## Our Watch - end violence against women and their children. Workplace Equality and Respect - Employee focus group discussion template.

**Acknowledgements**

Our Watch acknowledges the Traditional Owners of the land across Australia on which we work and live. We pay our respects to Aboriginal and Torres Strait Islander peoples past and present, and we value Aboriginal and Torres Strait Islander histories, cultures, and knowledge.

Our Watch acknowledges the support of the Victorian Government and the Australian Government.

 Australian Government

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# Introduction

The *Employee focus group discussion template* may be used to record the discussions that took place during the focus groups with employees. These records can be drawn on to inform the organisational snapshot.

# Standard: 1. Commitment

We demonstrate an ongoing commitment to workplace gender equality and preventing sexual harassment and other forms of gender-based violence.

| **What does it look like?** | **What have we done?** | **How can we improve?** |
| --- | --- | --- |
| Leadership:   * Our leaders, including board members and senior executives, take responsibility for promoting gender equality and preventing sexual harassment and other forms of gender-based violence as a priority. | Group 1:  Group 2: | Group 1:  Group 2: |
| Policy and practice:   * We have a resourced strategy/plan to promote gender equality that includes the prevention of sexual harassment and other forms of gender-based violence. | Group 1:  Group 2: | Group 1:  Group 2: |
| Communications:   * We articulate our commitment to gender equality and expectations of workplace behaviour in all internal and external communications | Group 1:  Group 2: | Group 1:  Group 2: |
| Accountability and reporting:   * Our senior leaders’ key performance indicators (or equivalent performance assessment processes) recognise and reward efforts to promote gender equality and prevent sexual harassment and other forms of gender-based violence. | Group 1:  Group 2: | Group 1:  Group 2: |

## Our score:

Group 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final (average of x number of groups): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Standard: 2. Conditions

We apply a gender lens to our workplace policies and practices to ensure they are fair and equitable.

| **What does it look like?** | **What have we done?** | **How can we improve?** |
| --- | --- | --- |
| Leadership:   * Our leaders sponsor policies and procedures that support our commitment to gender equality and the prevention of sexual harassment and other forms of gender-based violence, so employees of all genders feel safe and supported. | Group 1:  Group 2: | Group 1:  Group 2: |
| Policy and practice:   * Our people management processes and practices (including recruitment, promotion, and remuneration) are transparent and seek to eliminate bias. | Group 1:  Group 2: | Group 1:  Group 2: |
| Accountability and reporting:   * We benchmark, monitor, and promote key gender equality indicators in our organisation against clear goals/targets. | Group 1:  Group 2: | Group 1:  Group 2: |

## Our score:

Group 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final (average of x number of groups): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Standard: 3. Culture

We promote a workplace culture where all people feel safe, confident, and supported to actively challenge gender bias and discrimination, gender stereotypes and harmful gender norms without adverse consequences.

| **What does it look like?** | **What have we done?** | **How can we improve?** |
| --- | --- | --- |
| Leadership:   * Our leaders role model inclusive leadership and respect in all interactions. | Group 1:  Group 2: | Group 1:  Group 2: |
| People support and engagement:   * Our people recognise and challenge harmful behaviours without fear of adverse consequences. | Group 1:  Group 2: | Group 1:  Group 2: |
| Communications:   * Our internal and external communications use inclusive language and images that proactively challenge stereotypes and harmful gender norms. | Group 1:  Group 2: | Group 1:  Group 2: |
| Accountability and reporting:   * We regularly listen to and act on feedback from our people about their experiences and perspectives on gender equality, sexual harassment and other forms of gender-based violence. | Group 1:  Group 2: | Group 1:  Group 2: |

## Our score:

Group 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final (average of x number of groups): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Standard: 4. Support

We listen to, respect and support people who experience sexual harassment and gender-based violence (including domestic and family violence) through policies and practices that consider the impact of trauma.

| **What does it look like?** | **What have we done?** | **How can we improve?** |
| --- | --- | --- |
| Policy and practice:   * We have policies and procedures that support the safety and wellbeing of our people who have experienced sexual harassment and domestic and family violence. | Group 1:  Group 2: | Group 1:  Group 2: |
| * We provide appropriate referral pathways to specialist support for our people experiencing domestic and family violence, sexual harassment or other forms of gender-based violence. | Group 1:  Group 2: | Group 1:  Group 2: |
| People support and engagement:   * We regularly review policies and procedures related to gender-based discrimination, sexual harassment, and domestic and family violence based on feedback from our people. | Group 1:  Group 2: | Group 1:  Group 2: |
| * We invest in building the awareness and confidence of our people in applying and following these policies and procedures. | Group 1:  Group 2: | Group 1:  Group 2: |
| * Our managers and/or identified key contact employees are trained to respond promptly and appropriately to requests for support and disclosures from our people experiencing domestic and family violence and sexual harassment. | Group 1:  Group 2: | Group 1:  Group 2: |
| Communications:   * Our policies and procedures are always easily accessible to all staff – i.e., available on the internal website and shared in internal communications (intranet, newsletter, employee meetings, and emails). | Group 1:  Group 2: | Group 1:  Group 2: |
| Accountability and reporting:   * We regularly monitor and track complaints regarding sexual harassment and workplace gender-based violence and response times. | Group 1:  Group 2: | Group 1:  Group 2: |

## Our score:

Group 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final (average of x number of groups): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Standard: 5. Core business

We promote gender equality in our external engagement with customers, stakeholders, and the community.

| **What does it look like?** | **What have we done?** | **How can we improve?** |
| --- | --- | --- |
| Leadership:   * Our leaders seek opportunities to positively influence gender equality in all our engagements with clients, customers, suppliers and the communities with which we work. | Group 1:  Group 2: | Group 1:  Group 2: |
| Policy and practice:   * We regularly review our service delivery and external corporate engagement to ensure they reflect our commitment to promoting gender equality and preventing sexual harassment and other forms of gender-based violence. | Group 1:  Group 2: | Group 1:  Group 2: |
| People support and engagement:   * We actively support peers/partners to promote gender equality and prevent sexual harassment and other forms of gender-based violence by sharing the lessons we have learned from our efforts. | Group 1:  Group 2: | Group 1:  Group 2: |
| Communications:   * Our stakeholder engagement activities, public statements and external communications reflect our commitment to promoting gender equality, rejecting sexism and challenging attitudes that justify, minimise, trivialise or excuse sexual harassment and other forms of gender-based violence. | Group 1:  Group 2: | Group 1:  Group 2: |
| Accountability and reporting:   * We regularly and publicly report on our performance against gender equality indicators and our efforts to prevent sexual harassment and other forms of gender-based violence. | Group 1:  Group 2: | Group 1:  Group 2: |

## Our score:

Group 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final (average of x number of groups): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_