

SEXUAL HARM PREVENTION CHECKLIST

Actions to help prevent sexual harassment:

- Download and adopt the latest version of the Equity NZ Sexual Harassment Policy
- Model respectful and appropriate behaviour at all levels
- Train all personnel on how to report sexual harassment
- Put up 'Bystander Intervention' posters in toilets and food areas
- Put up 'What is Sexual Harassment?' posters in toilets and food areas
- Ensure everyone adopts the Equity Code of Conduct which outlines expected behaviour
- Do a verbal briefing every day before work starts (mentioning sexual harassment, reporting options and expected standards of behaviour)
- Promote alcohol free / low alcohol options at social events
- Use an Intimacy Coordinator for intimate/sex scenes
- Ensure everyone is briefed and understands protocols for any intimate scenes
- Display reporting protocols prominently
- Speak up when you see behaviour which is inappropriate (i.e. behaviour not 'in the green')
- Ensure contact people to deal with sexual harassment have been appointed and everyone knows who they are
- Provide training to contact people on how to handle disclosures and give support and advice (sexual harassment contact persons)
- Do an anonymous exit survey to gather information the effectiveness of your sexual harassment prevention activities
- Instilling a zero-tolerance policy towards sexual harassment; and ensuring this zero-tolerance policy is visible and known to all workers, volunteers, students, suppliers and visitors.

Write your own action/s:

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- _____