



INTRODUCTION

As a result of various legislative amendments, every company now has a 'positive duty' to take reasonable and proportionate measure to eliminate, as far as possible certain forms of unlawful sex discrimination and harassment in the workplace.

This non-exhaustive checklist can be used by members as the basis for a risk assessment to consider the potential for sexual harassment and discrimination to arise in the workplace. The questions posed in the checklist may provide a prompt to your business to take specific or additional actions to ensure an inclusive, safe and respectful workplace. You may wish to customise the checklist further with additional questions appropriate to your workplace on company letterhead and customised as required.

It is important to seek advice from VMA should these issues require support in actioning.

HAZARD GROUP	QUESTIONS			ACTION REQUIRED
		NO	YES	
Workforce demographics	Is there a higher representation of one gender in your workplace?			
	Do men and women receive promotions and pay rises in the same way?			
	Is your workforce small such that confidentiality in raising issues is difficult to achieve?			
	Do you have vulnerable employees (age, cultural, non-binary, ESL, or workers with a disability)?			
Corporate imagery and language	When promoting the business, are images and language used that reinforce gender stereotyping?			
	Is there a gender balance in the images used to promote the business?			
	Is gender neutral language used in communications with employees?			
	Are men and women recruited in the same way?			
	Is gender neutral language used in recruitment advertising?			



Working environment	Does your workplace indirectly allocate specific work by gender?		
	Does your workplace hierarchy foster access to management outside of direct line of reporting?		
	Are employees empowered to call out poor conduct and behaviour?		
	Is there an attitude in the workplace that excuses poor behaviour and conduct?		
	Are 'high value' workers ever prioritised over disrespectful behaviour?		
	Is there a zero-tolerance culture to sexism, discrimination, and harassment in the workplace?		
	Does the workplace have policies/procedures to conduct, harassment, bullying, social media usage?		
	Are those policies and procedures known and understood by all employees?		
	Does one gender dominate meetings?		
	Is alcohol provided at work functions, and does the consumption of alcohol result in any concerning changes in employee behaviours?		
	Are sexist 'jokes' and behaviours apparent in the workplace?		
	Are there sexualised materials on display in the workplace (including on PC terminals)?		
	Are there any areas in the workplace that are isolated?		
	Is there adequate privacy and security for workers using bathrooms or change rooms?		
	Are discussions and consultations held with all employees on issues around workplace safety, including psychological safety?		

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WORKPLACE CHECKLIST



Workplace leadership	Do management and supervisory employees role model respect to all employees			
	Are all levels of management and supervisory employees empowered to deal with employees conduct and behaviour?			
Other hazards?				