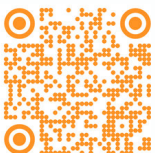


16 Days of Activism Workplace Toolkit

Addressing Workplace Sexual Harassment

October 2025



Learn more about Circle Green's
Workplace Respect Project

Circle Green 
Community Legal



Acknowledgements

Of Aboriginal people and country

Circle Green Community Legal operates throughout Western Australia on the traditional lands of First Nations people, the original activists, whose resistance and resilience are a reminder that the struggle for safe, respectful, and just communities has deep roots. We honour their ongoing leadership and pay respect to Elders past and present.

Of people with lived experience of workplace sexual harassment (WSH)

We acknowledge people who have been targeted by sexual harassment. We recognise the harm caused by sexual violence and the significant impact it can have. We honour your strength, courage, and perseverance. You're not alone. Your experiences are valid, and your voice matters.



Artwork by Rosie Paine

About this Toolkit

This Toolkit is an initiative of Circle Green's [Workplace Respect Project](#) and has been designed to support organisations to participate in the United Nations' *16 Days of Activism Against Gender-Based Violence* campaign (**16 Days of Activism**).

The *16 Days of Activism* is a global call to action to end gender-based violence in all forms. It runs annually from 25 November (International Day for the Elimination of Violence Against Women) to 10 December (Human Rights Day). These days were symbolically chosen to highlight violence against women as a human rights issue.

Sexual harassment is an urgent issue. It is the most common form of gender-based violence in Australian workplaces, affecting one in three people over the last five years.¹ It exists in every industry, in every location and at every level. Sexual harassment has significant impacts on workers' health, safety, wellbeing, and career opportunities, and carries serious legal, financial, and reputational risks to employers.

Importantly, sexual harassment is not inevitable and can be prevented when workplaces commit to cultural change and act on their legal obligations to eliminate sexual harassment and to create safe, respectful workplaces.

This Toolkit supports organisations to participate in the *16 Days of Activism* by running workplace-focussed activities that:



Build Awareness of sexual harassment and respectful workplace behaviours.



Seek Input from staff on workplace culture, needs, and solutions.



Show Leadership in setting expectations and modelling change.

Activities are organised into three tiers, allowing organisations to choose actions that match their capacity, while still contributing to meaningful change both during the 16 Days of Activism and beyond:



Quick Wins



Build Momentum



Drive Change

The information in this Toolkit is general in nature and does not constitute legal advice. References to law relate to Western Australian and Commonwealth laws.

¹ Australian Human Rights Commission, Time for Respect: Fifth National Survey on Sexual Harassment in Australian Workplaces (2022) 12.

How to use this Toolkit

This Toolkit is designed for workplaces of all sizes and starting points. It is flexible and offers a variety of examples that can be tailored to your workplace's needs and priorities.

Here are some tips on how to use this toolkit:

1

Reflect

The four core principles of this toolkit are:

1. Everyone deserves a safe and respectful workplace.
2. Sexual harassment is preventable.
3. Small actions can make a big difference.
4. Engaging employees meaningfully helps ensure changes are effective, trusted, and sustained.

Keeping these principles in mind will help guide your choices in selecting activities and considering how to tailor them to your workforce.

2

Review the activity menu

The Activity menu ([pg. 5](#)) provides a bird's eye view of 16 Days activities aimed at building awareness, seeking input, and showing leadership, across three tiers of capacity/commitment. The bird's eye view should provide you a preliminary indication of what level of action your workplace will be able to commit to across each focus area.

The three tiers of action include:



Quick Wins – simple things you can do straight away with minimal planning.



Build Momentum – moderate effort actions, requiring a bit more planning and resourcing, that set the stage for bigger changes.



Drive Change – actions that require more preparation, time, or follow-through, but create lasting impact.

You might choose to commit to a certain tier of action across each focus areas, or you might find you have varying levels of capacity in each area.

3

Start anywhere

The toolkit is organised around three focus areas:



Build Awareness – helping everyone understand their responsibilities and the importance of respect.



Seek Input – encouraging feedback, participation, and shared ownership from staff.



Show Leadership – demonstrating commitment through policies, practices, and visible actions.

You can choose activities/actions from one focus area or combine them across all three. We encourage you to select activities across the three areas, but if that's not feasible, just start with what's doable. There's no single right place to begin. Browse the examples and pick an activity/action that feels achievable now.

4

Plan it out

Once you've decided what activities you'll undertake, it's time to plan:

- When during the *16 Days of Activism* will they be conducted?
- What steps do you need to take to prepare?
- Who is responsible for actioning required preparations?
- How will you gauge success?

5

Tailor to suit your workplace and workforce

Every activity can be adapted to suit your unique context. For example, if workers in your setting don't have email, just tailor the activity to be a Toolbox session, or whatever would work in your unique setting. Activities can also be scaled up or down to suit your team size, available time, and budget.

6

Build over time

Start small if you need to. As your workplace grows and learns, come back to the toolkit to add new activities/actions, or expand existing ones.

Activity Menu

		Action Areas		
		 Build Awareness Help your team understand what workplace sexual harassment is, why it matters, and how to prevent it.	 Seek Input Listen to staff perspectives, experiences, and ideas to strengthen your workplace culture.	 Show Leadership Demonstrate commitment to respect at work through visible action and role modelling.
Action Tiers	 Quick Wins Simple, low-effort actions you can do straight-away with minimal planning.	• <u>Display posters around the workplace.</u> • <u>Screen or share a video</u> (in a meeting, via email, on socials). • <u>Share a fact sheet or resource.</u>	• <u>Set up an anonymous “Respect Box”</u> for ideas, questions, and concerns. • <u>Ask a single reflective question</u> in a team meeting.	• <u>Verbally acknowledge the 16 Days of Activism</u> in meetings and reaffirm commitment to respect at work. • <u>Design an email signature.</u>
	 Build Momentum Moderate effort actions, requiring a bit more planning/resourcing, that set the stage for bigger changes.	• <u>Run a “fact or myth activity”</u> at the start of a meeting, or during a morning tea. • <u>Organise a “Lunch and Learn”</u> with a guest speaker. • <u>Encourage staff to complete an online training module.</u>	• <u>Conduct an anonymous staff survey</u> to gauge understanding and sense of safety. • <u>Conduct focus groups or structured workshops</u> to gather ideas for improving culture.	• <u>Create and display a workplace commitment statement.</u> • <u>Leaders share personal commitments in team meetings.</u>
	 Drive Change Actions that require more preparation, time, or follow-through, but create lasting impact.	• <u>Organise an all-staff training on workplace sexual harassment.</u> • <u>Send key staff to attend Circle Green’s Workplace Sexual Harassment and Active Bystander training.</u>	• <u>Hold a staff consultation on your sexual harassment policy</u> or complaint process. • <u>Embed regular feedback loops into workplace processes</u> (annual culture survey, suggestions forums, etc.).	• <u>Establish an ongoing Action Plan.</u> • <u>Publicly share your workplace’s commitment.</u>



Awareness is the foundation of change. Staff cannot address workplace sexual harassment if they don't understand what it is, what behaviours are unacceptable, what respect looks like in your setting, and what supports are available. This focus area is about ensuring everyone has the knowledge and shared language needed to contribute to a respectful workplace.

Activity Menu – Build Awareness

Action Tier	Activities
 Quick Wins	• Display posters around the workplace. • Screen or share a video (in a meeting, via email, or on socials). • Share a fact sheet or resource.
 Build Momentum	• Run a “Fact or Myth” activity at the start of a meeting or morning tea. • Organise a “Lunch and Learn” with a guest speaker. • Encourage staff to complete an online training module.
 Drive Change	• Organise an all-staff face-to-face training on workplace sexual harassment. • Send key staff to Circle Green’s Workplace Sexual Harassment and Active Bystander training.

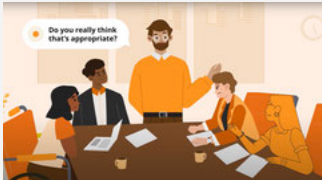


Activity		Display posters around the workplace
Action Tier: Quick Wins	Overview	Posters are more than decoration, they can signal that respect is valued and sexual harassment won't be tolerated. Consistent visual cues remind staff and visitors of rights and responsibilities, reinforce leadership commitments, and strengthen safer workplace culture.
	How to complete activity	1. Browse the below poster options and download your favourites. 2. Print in colour and display in high-traffic areas such as kitchens, bathrooms, lifts, staff rooms, noticeboards, or digital screens. 3. Rotate posters regularly to maintain visibility and prevent 'poster fatigue'. 4. Pair the poster launch with a short message from leadership reinforcing its purpose.
	Tips	• Match placement to your organisation's structure. For example: ◦ In small workplaces, particular key messages from posters can be added to payslips to maximise reach. ◦ In dispersed or remote teams, use digital dashboards or intranet spaces to keep messaging visible and available. • Involve staff in choosing poster locations, when people help decide where messages go, they're more likely to notice and value them. • Create a personalised touch by designing your own posters using our examples as inspiration, choosing wording, imagery, and colours that reflect your workplace's culture and values. • Ensure consistency: posters create expectations that workplace sexual harassment will be taken seriously, and that people can expect respect at work. They lose impact if employees receive conflicting messages in other parts of the workplace. If displaying posters, make sure you're also taking other actions to uphold the message. • Contact us at workplace@circlegreen.org.au if you'd like us to send you some professionally printed posters (see below).
	Resources	Intention is irrelevant (A3 Poster) What is WSH (A3 Poster) What can I do if I experience WSH (A3 Poster)

Action Area:



Build Awareness

Activity		Share a short video (in a meeting, via email, on socials)
Action Tier: Quick Wins	Overview	Using existing videos is a simple way to establish basic knowledge and encourage discussion.
	How to complete activity	1. Select a relevant video. 2. Share it during a team meeting, circulate via email, or post on your internal communication channels or socials.
	Tips	Before playing the video, give staff some context, explain why you're sharing it and what you'd like them to focus on while watching. Use the discussion points to guide reflection and short conversations with leadership if you choose. This can be an opportunity to show that your organisation takes the issue seriously and is committed to building awareness.
	Resources	 Video: What is workplace sexual harassment? How can I get help? Time: 2:32 mins Potential discussion points: • What behaviours are considered workplace sexual harassment, and why is it important to define them clearly? • How does harassment impact not only individuals but the workplace as a whole? • Did anything in this video challenge or expand your understanding of workplace sexual harassment? • Would you know where to go for support if you or a colleague experienced sexual harassment? • What could your team or organisation do better to make it safe and easy for people to ask for help?  Video: Challenging Workplace Sexual Harassment as An Active Bystander Time: 2:35 mins Potential discussion points: • What role can active bystanders play in preventing or addressing workplace sexual harassment? • Why might people hesitate to intervene, and how can workplaces reduce those barriers? • How can small actions (like checking in with a colleague or redirecting a situation) make a difference? • What support should organisations provide so staff feel confident stepping in? • If you saw this situation in your workplace, what would you feel comfortable doing as active bystander strategies? • How can you encourage others in your team to step up as active bystanders?

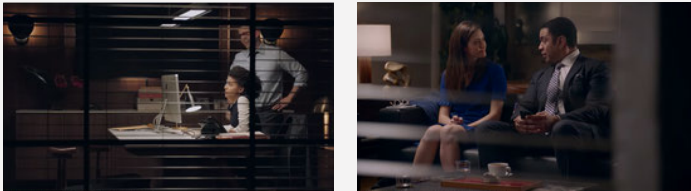


Activity		Share a fact sheet or resource
Action Tier: Quick Wins	Overview	Like sharing a video, sharing a fact sheet can provide credible, easy to comprehend information that staff can revisit anytime to identify sexual harassment, understand their rights, and know what support is available.
	How to complete activity	1. Select a relevant fact sheet or resource. 2. Share it via email, print copies for common areas, or upload to your internal platforms.
	Tips	• Choose fact sheets that are most relevant to your sector or workforce. The examples we've provided are just a starting point, if they don't fit your needs, explore other resources that better suit your organisation. • Translate resources or adapt them into plain language if needed.
	Resources	Australian Human Rights Commission - Your rights (Fact Sheet) Australian Human Rights Commissions - Where to get help (Fact Sheet) Australian Human Rights Commission - What does WSH look like (Fact Sheet) Australian Human Rights Commission - How to support someone has been sexually harassed at work (Fact Sheet)



Activity		Run a “fact or myth activity” at the start of a meeting, or during a morning tea
 Action Tier: Build Momentum	Overview	This activity is an interactive and fun way to correct common misconceptions about workplace sexual harassment. It can also help you to gauge baseline knowledge, which could help to inform what to focus on next.
	How to complete activity	Create a short list of statements about workplace sexual harassment or use the slides we have prepared. Select an appropriate length of the activity. If you would like to use it as a quick ice breaker to a meeting, keep it informal and short (3-5 statements). If you'd prefer a more prominent or focused activity, expand it for longer sessions (we suggest 8-10 statements at most). Read each statement aloud and ask staff to guess whether each statement is fact or myth. Depending on the context, you could: Get staff to raise their hands if they think the statement is a fact, and then if they think it's a myth. Ask staff to move to one side of the room if they think it's a fact, and then the other if they think it's a myth. Run a poll in a Teams meeting and get staff to select whether each prompt is a fact or a myth. Reveal the answer after enough time has passed, and give a brief explanation, using credible sources such as the ones provided in previous activities.
	Tips	Set a respectful tone and remind staff the goal is learning, not “testing” or “catching people out”. Mix easy and surprising questions to keep engagement high. From our experience, statistics about the cost of sexual harassment can be eye-opening and good ones to include. Circulate a handout or the slides after the fact to reinforce the learning.
	Resources	 WSH Quiz - Fact or Myth (PowerPoint)  WSH Quiz - Fact or Myth (1-page doc)



Activity		Organise a “Lunch and Learn” with a guest speaker or screen a film
 Action Tier: Build Momentum	Overview	Through a Lunch and Learn with a guest speaker or a film screening, staff can engage with real examples and expert perspectives, giving them the chance to reflect on key concepts, the discomfort caused by workplace sexual harassment and its impact on individuals.
	How to complete activity	1. Identify a relevant guest speaker (e.g. workplace sexual harassment expert, HR professional, lived experience advocate) or choose a suitable film/documentary. 2. Schedule a session during lunch or a designated time and invite staff to attend, either in-person or virtually (we recommend in-person where possible to minimise logistical issues). 3. Introduce the session by explaining what workplace sexual harassment is and why you've selected the speaker or film. 4. Allow time for the presentation or screening, followed by guided discussion or Q&A. If you choose our suggestions for films, feel free to use the example discussion points or create your own.
	Tips	• Take the opportunity to cement the key messages by ‘quick win’ activities (e.g. share a fact sheet or resource) or a summary email with links to guest speaker's platforms or films screened. • Plan for the possibility of low registration by recording the session or providing alternative access for staff who can't attend.
	Resources	  Screen a film - Links and discussion points



Activity		Encourage staff to complete an online training module
 Action Tier: Build Momentum	Overview	Training is most effective when reinforced over time. Encouraging staff to complete a short online module can help keep the learning ongoing, in a flexible and accessible way.
	How to complete activity	1. Identify a relevant online training module, we have provided an example by the Fair Work Commission. 2. Share the module link with staff, along with a clear explanation of why it matters. 3. Set aside the appropriate time during work hours for staff to complete the module or provide flexibility to do it at their own pace. 4. Track completion where possible to ensure accountability.
	Tips	• Support leadership to complete the training first, and recognise staff who complete the module through certificates or acknowledgments in team meetings. This helps motivate participation and model commitment. • Consider the length of the module when selecting; shorter modules may suit busy teams, while longer, more detailed online training might be better scheduled for quieter periods or dedicated training days. The Fair Work Commission example has a 20 min course duration. • Review your onboarding processes and consider adding workplace sexual harassment training as part of induction.
	Resources	 Fair Work Commission - Workplace sexual harassment (online module)



Activity

Organise an all-staff training on workplace sexual harassment



Overview

Organising an all-staff training session on workplace sexual harassment gives everyone a shared understanding of expectations. While online training offers flexibility and refreshers, face-to-face sessions can allow for discussion and real-time questions.

How to complete activity

1. **Engage** a qualified trainer or organisation that specialises in workplace sexual harassment and active bystander training.
2. **Book** a time and venue that allow maximum participation (or run multiple sessions if needed).
3. **Gather** feedback afterwards to measure impact and inform follow-up actions.

Tips

- Training that incorporates interactive elements such as scenarios, activities, small group discussions will maximise engagement and improve retained knowledge.
- Depending on the size of your organisation, and our capacity, the Workplace Respect Project may be able to offer a free Workplace Sexual Harassment and Active Bystander session to your organisation. [Register your interest here.](#)





Activity		Send key staff to attend Circle Green's Workplace Sexual Harassment and Active Bystander training
Action Tier: Drive Change	 Overview	Organising an all-staff training session on workplace sexual harassment gives everyone a shared understanding of expectations. While online training offers flexibility and refreshers, face-to-face participants of the Workplace Respect Project's Workplace Sexual Harassment and Active Bystander training (bystander training) are eligible for our Train-the-Trainer pathway, which helps participants and organisations build internal capacity to deliver workplace sexual harassment training themselves. Depending on the size and type of organisation you have, it may be the case that we are unable to offer our free bystander training to all staff. However, we run regular community sessions that you could send a couple of key staff to, who would then be eligible for the Train-the-Trainer pathway. We have organised a community bystander training session to be held on 8 December 2025 during the <i>16 Days of Activism</i> (25 Nov–10 Dec). Register here
	How to complete activity	1. Gauge interest or nominate participants for the training session. We recommend selecting staff who can influence practice e.g. team leads, HR/People & Culture representatives, or union delegates. 2. Confirm availability and obtain approvals for staff to participate. 3. Circulate our Humanitix registration link for the session running during the <i>16 Days of Activism</i> to your selected staff members. 4. Register your interest in another community session via our website if the timing doesn't suit. 5. Ensure participants attend and actively engage in the learning activities during the session. 6. Contact the Workplace Respect Project - workplace@circlegreen.org.au - or use the QR code provided at the bystander training session to enrol participants in upcoming Train the Trainer sessions to embed skills internally.
	Tips	• Set goals and expectations early with your staff to get the most out of the session. Ask participants to bring knowledge back into the workplace, for example, by sharing three actions they plan to take and one resource to support colleagues. • Pair this activity with other actions in the toolkit to build momentum and reinforce new learnings, such as following up with a policy refresh (pg. 20).



Workplace sexual harassment is difficult to address without hearing staff experiences and perspectives. When people feel their voices are valued, they are more likely to engage with/support initiatives and feel a shared responsibility to maintaining respect in the workplace. This action tier is about creating staff buy-in. Invite staff to share their experiences, ideas, and feedback so your workplace can better identify risks, strengthen policies, and co-design solutions.

Activity Menu – Seek Input

Action Tier	Activities
 Quick Wins	• Set up an anonymous “Respect Box” for ideas, questions, and concerns. • Ask a single reflective question in a team meeting.
 Build Momentum	• Conduct an anonymous staff survey to gauge understanding and sense of safety. • Conduct focus groups or structured workshops to gather ideas for improving culture.
 Drive Change	• Hold a staff consultation on your sexual harassment policy or complaint process. • Embed regular feedback loops into workplace processes (e.g. annual culture survey, suggestion forums).



Activity		Set up an anonymous “Respect Box” for ideas, questions, and concerns
Action Tier: Quick Wins	Overview	A Respect Box can present staff an anonymous way to raise sensitive issues and share concerns about workplace culture. Regularly reviewing and acting on submissions builds trust and shows that leadership is committed to listening and responding.
	How to complete activity	1. Decide on a format. This could be a physical box in a common space, or if your team is dispersed or remote, consider a digital form that allows anonymous submissions. We’ve included a few examples below for inspiration. 2. Place the box somewhere visible and accessible, or share the digital link widely (e.g. on intranet). 3. Communicate the purpose of the Respect Box through multiple channels, such as an announcement at the beginning of team huddles or meetings, via email or through the organisation’s newsletter. 4. Emphasise in your messaging that it’s a safe channel to raise anything related to workplace respect and sexual harassment prevention. 5. Assign responsibility (e.g. HR, WHS) to check and respond to submissions on a regular basis.
	Tips	• Be transparent — requesting feedback only works if staff can see that their input is taken seriously and acted upon, otherwise trust can be lost. Use spaces (e.g. a town hall or all-department meeting) to communicate the actions being taken or why certain suggestions can’t be implemented. • Invite staff to help design or decorate a physical box. This builds ownership and makes the Respect Box more approachable.
	Resources	Respect Box example (Pinterest user - Brenna Connelly) Respect Box example (Pinterest user - Sally Mercury)



Activity		Ask a single reflective question in a team meeting
 Action Tier: Quick Wins	Overview	Ask a reflective question in team meetings to foster dialogue about respect and workplace sexual harassment.
	How to complete activity	1. Choose a short, open-ended question about respect, inclusion, workplace sexual harassment or workplace culture. Feel free to use the examples provided below. 2. Ask the question during a regular team meeting, huddle, or briefing. 3. Allow staff a few moments to think, then invite a few volunteers to share. 4. Note any key themes and share them back with the team or leadership.
	Tips	• Keep it brief, a 5–10 minute conversation is enough to spark reflection. • Use polling options or chat prompts within online meeting platforms if your teams are remote or dispersed. • Rotate who poses the question (e.g. managers, team leads, or volunteers from staff) to keep the activity fresh and to show that reflection is a shared responsibility across all levels of the workplace.
	Examples	Reflective questions: • What does respect at work look like in our team? • When do you feel most included and valued at work? • What small actions make the biggest difference to feeling respected here? • What behaviours do you think cross the line from inappropriate to unacceptable? • How would you know if a colleague was uncomfortable, and what could you do? • What barriers might stop someone from reporting or speaking up? • What are some safe ways to step in if you see disrespectful behaviour? • Have you ever seen someone act as an active bystander? What worked well? • What support would help you feel more confident to speak up?



Action Tier: Build Momentum

Activity

Conduct an anonymous staff survey to gauge understanding and sense of safety

Overview

An anonymous staff survey can give insight into staff understanding of workplace sexual harassment and their sense of safety, while highlighting strengths and gaps in the workplace culture.

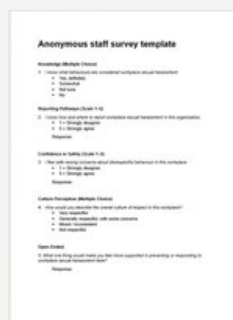
How to complete activity

1. **Decide** on the exact purpose of the survey. Consider whether you want to gauge staff understanding of workplace sexual harassment, awareness of policies, or a sense of safety at work.
2. **Choose** a simple, anonymous platform (e.g. Microsoft Forms, Google Forms, JotForm) and keep the survey short (5–10 questions).
3. **Include** a mix of knowledge-based and perception-based questions. Feel free to use the template provided below.
4. **Communicate** clearly to staff that the survey is confidential and will help shape workplace improvements.
5. **Set** a clear timeframe for completion.
6. **Analyse** results and identify trends, strengths, and gaps.
7. **Share** findings with staff, along with actions the organisation will take in response.

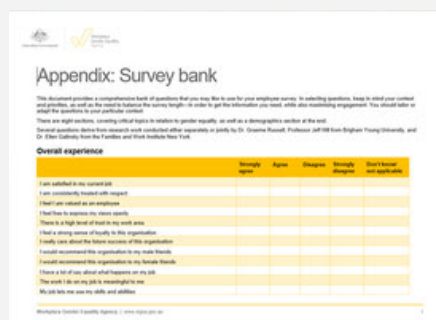
Tips

- **Tailor** questions to suit different teams, departments, or risk areas such as customer-facing settings, where applicable to your organisation.
- **Provide** a paper version of the survey for staff with limited digital access.
- **Consider** whether you'd like to consult on gender equality more broadly (see resource below).

Resources



[Anonymous staff survey template \(1-Page doc\)](#)



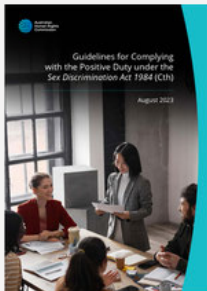
[Bank of possible survey questions \(doc\)](#) from the [WGEA Guide to consulting employees on gender equality \(website\)](#)



Activity		Conduct focus groups or workshops to gather ideas for improving culture
 Action Tier: Build Momentum	Overview	Focus groups or workshops can help capture more structured and deliberate feedback by creating a safe environment.
	How to complete activity	1. Define the purpose of the session — for instance, whether you want to gather ideas to prevent workplace sexual harassment, strengthen reporting pathways, or generally improve respect at work. 2. Decide on a format — such as focus groups for smaller, open discussions, or structured and guided workshops for larger groups — and invite staff. 3. Create a safe environment by setting ground rules around confidentiality, respectful meeting behaviour, and non-judgement. 4. Use a combination of prompts and activities that are aligned with the purpose of the session. 5. Record themes and ideas — without identifying individuals if maintaining anonymity — and share them with staff along with next steps.
	Tips	• Hold separate sessions for managers and staff if your organisation has a strong hierarchy, to allow freer discussion. In other settings, consider inviting a mix of staff from different roles, levels, and teams to help capture diverse perspectives. • Pair your workshops with the previous activity - an anonymous staff survey - to capture both quantitative and qualitative input. • Run follow-up focus groups after changes have been made to see whether staff notice improvements and track progress.





Activity		Hold a staff consultation on your sexual harassment policy or complaint process
Action Tier: Drive Change	 Overview	Holding a staff consultation on your sexual harassment policy or complaint process demonstrates transparency and helps make the policy accessible to everyone by confirming the language is easy to follow, reporting pathways are visible, and supports are understood.
	How to complete activity	1. Review your current policy against requirements under the Positive Duty (see resources below) and identify any gaps or areas for improvement. 2. Decide on the scope of your consultation and level of staff involvement. For example, will you seek staff feedback on your existing policy, invite input after drafting a new version, or both? 3. Determine your method of engagement. Will you host an in-person or online consultation, or conduct a survey? 4. Send the policy or draft policy and questions in advance so staff have time to reflect before discussing. 5. Communicate the identified gaps and listen to staff feedback and concerns. 6. Record feedback without identifying individuals, and collate key themes. 7. Report back to staff on insights gathered and what changes will be made.
	Tips	• If multiple versions of the policy or process exist, be prepared to explain the reasons behind previous updates. This context helps inform discussion and answer staff questions with clarity.
	Resources	Policy guidance:  Guidelines for complying with the Positive Duty (pdf) (pg. 51 in particular) Policy and strategy guidance: Workplace sexual harassment, harassment on the ground of sex and discrimination  WGEA Policy and strategy guidance: Workplace sexual harassment (pdf) Sample policies: • Working Women's Centre Victoria sample policy (pdf) • Women's Legal Service Victoria sample policy (pdf) • WA Government sample policy (pdf) • NSW Government model policy • Champions for Change policy example (pg. 84-95)(pdf)



Activity		Embed regular feedback loops into workplace processes (e.g. annual culture survey, suggestion forums)
 Action Tier: Drive Change	Overview	This activity can be used to embed consultation into everyday practice. Adding respect and workplace sexual harassment questions into existing surveys or forums assists in tracking progress and highlighting risks before they escalate.
	How to complete activity	1. Identify feedback opportunities already in place (e.g. annual culture survey, suggestion forums, exit interviews, one-on-ones, performance reviews, etc.). 2. Add respect and workplace sexual harassment questions into these processes. 3. Communicate when and how they can provide input through reminders at team meetings, all staff emails and intranet posts. 4. Collect and review feedback consistently (e.g. quarterly, annually, or after key events). 5. Use feedback trends to guide ongoing training, policy refreshes, and culture initiatives.
	Tips	• Adjust review frequency to suit your team or organisation structure. For example, smaller teams may benefit from quarterly (or informal monthly) check-ins, while larger organisations may prefer annual surveys with mid-year pulse checks.





Staff often take cues from leaders, who set the tone about what is acceptable in the workplace. This focus area is about leaders modelling respectful behaviour, taking clear action when issues arise, and embedding respect into everyday practices and policies. Demonstrating leadership in this way shows that workplace sexual harassment will not be tolerated, encourages staff confidence in systems, and shows that respect is lived in practice rather than stated in policy.

Activity Menu – Show Leadership

Action Tier	Activities
 Quick Wins	• Verbally acknowledge the <i>16 Days of Activism</i> in meetings and reaffirm commitment to respect at work. • Design an email signature demonstrating commitment to preventing workplace sexual harassment.
 Build Momentum	• Create and display a workplace commitment statement. • Leaders share personal commitments in team meetings.
 Drive Change	• Establish an ongoing Action Plan on preventing workplace sexual harassment. • Publicly share your workplace's commitment statement.

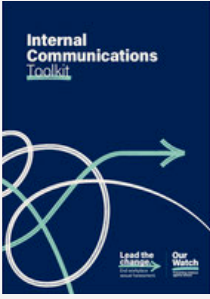


Activity		Verbally acknowledge the 16 Days of Activism in meetings and reaffirm commitment to respect at work
 Action Tier: Quick Wins	Overview	Taking a few minutes in meetings to acknowledge the <i>16 Days of Activism</i> can reaffirm that respect and safety are organisational priorities while indicating a leadership commitment.
	How to complete activity	1. Identify upcoming team meetings, all-staff briefings, or toolbox talks that fall within the <i>16 Days of Activism</i> (25 Nov–10 Dec). 2. Prepare a short statement linking the campaign to your workplace commitment to safety and respect. Leverage the UN Women theme or build on our examples and information provided in this toolkit. 3. Acknowledge the <i>16 Days of Activism</i> and its purpose during the meeting, and reaffirm the organisation's stance on preventing workplace sexual harassment.
	Tips	• This year's UN Women theme is '<i>End digital violence against all women and girls</i>'. If you can make a connection to the theme – great! If it's harder to link directly to the theme, don't let that stop you from highlighting the <i>16 Days of Activism</i>. You don't always need to align with the specific theme, it's equally valuable to connect with the broader goal of ending violence against women. • If you've already completed or started one or two relevant activities, including any from this toolkit, take this opportunity to spotlight their progress in your statement. ◦ Invite staff to reflect, share perspectives, or engage in these related activities.
	Resources	 UN Women 2025 theme announcement (website)



Activity		Design an email signature demonstrating commitment to preventing workplace sexual harassment
 Action Tier: Quick Wins	Overview	Adding a short statement to staff email signatures offers an opportunity to make the organisation's stance on workplace sexual harassment more transparent and extend the message to clients, partners, and the wider community.
	How to complete activity	1. Draft a short, clear statement (1–2 sentences) that reflects your organisation's stance on workplace sexual harassment (e.g. "We are committed to building safe, respectful workplaces."). 2. Decide whether to incorporate references to the <i>16 Days of Activism</i> campaign, links to resources, or a QR code for staff and external partners to access further information. 3. Add the statement beneath the standard email signature. 4. Share a standard template with all staff to maintain consistency across the organisation. 5. Encourage staff to use the updated signature during the <i>16 Days of Activism</i> dates or year-round as a standing commitment. 6. Provide instructions for setting up the signature in the relevant email platform used within your organisation.
	Tips	• Follow your organisation's branding guidelines (fonts, colours, logo placement) so the statement looks consistent and becomes part of your workplace identity, not just an add-on. 



Activity		Create and display a workplace commitment statement
 Action Tier: Build Momentum	Overview	A workplace commitment statement, like an email signature, sets out a clear organisation-wide pledge, but it is more comprehensive. It takes a top-down approach, endorsed by leadership, and demonstrates accountability at all levels.
	How to complete activity	1. Draft a statement affirming your organisation's stance on workplace sexual harassment and commitment to a respectful workplace. If you're following on from the previous activity, keep the messaging consistent with what is used in the email signature. 2. Refer to the Champions for Change Leadership Statement example below has a breakdown of key considerations for guidance. 3. Involve staff in shaping or reviewing the wording to build ownership and trust. 4. Present the statement visibly in key places like foyers, staff rooms, intranet, and newsletters.
	Tips	• Consider refreshing the statement during key periods, such as the <i>16 Days of Activism</i>, to keep it relevant. • Pair this activity with 'publicly share your workplace's commitment statement' (pg. 28).
Resources		 Champions for Change leadership statement example (pg. 72)(pdf)  Our Watch Lead the Change Communications Toolkit (pdf)



Activity		Leaders share personal commitments in team meetings
 Action Tier: Build Momentum	Overview	This activity gives leaders a chance to demonstrate a personal commitment to the behaviours they might expect from staff.
	How to complete activity	1. Ask leaders and managers to prepare a short personal commitment statement. Browse our examples to reflect on what they can look like. 2. Share commitments at the start of team meetings, toolbox talks, or briefings. 3. Encourage staff to respond or share their own ideas if they feel comfortable.
	Tips	• For dispersed teams or larger organisations, verbal statements may not be the most effective option. Use alternative formats to achieve the same goal, such as written pledges, digital messages, or a “wall of commitment”. • Statements are more impactful if they are authentic and practical, urge leadership to focus on actions that they can take in daily work.
	Examples	Leadership commitments: • I commit to acting promptly and fairly on any reports of workplace sexual harassment. • I commit to making sure my team knows our reporting pathways and feels supported to use them. • I commit to creating a safe environment where staff feel heard and respected. • I commit to holding myself and others accountable for upholding a respectful workplace. • I commit to listening with openness and without judgement when staff raise concerns.



Activity		Establish an ongoing Action Plan on preventing workplace sexual harassment
Action Tier: Drive Change	Overview	Developing an ongoing action plan aids your workplace to move beyond one-off activities toward sustained practices and prevention of workplace sexual harassment. A clear plan sets priorities, timelines, and responsibilities and how progress can be regularly reviewed. If you are thinking of completing more than one option within this toolkit, this activity can help to tie everything together.
	How to complete activity	1. Assess your starting point: review survey results, focus groups, policies, and current practices to identify strengths and gaps. 2. Be clear on your Positive Duty obligations under the <i>Sex Discrimination Act 1984</i>. The Human Rights Commission (AHRC) has developed a range of support materials to help organisations comply with their obligations and develop prevention and response plans. 3. Consider forming an implementation committee that includes staff from a range of areas, roles, and levels of seniority. 4. Use AHRC guidance materials to develop a plan against the seven standards. 5. Set clear objectives and measurement processes so you can track your progress over time.
	Tips	• Align the plan with existing workplace strategies (e.g. WHS and diversity & inclusion) to ensure it is properly resourced and supported.
	Resources	AHRC guidance materials for understanding and complying with the Positive Duty (website)



Activity		Publicly share your workplace's commitment statement
 Action Tier: Drive Change	Overview	By sharing your workplace's commitment statement externally, you can show that preventing workplace sexual harassment is not just an internal policy but a value the organisation upholds to staff, partners, clients, and within the broader community.
	How to complete activity	1. Finalise your workplace commitment statement with leadership approval. 2. Identify the internal channels where you'll share the statement (see examples below). 3. Select appropriate external channels for publishing (see examples below). 4. Share the statement across your chosen channels.
	Examples	Internal (staff-facing) • Intranet • Staff newsletters/email bulletins • Digital dashboards/workplace apps • Team meetings/all-staff briefings • Posters in staff rooms, kitchens, noticeboards • Induction/onboarding packs • Policy manuals/staff handbooks
		External (public-facing) • Organisation's website (About Us/Values pages) • Annual reports/strategic plans • Social media posts (LinkedIn, Facebook, Instagram, etc.) • Email signatures • Office foyer/reception displays • Media releases or campaign materials • Partnerships/industry networks

Activity Plan

We have included an activity plan template and an example timeline of activities that could be completed during the *16 days of Activism*. Your workplace may choose fewer or more activities depending on your organisation size, goals, capacity, and resources.

Resourcing may involve:

- Leadership time – preparing messages, attending events, role modelling.
- Staff facilitation – running activities, leading discussions, gathering feedback.
- Communications/marketing availability – drafting emails, designing posters, scheduling social media.
- Practical logistics – booking meeting rooms, managing online platforms (Zoom/Teams).
- Small costs – printing, catering, guest speaker fees, room hire.
- Technology – projectors, microphones, video conferencing equipment.
- Accessibility supports – captioning, accessible documents.
- Time in rosters – ensuring staff can attend activities without workload clashes.
- External expertise – trainers, facilitators, consultants.
- Monitoring and evaluation – survey tools, staff to collate and analyse feedback.

Day (within 16 days)	Focus area	Activity example	Possible resourcing needed
Day 1 25 November	 Show Leadership	Share workplace commitment statement	Leadership approval, communications support
Day 3 27 November	 Build Awareness	Screen a short video and discussion	Meeting space, projector, facilitator
Day 6 1 December	 Build Awareness	Run a Fact or Myth activity	Activity sheet, facilitator
Day 9 4 December	 Seek Input	Ask a reflective question in a team meeting	Team leader, 5–10 mins meeting time
Day 12 7 December	 Show Leadership	Leaders share personal commitments	Manager time, prep of statements
Day 14 9 December	 Seek Input	Conduct an anonymous staff survey	Online survey tool, data collation
Day 16 12 December	 Build Awareness	Host a Lunch and Learn or guest speaker	Speaker fee, catering, venue/Zoom

Activity Plan Template

Date	Focus Area	Activity	Resources needed	Follow-up and next steps

Evaluation

Measuring your success

Measuring success can highlight what impact your activities are having and helps identify where further effort is needed. It can be assessed in simple but practical ways from counting participation to collecting staff feedback and over time through shifts in workplace culture. Sharing results and seeking feedback as mentioned in the activities, demonstrates transparency, and reinforces that staff voices are valued.

When thinking about how to measure success, you may want to think about the following indicators:

- **Participation** – the extent to which staff are involved in activities, and whether engagement reaches across different teams, roles, and levels of the organisation.
- **Feedback** – the quality of insights gathered from staff about their experiences and perspectives, collected through surveys, focus groups, or informal input.
- **Leadership visibility** – the degree to which leaders demonstrate commitment through actions, communication, and integration of respect into workplace policies and practices.
- **Longer-term indicators** – signs of cultural change over time, such as staff feeling more confident to report issues, a stronger sense of safety, and reduced tolerance for disrespectful behaviours.

We've also included an expanded list of measures/indicators for your review:

[Success measures, indicators - Expanded list](#)

Please help us continue to support you

To continue strengthening resources like this toolkit, we invite workplaces to complete the [16 Days of Activism Workplace toolkit survey](#) once you've trialed some of the activities. Similarly, your feedback helps us understand how the toolkit is being used, what impact it is having, and how it can be improved to better meet your needs.



Additional Resources

This section brings together extra reading and reference materials that may be useful for workplaces wanting to go deeper. These resources are not tied to a specific activity but provide context, evidence, or practical guidance on preventing workplace sexual harassment and building a respectful workplace culture. Workplaces can use them to strengthen planning, support staff learning, or inform leadership decisions.

Resource	Description
<u>Guidelines for Complying with the Positive Duty under the Sex Discrimination Act 1984</u> <i>Australian Human Rights Commission</i>	See Appendix 3 for examples of specific control measures that might be implemented to address the risk of relevant unlawful conduct within a particular organisation or business (pg. 101 – 104).
<u>A director's guide to preventing and responding to sexual harassment at work</u> <i>Australian Institute of Company Directors</i>	Provides context, practical insights and questions for boards and directors to address the issue of sexual violence in the workplace in Australia.
<u>Gender strategy toolkit</u> <i>Workplace Gender Equality Agency</i>	A comprehensive suite of resources to help organisations achieve workplace gender equality.
<u>Creating safe-to-speak cultures</u> <i>Our Watch</i>	Resource/guide that will help human resources/people and culture teams to create safe workplace cultures that assist workplaces in meeting their positive duty obligations

Additional Resources

<u>Safe workplaces are inclusive workplaces</u> <i>Australian Human Rights Commission</i>	Offers examples, checklists and reflective questions to help leaders translate the positive duty into action across workplace culture and systems.
<u>Driving Change Taking action against the drivers of family and gender-based violence</u> <i>Safe and Equal</i>	A tip sheet series exploring what drives gender-based violence. These tip sheets can be printed and displayed in the workplace.
<u>Time For Respect: Fifth national survey on sexual harassment in Australian workplaces</u> <i>Australian Human Rights Commission</i>	This national survey investigated the prevalence, nature, and reporting of sexual harassment in Australian workplaces.
<u>Risk Matrix</u> <i>Victorian Equal Opportunity and Human Rights Commission</i>	An example of a Risk Assessment Tool located in Appendix 1 (pg. 100).
<u>Responding to disclosures</u> <i>Safe + Equal</i>	A downloadable guide featuring tips for how to respond appropriately and sensitively when someone discloses, suggested phrases you can use, and referral information.
<u>Workplace sexual harassment: Learn the signs</u> <i>Australian Human Rights Commission</i>	A poster helping workplaces recognise potential early warning signs and prompting preventative action.

Additional Resources

[Helpful Responses to workplace sexual harassment guide](#)

Australian Human Rights Commission

Provides practical tips for safely and supportively responding to someone who discloses sexual harassment at work, with a focus on listening, believing, and appropriate action.

[Building confidence and trust in workplace responses to sexual harassment](#)

Champions of Change Coalition

This resource providing clear and practical guidance to help foster confidence and trust in organisational response systems, adopting a person-centred, trauma-informed approach.

[Case studies: What is a 'helpful' response to workplace sexual harassment](#)

Australian Human Rights Commission

Real case studies of a range of helpful responses to workers who have experienced workplace sexual harassment, highlighting what supportive practice looks like in action.

[Using evidence to improve workplace sexual harassment prevention and response](#)

Workplace Gender Equality Agency

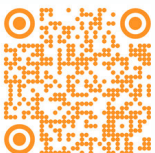
A guide designed to assist employers to develop an evidence-informed approach to the safe collection of sexual harassment prevalence information.

[Good Practice Indicators Framework for Preventing and Responding to Workplace Sexual Harassment \(pg. 9\)](#)

Australian HR Institute

A structured framework outlining good practice indicators, simple measurements and mature measurements to help leaders evaluate their prevention efforts.

***Everyone
deserves a safe
and respectful
workplace.***



Learn more about Circle Green's
Workplace Respect Project

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