>Workers and leaders, understand what constitutes safe, respectful and inclusive conduct, and their role in the workplace to prevent and respond to sexual harassment.</p>	<p>Compulsory <b>best practice training</b> on induction and biennial refresher training. Training in relation to sexual harassment <b>is inclusive, targeted and readily accessible</b>.</p> <p>Downer employees who are required to investigate complaints receive <b>tailored training</b>.</p> <p><b>Compliant policies</b> dealing with sexual harassment developed in consultation with HSRs, approved by leadership and reviewed at least annually. Policies are readily accessible by all.</p> <p><b>Leadership regularly communicates</b> about respectful conduct and the Downer stance against sexual harassment in the workplace.</p>
<b>Culture</b>	<p>Downer has a diverse workforce, is inclusive, and advances gender equality.</p>	<p>Downer maintains a <b>Diversity &amp; Inclusion Strategy</b> including ongoing monitoring of its objectives.</p> <p>Recruitment, diversity and inclusion, reward and recognition <b>policies</b>.</p> <p><b>Key Performance Indicators</b> include respectful behavior.</p> <p><b>Workplace culture is assessed by data review</b> and staff surveys.</p>
<b>Risk Assessment and Transparency</b>	<p>Downer takes active steps to prevent sexual harassment.</p> <p>Downer communicates about sexual harassment risks, prevention and response efforts.</p>	<p>Downer adopts a <b>proactive risk management</b> approach in consultation with HSRs, to prevent sexual harassment consistent with work health and safety legislation.</p> <p>Leaders seek and regularly <b>report</b> on sexual harassment metrics including to the Board.</p> <p><b>Clear communication by leadership and management</b> as to the actions that will be taken to address unacceptable behaviours.</p>
<b>Support</b>	<p>Workers affected by sexual harassment can easily access high quality support.</p> <p>Staff responsible for investigating sexual harassment reports are well trained.</p>	<p>Workers including leadership who report sexual harassment are able to access <b>internal support</b> at any stage.</p> <p>Information on external <b>professional counselling</b> such as the Employee Assistance Program is available and does not require a referral from Downer.</p> <p>The <b>complaints-handing process</b> has several types of reporting options (anonymous and named) and complies with privacy laws.</p>

**Definition:** Workers = anyone engaged by Downer, regardless of their employment status and includes employees, casual workers, contractors, apprentices and volunteers.

# Appendix 1 – Risk Management information and how to report sexual harassment

## 1. How does Downer identify any risks of sexual harassment and controls to manage these risks?

Downer has established risk management standards and processes in place to identify sexual harassment hazards and risks, assess them and put controls in place (eg. this Sexual Harassment Prevention Plan) at a Downer Group level through to Downer Group workplaces.

## 2. How does Downer consult in the risk assessment process and the identification and implementation of control measures to manage sexual harassment risks?

Downer has established consultation frameworks in place to consult with workers and other stakeholders during risk assessments, review of risk assessments and establishing and implementing controls (including this Sexual Harassment Prevention Plan).

## 3. What is the procedure for dealing with reports of sexual harassment or sex-based harassment at work?

Downer Group has a Standard titled the 'Prevention of Sex Based Discrimination and Sexual Harassment in the Workplace' which sets out the procedure for dealing with reports of sexual harassment and sex-based harassment. The Standard has comprehensive information which addresses how to make a report, how the report may be investigated and the process for informing employees of the outcome of an investigation.

All Downer Group employees have the right to be represented by a support person in any meeting regarding the discussion or investigation of a complaint of sexual harassment or sex-based harassment. Any questions regarding the support available to employees can be directed to your People and Culture Representative. At Downer Group, we are committed to creating an inclusive workplace where everyone can bring their whole self to work and feel that they belong. If you or any of your family members require support or counselling during a report or investigation of sexual harassment or sex-based harassment, please be reminded of our **EAP program** that can be contacted on 1300 687 327 (Australia) and 0800 327 669 (New Zealand).

You can access a copy of the Standard on the Downer Group intranet page by typing in the name of the Standard or at the following link: '[Prevention of Sex Based Discrimination and Sexual Harassment in the Workplace](#)'

By way of reminder, you can report sexual harassment by:

- Talking to your manager
- Talking to your local People & Culture representative or any other People and Culture Representative
- Emailing the [respect@downergroup.com](mailto:respect@downergroup.com) inbox which is monitored by the Downer Industrial Relations team
- Making a complaint via the [Our Voice Service](#)

## 4. What steps will be taken to publish this Prevention Plan?

Downer Group is committed to making sure all employees are aware of the Prevention Plan and can access it at any time. The Plan will be published on the Downer Group intranet page and will be printed and placed in the break rooms at worksites.

If you are an employee and you have further ideas to broaden the publication of the Prevention Plan, please contact the industrial relations team by emailing the [respect@downergroup.com](mailto:respect@downergroup.com) inbox.

## 5. Will this Prevention Plan and the Risk Assessment be regularly reviewed and updated?

The Prevention Plan will be reviewed on a quarterly considering any complaints of sexual harassment and sex-based discrimination which have been received by Downer Group during that time. Updates to the Prevention Plan will be published on the Downer intranet page.

The risk assessment will be reviewed and updated as per our Risk Management Process and as required following the review of the Prevention plan as above.