White Ribbon Australia

COMMUNICARE
CREATING FUTURES

Evidence Guide

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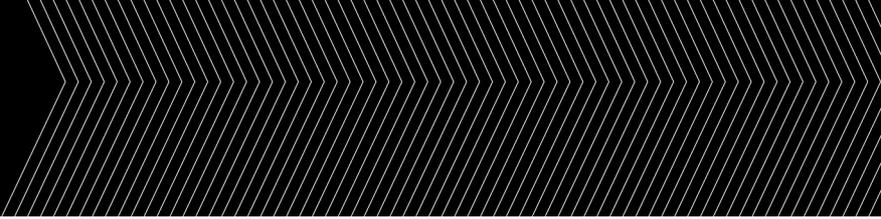
Collecting and Presenting Evidence – Guidance

The White Ribbon accreditation relies on the collection of evidence to help guide and support organisations through the process of embedding the accreditation standards to support the development of a respectful workplace where all staff are respected equally, and there is zero tolerance of men's violence against women.

The White Ribbon Workplace Accreditation Program helps organisations develop the necessary policies and mechanism to protect and support all victims of domestic violence.

How to approach the collection of evidence

The Workplace Accreditation Standards consists of three Standards;

1. Leadership and Commitment
2. Prevention of Violence Against Women
3. Response to Violence Against Women

Within each Standard, there is a Criterion which explains what is required to demonstrate compliance with the Standard.

The evidence requirements require organisations to demonstrate that:

1. The senior leadership team supports the commitment to the accreditation standards.
2. Sufficient resources (financial and staff) are allocated to the project.
3. That relevant policies and HR processes support the Standard. You will find that many of the evidential requirements require compliance with existing legislation and that you are likely to have many of the processes in place already.
4. A key tenement of the process is to demonstrate that policies and HR procedures supporting the elimination of men's violence against women are living documents. As such minutes of meetings, collections of statistics, training logs and so on becomes extremely important.

How much evidence do you need to provide?

Several key concepts will help guide your collection of evidence.

Quality- Quality will be prioritised over quantity in the collection of evidence. There is no minimum or a maximum number of evidence items that can be presented; however, large numbers of evidence items being offered is likely to arise as a result of a poor understanding of the standards. It will also significantly slow down the accreditation process. It may reflect confusion surrounding the Criterion, which is likely to increase the likelihood of noncompliance and therefore lead to a rejection of your application.

Sufficiency – Minutes of meetings, training logs, screenshots, copies of training manuals, etc. are all valid evidence pieces. The evidence needs to be enough in quantity to show that the event is not a 'one-off' occurrence. For example, a single set of meeting minutes where WR accreditation has been discussed would not be enough to satisfy any evidence requirements. **Three** sets of **recent** minutes with actions and outcomes recorded would be a valuable set of evidence to support your application.

Relevancy – Evidence submitted should be relevant to the Criterion it is cross-referenced against, evidence that is not linked to the Criterion will be ignored. It should also be timely, for example, a set of meeting minutes two years old with no relevant recent meeting minutes will not be accepted as evidence.

Cross Referencing – The assessor, assessing your evidence, will be seeking to cross-reference your proof. In terms of policies, the assessor will be looking at evidence that suggests policies have been implemented through, for example, referrals or KPI's. Budgets allocating funding for staff will need to correspond with the availability of staff time to attend

training. Evidence submitted that could not be cross-referenced is likely to be challenged. We strongly advise that for every policy submitted that there is supporting evidence to demonstrate that it is a functioning policy. For example, the annual budget has a provision to support the leave allocations referenced in the domestic and family violence policy.

Where can I get guidance?

Every Organisation will be allocated an Accreditation Partner who will work closely with your Organisation and offer guidance on interpreting the standards and the evidence requirements needed to demonstrate compliance. Accreditation Partners are a resource to help support your application for White Ribbon accreditation, and you should feel free to contact you allocated Accreditation Partner as often as you think is necessary. They will also reach out to you to offer support at regular intervals.

Essential Evidence Requirements

Several key evidence requirements must be presented for accreditation to be awarded. The presentation of the critical evidence requirements will not be sufficient to gain accreditation, but their absence will be grounds for non-accreditation.

1. Policies

The policies below are statutory requirements as set out in the Workplace Gender Equality Act 2012. Public Sector Organisations and private sector organisations with 100 or fewer employees are exempt from the act; however, such organisations must adopt and implement policies which demonstrate the same intent. (***More Information about the action can be found on the Equal Opportunity Commission website and the Workplace Gender Equality Agency website***)

  a) An Equal Pay Policy
  b) A Sexual Harassment Policy
  c) A Domestic Violence Policy including specific reference to Family and Domestic Violence Leave
  d) A Workplace Violence Policy
  e) A Recruitment and Selection Policy
  f) Workplace Health and Safety Policy
  g) A Social Media policy concerning abuse of social media by staff and cyberbullying
  h) A Diversity and Inclusion Policy
  i) A Bullying and Harassment Policy
  j) A Parental Leave Policy
  k) A Staff Code of Conduct which forms part of the employment contract for staff

The policies can be presented as individual policies but, in some cases, will form part of a broader overarching set of policies or are contained within an HR Handbook. The policies must be presented in the form in which they are presented in the Workplace.

The policies must be 'live' policies, and evidence must be submitted to show that they are active within the Workplace.

How do I demonstrate that a policy is a 'Live' policy?

Examples include:

  a) Key Performance Indicators (KPI's) measuring the impact or use of the policies
  b) Statistics showing referrals arising from the implementation of the policies
  c) Contracts of employment referencing the policies or Staff Handbook and explaining the policies form part of the conditions of employment

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d) New Staff Induction Programs
e) Training logs

2. Management Training

White Ribbon considers anyone who has line management responsibility for employees as a manager. Mandatory training for **all** managers within your Organisation is a requirement.

Not all managers need to complete management training when evidence is submitted for accreditation. However, your Senior Leadership Team must have completed the training at the point of submitting your evidence for accreditation.

An Operational Plan setting out procedures and milestones to ensure how the remainder of your managers will receive their training over the three-year accreditation period must be submitted.

All managers should **regularly** receive the training, which means that managers should be on a three-year training cycle.

Presenting Your Evidence

- Your evidence should be prefaced with an introduction to your Organisation. The introduction should explain the nature, size and scope of your Organisation and include any contextualisation you might wish to add. For example, a government department may have recently gone through a significant re-organisation which might have affected training schedules.
- An evidence list cross-referenced against the criteria needs to be included. A template which can be copied and pasted is in the Appendix of this document

Your evidence can be presented as a single document or collection of documents. A piece of evidence, which might cover several standards, should only be presented once. For example, a Workplace Health and Safety Policy with accompanying KPI evidence may cover Criterion White Ribbon Standards and guidelines

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Standard 1: Leadership and Commitment

Criterion 1.1 Leadership Commitment
Leaders positively model and influence a culture of gender equality, respect, safety, and support. Leaders actively demonstrate a commitment to the prevention of violence against women and accountability for breaches of the code of Conduct.

Explanation
Leaders (including those that govern, manage, and represent), are essential contributors to organisational cultures.

Requirements
Leaders visibly, personally, and periodically promote:
- respectful relationships between men and women
- acknowledgement of employee human rights
- zero tolerance for violence against women
- knowledge of and adherence to organisational policies and procedures around safety for women who disclose violence
- gender equality
- a culture of safety, support, and accountability. Leaders and management must formally commit to continuing work on the issue of preventing violence against women.

Examples of evidence to demonstrate that your Organisation meets the requirements
- evidence showing that the head of the Organisation has personally communicated the Organisation's commitment to supporting White Ribbon's objective, i.e. to **Prevent Men's Violence Against Women**
- An organisation chart showing the line management responsibilities of the Senior Leadership Team
- Copy of the Job Description of the person responsible for overseeing White Ribbon accreditation
- Minutes of meetings of the White Ribbon Working Group
- Copy of the budget allocation to meet the requirements to achieve White Ribbon Accreditation
- Internal policies are setting out employment practices and procedures to comply with the requirements of the Workplace Gender Equality Act 2012. As a minimum the following policies must be in place: a strategy to achieve equal pay, a sexual harassment policy, a domestic violence policy including reference to entitlement to take leave, a workplace violence policy, recruitment and selection Policy, workplace health and safety, social media policy, Diversity and Inclusion Policy, a bullying and harassment policy and parental leave Policy.
- A Code of Conduct setting out expectations of staff behaviour
- evidence showing how the policies are communicated to the workforce and how compliance with the policies is monitored
- evidence demonstrating the policies are 'living documents' and an integral part of the Organisation's everyday practice.

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Criterion 1.2 Commitment of Resources

Commitment is demonstrated by having dedicated resources assigned to:

- implement the Program.
- manage the Organisation's policies against violence against women.;
- monitor ongoing compliance with the Program Standards and Criteria following accreditation and act, as necessary.

Explanation

Organisation Leadership has allocated appropriate resources to the Program to ensure all work required can be carried out. An effective approach to workplace responses to violence against women should involve the active participation of staff at all levels of the Organisation. It is recommended that a White Ribbon Working Group be established.

Requirements

Resources required will include the costs of:

- Staff time to:
- completes the baseline assessment
- attend training (see 2.3 and 2.4)
- organises and attend events, activations, and prevention initiatives.
- Developing operational plans to ensure continued focus on operational prevention activities (such as regular training, events, surveying staff, monitoring compliance) following accreditation.
- Funding flexible leave and employment practices to support women experiencing violence.

Examples of evidence to demonstrate that your Organisation meets the requirements

- Documents detailing initiatives and employment practices that promote gender equality, including pay equality and initiatives to support the development of women in leadership.
- Domestic Violence Leave provision.
- Minutes of working group meetings.
- KPI documents detailing Workplace Program accreditation responsibilities.
- Staff development records.
- Line items in financial reports.
- Items in the annual budget.
- Documents recording staff resources used in preparing for accreditation.
- Designated time for staff to participate in the Program

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Criterion 1.3 Internal Communication

There is an internal communication strategy which continually promotes gender equality, respectful relationships and zero tolerance of violence against women as a social norm and lets employees know that victims of violence will be supported.

Explanation

Prevention of violence against women starts with creating a culture of gender equality, promotion of respectful relationships and increasing awareness of the issue and its impacts. Organisational communication is a vital tool in achieving this.

Requirements

A communication strategy should be developed that includes information on:
- the extent of violence against women
- ways men can take action to promote equality and speak out against men's violence against women
- how to create a safe environment in which employees can disclose
- where to find critical policies and procedures
- contact information for accessing support services
- the Organisation's policies regarding its response to perpetrators

Regular and consistent messages will be required to reinforce the policy of zero tolerance for violence against women. Examples might be:
- internal email/intranet, workplace posters, brochures, etc.
- WH&S, employee counselling programs, induction, and training programs. The messages will need to include encouragement to seek support if a staff member is a victim of violence. A diverse range of communication channels should be utilised to ensure staff across all worksites and roles can access this information. Internal communications should be tailored to reflect the Diversity of the Organisation's workforce. e.g. using different languages, managing cultural complexity and accessibility.

When developing a communications strategy, organisations should consider:
- access to computers
- literacy levels
- off-hour work schedules.

Different strategies to target men and women on the issue of violence against women also need to be taken into consideration

Examples of evidence to demonstrate that your Organisation meets the requirements
- A formal internal communication strategy for Program implementation.
- Examples of Message reflected in other relevant policies and procedures including HR, IT and leave policies.
- Copies of Newsletters and Posters
- Screenshots of links to key policy documentation on intranet site.
- Descriptions of staff development activities and sessions with attendance logs
- HR updates
- information on the Program located on the intranet.
- staff (including volunteers where relevant) know how to access support services.
- Workplace social engagement opportunities recognise and support Diversity and equity.
- Examples which demonstrate multiple approaches to respond to Diversity in the Workplace

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Criterion 1.4 External Communication
The Organisation's public face is consistent with promoting gender equality and respectful relationships between women and men.

Explanation
Organisations should positively influence staff behaviour when operating externally, e.g. via social media, at events, as media spokespeople and when liaising with external stakeholders. The Organisation plays an active role in advocating for violence prevention in the public sphere.

Requirements
External messages should reflect an organisational culture that prevents violence against women in the Organisation. For example, advertising, corporate events, media presence and Conduct of representatives of the Organisation, should comply with the organisational values, commitments, and policies to prevent, and respond to violence against women. Organisation's advertising models positive and respectful relationships between men and women.
Organisational goals and plans, media releases, public brochures and internal policies are other examples through which the Organisation might demonstrate its commitment.

Examples of evidence to demonstrate that your Organisation meets the requirements
- Media Policy (including social media).
- Events Procedures.
- Code of Conduct.
- Communication Plan.
- Professional Standards.
- Examples of advertising, including hard copy and on-line.
- Conference and seminar presentations.
- Organisation's website.
- Conduct of representatives of the Organisation demonstrating positive and respectful relationships between men and women.
- Organisation's annual report.

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Criterion 1.5 Collaboration
The Organisation has identified and developed meaningful relationships with external expert organisations* that can assist in supporting staff and the Organisation in the prevention of violence against women and in responding when violence occurs.

Explanation
Developing relationships with external expert organisations can assist in training, policy development and the creation of promotional materials. They also play an essential role in supporting staff who are victims of violence. Organisations which have demonstrable expertise are not required to meet this Standard.

Requirements
Relationships are established such that expert organisations are available to assist and support organisations in their work in preventing and responding to violence against women. Such organisations include but are not limited to:
- family relationship counselling services
- family support services
- domestic violence services
- legal advice services
- crisis intervention services.

These expert organisations collaborate with the Organisation to:
- develop materials for and deliver training
- advise on relevant policy
- assist and advise on communication strategy and promotional materials
- support staff who are victims of violence. The Organisation ensures that information is up to date and training approaches used are the current best practice. This may require facilitating staff access to seminars and conferences and subscribing to relevant publications in addition to collaboration with external expert organisations.

Examples of evidence to demonstrate that your Organisation meets the requirements
- Memoranda of Understanding with support services.
- Contact protocols for referrals.
- Agreements with support services include the responsibilities of each Organisation and the services provided.
- An up-to-date resource list of relevant agencies
- including individual contacts and a description of services offered.
- Referral agencies conduct training, presentations and information sessions.
- On-line updates.
- Policies detailing processes for referrals when required
- Procedures on the responsibilities of both organisations are documented when a referral occurs.
- Other evidence of working relationships with expert organisations (e.g. established regular meetings, joint plans etc.
- Organisations wishing to identify as expert organisations must present a detailed account of their activities with supporting evidence to demonstrate their expertise.
- Organisations that can demonstrate that they are specialist Organisation are not required to meet this Criterion but must clearly explain the grounds for claiming expert status and seek approval before submitting their evidence. Your Accreditation Partner will be able to advise whether you can claim expert status.

Criterion 1.6 Demonstrated engagement in the prevention of violence against women
The Organisation demonstrates proactive involvement in ending violence against women by encouraging staff participation in prevention initiatives and promoting prevention campaigns.

Explanation
Organisations should demonstrate an activity that works to prevent violence against women in the community. This can be effectively shown by actively engaging with the White Ribbon movement and utilising established tools and profile developed by White Ribbon Australia or other similar agencies. Organisations can also support women's services and networks to demonstrate taking a holistic approach to prevent and responding to violence against women.

Requirements
The Organisation demonstrates 'proactivity' in engaging with initiatives and campaigns that prevent violence against women. This should include activities such as:
- participating in, sponsoring, or hosting events and other activities, e.g., White Ribbon Day/Night events.
- encouraging all staff to sign up as White Ribbon Supporters.
- supporting White Ribbon Ambassadors and Advocates to speak out against violence against women in the Workplace and the community
- support for local woman's shelters
- support for local domestic violence services and networks
- introduce Workplace giving whereby employees can opt to pledge a percentage of their monthly salary to White Ribbon or other campaigns/services.
- involvement in or engagement with White Ribbon Committees.

Examples of evidence to demonstrate that your Organisation meets the requirements
- Resources are formally committed to charitable activities. This could be captured in meeting minutes, budget reviews etc.
- Formal acknowledgement of employees engaged in approved volunteering with the prevention of violence against women campaigns and movements.
- Workplace giving initiative included on new employee contracts, with the option for current employees also to participate.
- Signed White Ribbon Partnership/Supporter Memorandum of Understanding.
- White Ribbon Movement activities included in performance measurement indicators for designated employees.
- The White Ribbon participating workplaces logo is associated with the Organisation's branding (for example on websites and letterhead).
- Participate in or host events that include men speaking out against violence.
- evidence can consist of event invitations, posters, flyers, photos etc.
- Email signature
- Newspaper articles.
- Establishing a White Ribbon Committee.
- White Ribbon Committee meeting minutes.
- Designated time for staff to participate in the prevention of violence against women activities.
- Speech notes include the prevention of violence against women message.
- Presentations include the prevention of violence against women message

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Standard 2: Prevention of Violence Against Women

Criterion 2.1 Policies, Procedures and Documentation
The Organisation's policies, procedures and documentation promote gender equality and underpin its commitment to preventing violence against women.

Explanation
Prevention of violence against women starts with creating a culture of gender equality and the promotion of respectful relationships between men and women.

Requirements
Organisations must comply with gender equality and violence prevention legislation, the Workplace Gender Equality Act 2012 and other standards and best practices. Policy areas that will need to be checked include:

- Code of Conduct
- performance and misconduct
- Workplace health and safety
- Social media policy
- Leave entitlements
- Diversity and inclusion.
- Policies should:
- require that all people in the Organisation be treated with respect
- recognise violence against women is unacceptable as 'part of the job.'
- have a zero-tolerance for violence and threats at work or work-related events by the organisation staff against other people or property
- understand the clear reporting and response practices that are in place for when violence occurs.
- Organisational policies include clauses which:
- define violence against women in all its forms
- encourage all employees to take appropriate action when an issue of violence occurs or is suspected
- identify the process for action when a case of violence occurs or is suspected
- place violence against women in a broader context that recognises that violence occurs due to inequality in power relationships between men and women
- make clear why violence against women is a workplace issue, irrespective of where it occurs
- make clear the consequences for perpetrating violence, whether directed to women in the Workplace or where workplace resources are used to perpetuate violence against women outside of work.

Examples of evidence to demonstrate that your Organisation meets the requirements

- Code of Conduct.
- Procedures in the event of a breach of the Code of Conduct.
- Bullying and Harassment Policy and Procedures.
- Violence in the Workplace Policy.
- Recruitment and Selection Process.
- Diversity Policy.
- Promotions Policy.
- Pregnancy and Adoption Policy.
- Entitlements that demonstrate a commitment to equity and Diversity.
- Organisations can develop explicit policies focusing on gender equality, capturing the direction/intent of the Workplace Gender Equality Act 2012a.
- Develop Workplace Violence Policy that includes client/customer violence as well as violence towards other staff and the steps to be taken in responding to that type of violence.
- Workplace Professional Standards.
- Activities included in a) Annual Report b) Policies c) Training Records.

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- An analysis of policies and procedures demonstrates that recruitment and selection processes, working arrangements, pay structures, professional development, and leave, supports equity and Diversity.
- Regular reports on performance in areas such as the Workplace Gender Equality Agency and 50:50 Vision.
- Articles.
- Conference and seminar presentations.
- Pay equity is based on responsibilities and competencies.
- The Organisation has an active Equal Opportunity committee or equivalent.
- Meeting minutes of policy decisions.
- Women are in decision making roles.
- Staff development policies ensure female staff have opportunities to participate and advance.
- Initiatives to ensure commitment to gender quality at executive and management levels.

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Criterion 2.2 Communication of Policies and Procedures
Procedures and entitlements are clearly defined and communicated across the Organisation in a timely and efficient manner.

Explanation
Managers and staff are aware of and understand the policies and procedures relevant to preventing violence against women. The Organisation creates a culture in which employees feel confident and safe to disclose experiences of violence and seek support.

Requirements
Staff are made aware of policies and procedures they must follow, and entitlements are communicated clearly. Confidentiality requirements are clearly articulated to all staff, so all staff feel comfortable speaking up and refer through the appropriate channels. Communication of policies and statements of intent should outline the Organisation's commitment to recognising and responding to violence in women's lives, whether it occurs inside or outside the Workplace. They should also visibly demonstrate the Organisation's commitment to preventing violence against women.

Examples of evidence to demonstrate that your Organisation meets the requirements
- Formal Internal Communication Strategy relating to the communication of HR policy and procedure.
- staff (including volunteers where relevant) know how to access support services.
- Policies given to new employees.
- Newsletters.
- All staff communication from senior management.
- Staff meeting updates.
- Posters.
- Screenshots of links on intranet site.
- Staff development activities and sessions.
- A copy of the new staff induction program

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Criterion 2.3 Manager/Supervisor Training
Supervisors, managers, and key contacts receive expert* training in preventing, recognising and responding to violence.

Explanation
Mandatory training is delivered to all people leaders. Training has had expert* input. (*Expert means training organisations or organisations that are expert and credible in the field of violence prevention. Training by workshops requires facilitation by an individual (with CERT IV in Training and Assessment or equivalent expertise in adult learning) who is credible in the field of violence prevention.

Requirements
Most supervisors and critical senior managers are required to undergo regular training in preventing, recognising, responding, and referring in relation to violence against women. Supervisors and managers are not usually professional counsellors and are not expected to provide this service, but rather should support and refer to a specialist.

Training should cover the following learning requirements:
- an explanation of what is violence against women
- the extent of violence against women in Australia
- explore how/why violence against women occurs, including exploration of violence- supportive attitudes and beliefs
- the issue of sexist language within the Workplace and its impact
- how and why sexually explicit jokes are inappropriate in the Workplace • the possible indicators of violence
- how to raise the issue of violence against women
- information on where to go if you are a victim of violence at home or in the Workplace • the importance of respecting people's privacy in the Workplace
- the Organisation's approach to preventing and responding to violence against women inside and outside the workforce
- Strategies to respond to bullying, sexist, harassing, disrespectful and derogatory behaviours
- how to make a workplace safety plan
- how to approach the issue with a staff member
- referral to assistance for counselling, advice, and other information about support services
- confidentiality requirements so that the situation is only made known to those relevant for the provision of safety and additional support
- training in methods of conflict and complaint/grievance resolution
- an explanation of what staff can do following the training to 'live' the White Ribbon message.

Organisations are responsible for ensuring supervisors and managers formally and regularly disseminate key messaging and action items as a follow up to training, to the staff at all levels.
This can include a referral factsheet given to all employees who have undertaken e-learning.
Systems should support managers in developing and implementing skills in identifying and supporting staff at risk of experiencing violence.
Managers should be trained to have a range of strategies to ensure that interventions are culturally appropriate.
Managers must be able to provide access to referral services for people with complex needs at risk of committing violence.
Managers and supervisors must be equipped to intervene where workplace interactions are disrespectful. The Senior Leadership Team must have completed their training at the point of submitting evidence for the awarding of accreditation.
An approved operational plan is demonstrating how the balance will be trained within the three-year accreditation cycle.
Note training must be undertaken every three years at a minimum or in line with the Organisation's usual training cycle should this be less.

Examples of evidence to demonstrate that your Organisation meets the requirements
- Training requirements for supervisors and managers to receive training in preventing, recognising, and responding to violence.
- Requirements for this training included in relevant Position Descriptions.
- Performance appraisal/ monitoring.
- Documentation from Training programs.
- Attendance records.
- Certificates of attendance.
- Training handouts.

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Criterion 2.4 Staff Training

The Organisation provides non-compulsory expert training across the workforce on the prevention of violence against women.

Explanation

Regular expert* training is made available to all staff at all levels. White Ribbon strongly encourages this is made mandatory. This training can be part of existing risk management, induction processes, WH&S or gender equality training. (*Expert means training organisations or organisations that are expert and credible in the field of violence prevention. Training by workshops requires facilitation by an individual (with CERT IV in Training and Assessment or equivalent expertise in adult learning) who is credible in the field of violence prevention.

Requirements

The Organisation provides staff with non-compulsory training on understanding and preventing violence against women. Training can be given in the form of e-learning or face-to-face workshops. Training must include:

- an explanation of what is violence against women
- the extent of violence against women in Australia
- explore how/why violence against women occurs, including exploration of violence-supportive attitudes and beliefs
- the issue of sexist language within the Workplace and its impact
- how and why sexually explicit jokes are inappropriate in the Workplace the possible indicators of violence • how to raise the issue of violence against women
- information on where to go if you are a victim of violence at home or in the Workplace • Strategies to respond to bullying, sexist, harassing, disrespectful and derogatory behaviours.
- the importance of respecting people's privacy in the Workplace
- the Organisation's approach to preventing and responding to violence against women inside and outside the workforce
- an explanation of what staff can do following the training to 'live' the White Ribbon message.

Examples of evidence to demonstrate that your Organisation meets the requirements

- Training Policy and Procedures.
- Training materials
- Training records and training registration forms.
- Training programs.
- Advertisements for training.
- Training evaluation forms.
- Referral services factsheet disseminated to employees.
- If the Organisation uses volunteers, they receive, as part of their training and orientation, information on prevention of violence against women.

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Criterion 2.5 Risk Assessment

A risk assessment of violence in the Workplace is undertaken, and a plan to address risks is developed and implemented.

Explanation

A gendered lens is applied to the Organisation's risk assessment processes in recognition of the unique forms of violence and abuse that women are more likely to face while working than men. This also recognises that women's experience of violence at home can impact health and safety at work.

Requirements

A risk assessment is integrated with WH&S processes that include:
- consideration of physical layouts
- vulnerability of women at different times/locations
- security of confidential, personal information etc. A cross-section of staff should contribute to the assessment and planning as to how risks might be addressed.
- Areas for consideration should include:
- travel to and from work duties off-site
- vulnerable areas within the Workplace
- security of confidential information
- protection from on-line harassment.

Relevant unions should be consulted about their perception of risks in the Organisation's Workplace (s).

Examples of evidence to demonstrate that your Organisation meets the requirements
- Risk assessment policies, procedures and plans include specific strategies for reducing violence against women.
- WH&S meeting minutes.
- Risk assessment.
- evidence of measures the Organisation has taken to respond to identified issues. For example, where an understanding of violence is shown to be lacking, evidence of the appropriate provision of factsheets on the issue of violence against women would be relevant.
- Outline of the process used to ensure that a cross-section of staff has contributed to risk assessments and decision making specific to risks for women.
- Systems are in place to ensure staff can initiate action to prevent or reduce risks and their impact.
- The workforce is educated and provided with information about security risks and responsibilities.
- Endorsement of the risk management policy and procedures by the Organisation's governance entity and evidence that these have been provided to managers and other staff.
- evidence that relevant unions have been consulted about their perception of risks in that Workplace

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Criterion 2.6 Expectation of Contractors

Contractors are required to acknowledge and uphold the Organisation's policies concerning zero tolerance for violence against women.

Explanation

External contractors may encounter staff and customers/ clients when visiting premises and via email and phone and should be expected to adhere to the Organisation's code of Conduct concerning preventing violence against women.

Requirements

The Organisation's stance on violence against women should be made clear with contractors through:
- visibility of White Ribbon messaging
- inclusion of a clause in tender briefs and contracts regarding the Organisation's zero tolerance for violence against women. The Organisation demonstrates that contractors are required to acknowledge and uphold zero-tolerance policies.

Examples of evidence to demonstrate that your Organisation meets the requirements
- There are documented agreements/ contracts with all external contractors that contain a clause on the Organisation's zero tolerance for violence against women in any form and the consequences for any contractor found to breach this clause.
- evidence of appropriate procedures being followed should contractual obligations be breached regarding this issue.
- Contractor compliance assessments where practicable.
- Posters and flyers in the Workplace.

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Standard 3: Responses to Violence against Women

Criterion 3.1 Response to Victims
When a case of violence is identified, women are supported to ensure their safety; provided with flexible work arrangements where needed; and referred to counselling and other support services.

Explanation
The process of response when an issue comes to light, whether perpetrated inside or outside the Workplace, is clearly defined. Employers should have procedures articulating the agreed understanding between manager and staff about support and referral pathways.

Requirements
Managers' responsibilities are clearly defined. Managers are not expected to be counsellors, but rather support and refer the victim to specialist services.
Workplace agreements should include:
- leave entitlements for victims of violence to address issues relating to the violence (legal commitments, counselling, change of residence, etc.).
- options for flexible work arrangements where these are needed to prevent or deal with violence (such as changing times of employment, location of employment, etc.).
- workplace safety plans. Employee Assistance Programs should be cognisant of the issue of violence against women and referral pathways.

Examples of evidence to demonstrate that your Organisation meets the requirements
- Confidentiality and privacy policy and procedures.
- policy and procedures for flexible work.
- Referrals protocol - when to refer and to whom to refer.
- Conditions of work policies.
- Entitlements policy demonstrates a commitment to equity and Diversity. • List of referral services and contact details.
- Report from HR Manager or the equivalent of the number of women supported and strategies employed.
- Referrals to counselling and other support services.
- Flexible work arrangements exist and can be accessed by all.

Criterion 3.2 Response to Perpetrators

When an employee is alleged to have perpetrated violence within the bounds of the Workplace, the Organisation has clear procedures for referral to the police where the allegation is a criminal matter, and actions to be taken in non-criminal matters.

Explanation

There are clear policies and processes in place to manage incidents of violence against women which occur within the bounds of the Workplace. This includes using tools of the trade to perpetrate criminal acts inside or outside the Workplace.

Requirements

When an employee is alleged to have perpetrated violence within the bounds of the Workplace, the Organisation has clear procedures for referral to the police where the allegation is a criminal matter, and actions to be taken in non-criminal circumstances to ensure accountability of perpetrators.

Procedures are in place to communicate with police on legal matters.

Allegations of sexual and physical assault within the bounds of the Workplace should be immediately referred to the police without internal investigation. This is because internal investigations can impede successful prosecutions by police.

Other non-criminal allegations should be investigated internally through a defined procedure that ensures natural justice for the alleged perpetrators but also ensures the immediate safety of the alleged victim.

The procedures should specify the consequences for breaches of the Code of Conduct or equivalent (including warnings and ultimate loss of employment).

Procedures should also specifically cover instances where the alleged perpetrator works in a more superior position within the Organisation.

Grievance and complaints systems should be accessible, operational, and timely, and include principles of natural justice.

Examples of evidence to demonstrate that your Organisation meets the requirements
- Procedures for breaches of the Code of Conduct.
- Procedures for a referral to the police.
- Grievance Procedures.
- Disciplinary Procedures.
- How to access the staff grievance and complaints system.
- What to do if there is a complaint about someone in a managerial position

Evidence Guide and Accreditation Matrix

Criterion 3.3 Evaluation and Continuous Improvement
Organisational culture and procedures are regularly examined, informing ongoing refinement of the Organisation's policies and procedures.

Explanation
Current strategies must be evaluated to ensure the Organisation is providing a safe working environment for all staff whatever their gender.

Requirements
The Organisation ensures that the Program continues beyond the accreditation period with established procedures for:
- recording and monitoring the success of prevention initiatives, responses and lessons learnt.
- reviewing and amending relevant policies and procedures.

The Organisation ensures staff are given a confidential 'voice' to Feedback on organisational policy, procedure, culture, and colleagues.

The Organisation has a focus on quality improvement, with progress indicators evaluated regularly.

The Organisation regularly audits its culture, for example, through anonymous surveys, climate surveys, staff satisfaction surveys, measuring values and behaviours which demonstrate workplace commitment to zero tolerance of violence against women.

Examples of evidence to demonstrate that your Organisation meets the requirements
- Administration/recording procedures.
- Operational Plan.
- Evaluation Reports.
- evidence of anonymous surveys, climate surveys, staff satisfaction surveys.
- an outside independent person/group audits organisational culture and provides recommendations for improvement.
- Exit interviews are analysed to inform organisational culture and response procedures.
- 360-degree feedback performance management system.
- Workplace profile.
- HR statistics.
- Turnover trends.
- Feedback from the union(s).
- Lessons learnt report.

Evidence Guide and Accreditation Matrix

White Ribbon Accreditation Program Standards Matrix

Purpose of the template

This template requires businesses to map the evidence within their application against each of the Program Standards. The template is designed to:

- assist companies in indicating where the evidence relevant to each Program Standard can be located within their application
- assist the applicant in ensuring that all Program Standards have been met within their application
- assist accreditation assessor/panel in finding the evidence relevant to each Program Standard, for assessor/panels to make their decisions on whether each Program Standard is met.

Completion and use of the template

The completed template must be included for all applications for program accreditation. It is primarily designed to meet the requirements of accreditation.

The template is to be used by both initial applicant and accreditation officer/panels in conjunction with the *Guidelines for each Standard and Criterion.*

Use of the template is not intended to be difficult for either applicants or panels. The completed template must include cross-referencing to the relevant evidence in the application for accreditation. Actual evidence and information from within the program documentation should not be copied and pasted into this template. Generally, providers need only provide quality evidence enough to meet the Program Standards and do not need to reference every single location where a standard is addressed.

The template should be completed electronically so that the cells can be expanded as required. Reference the site of the information in your evidence documents, including appendix number, title, and page numbers. Electronic submissions must include hyperlinks to documentation where possible.

White Ribbon Criterion Evidence Table (Example)

	Evidence Descriptor	Description	Criterion
1.	Operational Plan	Endorses resource allocation for projects focused on gender equality and respect	1.1, 1.2, 1.6, 2.1, 3.1, 3.3
2.	Communication plan illustrating communications from organisational leadership	Head of Organisation visibly promotes relevant messaging consistently internally and externally	1.1, 1.3, 1.4, 2.2
3.	Leadership map, and policy ensuring gender-neutral networking events	Leaders model and promote gender equality within the Organisation, including gender balance within the board and executive team, pay equality and initiatives to support the development of women in leadership	1.1, 1.3, 1.4, 1.6, 2.1
4.	Communications regarding WR accreditation and similar messaging	The commentary reflects a zero-tolerance to VAW and the promotion of gender equality	1.3, 1.4, 1.6
5.	Pay Equality policy	The policy that ensures gender equity in pay	2.1, 2.2
6.	Domestic and Family Violence Policy Sexual harassment policy	Policy including forms of FDV, domestic violence leave provisions, flexible work provisions and other means of supporting employees experiencing violence both in and outside of the Workplace	2.1, 2.2, 1.6, 3.1
7.	Minutes of working group meetings	Minutes from monthly White Ribbon working group meetings to illustrate progress in the Program	1.1, 1.2
8.	Annual Budget	Financial Allocations for the Program	1.1, 1.2
9.	Internal communication plan	Communication strategy which includes information on: • VAW in Australia • How to create a safe environment for employees to disclose • Where to find key policies and procedures • Contact information to access support services • Examples included in evidence are: • Internal emails and intranet screenshots, workplace posters and training programs.	1.3, 2.2
10.	Media policy	Media policy highlights that organisational culture prevents violence against women, and includes advertising, corporate events, and Conduct of representatives.	1.1, 1.4, 2.2
11.	IT Policy	IT policies that includes guidelines on the safe use of internal IT resources.	1.4, 2.1

Evidence Guide and Accreditation Matrix

	Evidence Descriptor	Description	Criterion
12.	Memoranda of understanding with support services	An understanding of the responsibilities and expectations of support services and the Workplace, including: • Counselling services • Expert advice on policy and procedures • Charitable relationship with local women's shelter	1.5, 1.6, 2.1, 3.1
13.	Referrals to appropriate organisations	Agreements with support services to create an environment for employees to disclose, including: • Family relationship counselling services • family support services • domestic violence services • legal advice services • Crisis intervention services	1.3, 1.5, 2.1, 2.2, 3.1
14.	Resources are formally committed to charitable activities	Budget review of white ribbon day workplace giving initiative	1.4, 1.6
15.	Participate or host events that include men speaking out against violence	Speech notes from white ribbon day events	1.1, 1.3, 1.6
16.	Support of local women's shelters	Budget allocations Review of fundraising morning tea Memoranda of understanding between the company and Women's shelter	1.5, 1.6, 3.1
17.	Code of Conduct	Code of Conduct requires that everyone is treated with respect, that all forms of violence are unacceptable, has zero tolerance for violence and threats at work.	2.1, 2.2, 3.1
18.	Performance and misconduct	The business has clear reporting and response practices that are in place for if violence occurs	2.1, 2.2, 3.2
19.	Workplace health and safety	The business has clear procedures to prevent violence and threats at work- or work-related events against other people or property.	2.1, 2.2, 2.5, 3.1
20.	Social media policy	A social media policy and the grievance procedure if this is breached	1.4, 2.1, 2.2, 3.1,
21.	Leave entitlements	Part of the HR policy suite that includes flexible leave entitlements following relevant legislation	2.1, 2.2, 3.1
22.	Diversity and inclusion policy	the company policy complies with gender equality and violence prevention legislation and other standards and best practice.	2.1, 2.2, 3.3
23.	Evidence that policies are accessible	Screenshots of intranet and other means of communication	1.3, 2.1, 2.2
24.	Human Resources (HR) updates	Communications to employees regarding the updated HR policy suite	1.3, 2.1, 2.2

Evidence Guide and Accreditation Matrix

	Evidence Descriptor	Description	Criterion
25.	Training attendance records	Training records from both manager training and employee training. Both with 100% attendance rates.	2.3, 2.4, 3.3
26.	Training handouts	Handouts were given to employees in both training sessions as a means of reinforcing training outcomes	1.3, 2.2, 2.3, 2.4, 3.1, 3.3
27.	Training evaluations	Evaluations of training and learning outcomes	2.3, 2.4, 3.3
28.	Risk Assessment signed off by leadership	A gendered risk assessment that includes the following: • Consideration of physical layouts • The vulnerability of different people at different times and locations • Security of confidential and personal Information	2.1, 2.2, 2.5, 3.1, 3.3,
29.	Clauses in contractors' agreements	Clauses in tender briefs and contracts regarding the Organisation's zero tolerance for violence against women	1.4, 1.6, 2.2, 2.6
30.	Confidentiality and privacy policy and procedures	Confidentiality and privacy policy and procedures	2.1, 3.1
31.	Grievance and disciplinary procedure	Clear procedures in place if policies and procedures are breached.	2.1, 2.2, 3.1, 3.2

Evidence Guide and Accreditation Matrix

White Ribbon Standard Evidence Table (Example)

Completion of the template must include cross-referencing to the relevant evidence in the application for accreditation. Actual evidence and information from within the program documentation should not be copied and pasted into this template. Generally, providers need to provide quality evidence enough to meet the Program Standards and do not need to reference every single location where a standard is addressed.

Program Standard 1: Leadership and Commitment	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
1.1 Leadership Commitment Leaders positively model and influence a culture of gender equality, respect, safety, and support. Leaders actively demonstrate a commitment to the prevention of violence against women and accountability for breaches of the code of Conduct. **Explanation** Leaders (including those that govern, manage, and represent), are essential contributors to organisational cultures.	Leaders visibly, personally, and periodically promote: • respectful relationships between men and women • acknowledgement of employee human rights • zero tolerance for violence against women • knowledge of and adherence to organisational policies and procedures around safety for women who disclose violence • gender equality • a culture of safety, support, and accountability. Leaders and management must formally commit to continuing work on the issue of preventing violence against women.	1. Operational Plan (1) 2. Communication plan illustrating communications from organisational leadership (2) 3. Leadership map, and policy ensuring gender-neutral networking events 4. Minutes of working group meetings (7) 5. Annual Budget (8) 6. Media policy (10) 7. Participate or host events that include men speaking out against violence (15) 8. Operational report (33)	

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Program Standard 1: Leadership and Commitment	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments

1.2 Commitment of Resources
Commitment is demonstrated by having dedicated resources assigned to:
• implement the Program.
• Manage the Organisation's policies against violence against women.
• Monitor ongoing compliance with the Program Standards and Criteria following accreditation and act as necessary.
 	
Explanation
Organisation Leadership has allocated appropriate resources to the Program to ensure all work required can be carried out. A practical approach to workplace responses to violence against women should involve the active participation of staff at all levels of the Organisation. It is recommended that a White Ribbon Working Group be established.
	Resources required will include the costs of:
	• Staff time to:
	  o completes the baseline assessment
	  o attend training (see 2.3 and 2.4)
	  o organises and attend events, activations, and prevention initiatives.
	• Developing operational plans to ensure continued focus on operational prevention activities (such as regular training, events, surveying staff, monitoring compliance) following accreditation.
	• Funding flexible leave and employment practices to support women experiencing violence.
		1. Operational Plan (1)
		2. Minutes of working group meetings (7)
		3. Annual Budget (8)	

1.3 Internal Communication There is an internal communication strategy which continually promotes gender equality, respectful relationships and zero tolerance of violence against women as a social norm and lets employees know that victims of violence will be supported. **Explanation**	A communication strategy should be developed that includes information on: • the extent of violence against women • ways men can take action to promote equality and speak out against men's violence against women • how to create a safe environment in which employees can disclose	1. Communication plan illustrating communications from organisational leadership (2) 2. Leadership map, and policy ensuring gender-neutral networking events (3) 3. Communications regarding WR accreditation and similar messaging (4)	

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Program Standard 1: Leadership and Commitment	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
Prevention of Violence against women starts with creating a culture of gender equality, promotion of respectful relationships and increasing awareness of the issue and its impacts. Organisational communication is a vital tool in achieving this.	• where to find critical policies and procedures • contact information for accessing support services • the Organisation's policies regarding its response to perpetrators • **Regular and consistent messages will be required to reinforce the policy of zero tolerance for violence against women. This might be through:** • internal email/intranet, workplace posters, brochures, etc. • WH&S, employee counselling programs, induction, and training programs • When developing a communications strategy, organisations should consider: • access to computers • literacy levels • off-hour work schedules. • Different strategies to target men and women on the issue of violence against women also need to be taken into consideration	4. Internal communication plan (9) 5. Referrals to appropriate organisations (13) 6. Participate or host events that include men speaking out against violence (15) 7. Evidence that policies are accessible (23) 8. Human Resources (HR) updates (24) 9. Training handouts (26)	
1.4 External Communication The Organisation's public face is consistent with promoting gender	External messages should reflect an organisational culture that prevents violence against women in the Organisation. For example, advertising,	1. Communication plan illustrating communications from organisational leadership (2)	

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Program Standard 1: Leadership and Commitment	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
equality and respectful relationships between women and men. **Explanation** Organisations should positively influence staff behaviour when operating externally, e.g. via social media, at events, as media spokespeople and when liaising with external stakeholders. The Organisation plays an active role in advocating for violence prevention in the public sphere.	corporate events, media presence and Conduct of representatives of the Organisation, should comply with the organisational values, commitments, and policies to prevent, and respond to violence against women. Organisation's advertising models positive and respectful relationships between men and women. Organisational goals and plans, media releases, public brochures and internal policies are other examples through which the Organisation might demonstrate its commitment.	2. Leadership map, and policy ensuring gender-neutral networking events (3) 3. Communications regarding WR accreditation and similar messaging (4) 4. Media policy (10) 5. IT Policy (11) 6. Resources are formally committed to charitable activities (14) 7. Social media policy (20) 8. Clauses in contractors' agreements (29)	
1.5 Collaboration The Organisation has identified and developed meaningful relationships with external expert organisations* that can assist in supporting staff and the Organisation in the prevention of violence against women and in responding when violence occurs. **Explanation** Developing relationships with external expert organisations can assist in training, policy development and the creation of promotional materials. They also play an essential role in supporting staff who are victims of violence. Organisations which have demonstrable	Relationships are established such that expert organisations are available to assist and support organisations in their work in preventing and responding to violence against women. Such organisations include but are not limited to: • family relationship counselling services • family support services • domestic violence services • legal advice services • crisis intervention services. **These expert organisations collaborate with the Organisation to:** • develop materials for and deliver training	1. Memoranda of understanding with support services (12) 2. Referrals to appropriate organisations (13) 3. Support of local women's shelters (16)	

Program Standard 1: Leadership and Commitment	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
expertise are not required to meet this Standard.	• advise on relevant policy • assist or advise on communication strategy and promotional materials • support staff who are victims of violence. The Organisation ensures that information is up to date and training approaches used are the current best practice. This may require facilitating staff access to seminars and conferences and subscribing to relevant publications in addition to collaboration with external expert organisations.		
1.6 Demonstrated engagement in the prevention of violence against women The Organisation demonstrates proactive involvement in ending violence against women by encouraging staff participation in prevention initiatives and promoting prevention campaigns. **Explanation** Organisations should demonstrate an activity that works to prevent violence against women in the community. This can be adequately shown by actively engaging with the White Ribbon movement and utilising established	• The Organisation demonstrates 'proactivity' in engaging with initiatives and campaigns that prevent violence against women. Activities should include: • participating in, sponsoring, or hosting events and other activities, e.g., White Ribbon Day/Night events. • Encouraging all staff to sign up as White Ribbon Supporters. • Supporting White Ribbon Ambassadors and Advocates to speak out against violence against women in the Workplace and the community • support for local woman's shelters • support for local domestic violence services and networks	1. Operational Plan (1) 2. Leadership map, and policy ensuring gender-neutral networking events (3) 3. Communications regarding WR accreditation and similar messaging (4) 4. Domestic and Family violence policy (6) 5. Sexual harassment policy (6) 6. Memoranda of understanding with support services (12) 7. Resources are formally committed to charitable activities (14)	

Program Standard 1: Leadership and Commitment	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
tools and profile developed by White Ribbon Australia or other similar agencies. Organisations can also support women's services and networks to demonstrate taking a holistic approach to prevent and responding to violence against women.	• introduce Workplace giving whereby employees can opt to pledge a percentage of their monthly salary to White Ribbon or other campaigns/services. • Involvement in or engagement with White Ribbon Committees.	8. Participate or host events that include men speaking out against violence (15) 9. Support of local women's shelters (16) 10. Clauses in contractors' agreements (29)	

Company representative comments:

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Representative Signature _____   *Date* _____

Accreditation Assessor Initial: _____

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Program Standard 2: Policies, Procedures and Documentation	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
2.1 Policies, Procedures and Documentation The Organisation's policies, procedures and documentation promote gender equality and underpin its commitment to preventing violence against women. **Explanation** Prevention of Violence against women starts with creating a culture of gender equality and the promotion of respectful relationships between men and women.	• Organisations must comply with gender equality and violence prevention legislation, the Workplace Gender Equality Act 2012 and other standards and best practices. Policy areas that will need to be checked include: • Code of Conduct • Performance and misconduct • Workplace health and safety • Social media policy • Leave entitlements • Diversity and inclusion. • Policies should: • stipulate that all people in the Organisation are treated with respect • recognise violence against women is unacceptable as 'part of the job.' • have a zero-tolerance for violence and threats at work or work-related events by the organisation staff against other people or property • understand the transparent reporting and response practices that are in place for when violence occurs. • Organisational policies include clauses which:	1. Operational Plan (1) 2. Leadership map, and policy ensuring gender-neutral networking events (3) 3. Pay Equality policy (5) 4. Domestic and Family violence policy (6) 5. Sexual harassment policy (6) 6. IT Policy (11) 7. Memoranda of understanding with support services (12) 8. Referrals to appropriate organisations (13) 9. Code of Conduct (17) 10. Performance and misconduct (18) 11. Workplace health and safety (19) 12. Social media policy (20) 13. Leave entitlements (21) 14. Diversity and inclusion policy (22) 15. Evidence that policies are accessible (23) 16. Human Resources (HR) updates (24) 17. Risk Assessment signed off by leadership (28) 18. Confidentiality and privacy policy and procedures (30)	

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COMMUNICARE CREATING FUTURES

Program Standard 2: Policies, Procedures and Documentation	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
	• define violence against women in all its forms • encourage all employees to take appropriate action when an issue of violence occurs or is suspected • identify the process for action when a problem of violence occurs or is suspected • place violence against women in a broader context that recognises that violence occurs due to inequality in power relationships between men and women • be specific why violence against women is a workplace issue, irrespective of where it happens • make clear the consequences for perpetrating violence, whether directed to women in the Workplace or where workplace resources are used to perpetuate violence against women outside of work.	**19.** Grievance and disciplinary procedure (32)	
2.2 Communication of Policies and Procedures Procedures and entitlements are clearly defined and communicated across the Organisation in a timely and efficient manner.	Staff are made aware of policies and procedures they must follow, and entitlements are communicated clearly. Confidentiality requirements are clearly articulated to all staff, so they feel comfortable coming forward, with an issue or to refer through the	**1.** Communication plan illustrating communications from organisational leadership (2) **2.** Pay Equality policy (5) **3.** Domestic and Family violence policy (6) **4.** Sexual harassment policy (6)	

Program Standard 2: Policies, Procedures and Documentation	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
Explanation Managers and staff are aware of and understand the policies and procedures relevant to preventing violence against women. The Organisation creates a culture in which employees feel confident and safe to disclose experiences of violence and seek support.	appropriate channels. Communication of policies and statements of intent should outline the Organisation's commitment to recognising and responding to violence in women's lives, whether it occurs inside or outside the Workplace. They should also visibly demonstrate the Organisation's commitment to preventing violence against women.	5. Internal communication plan (9) 6. Media policy (10) 7. Referrals to appropriate organisations (13) 8. Code of Conduct (17) 9. Performance and misconduct (18) 10. Workplace health and safety (19) 11. Social media policy (20) 12. Leave entitlements (21)(22) 13. Diversity and inclusion policy (22) 14. Evidence that policies are accessible (23) 15. Human Resources (HR) updates (24) 16. Training handouts (26) 17. Risk Assessment signed off by leadership (28) 18. Clauses in contractors' agreements (29) 19. Grievance and disciplinary procedure (32)	
2.3 Manager/Supervisor Training Supervisors, managers, and key contacts receive expert* training in preventing, recognising, and responding to violence.	Most supervisors and key senior managers are required to undergo regular training in preventing, recognising, responding, and referring concerning violence against women. Supervisors and managers are not usually professional counsellors and are	1. Training attendance records (25) 2. Training handouts (26) 3. Training evaluations (27)	

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Program Standard 2: Policies, Procedures and Documentation	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
Explanation Mandatory training is delivered to all people leaders. Training has had expert* input. *(*Expert means training organisations or organisations that are expert and credible in the field of violence prevention. Training by workshops requires facilitation by an individual (with CERT IV in Training and Assessment or equivalent expertise in adult learning) who is credible in the field of violence prevention.*	not expected to provide this service, but rather should support and refer to a specialist. Training should cover the following learning requirements: • an explanation of what is violence against women • the extent of violence against women in Australia • explore how/why violence against women occurs, including exploration of Violence- supportive attitudes and beliefs • the issue of sexist language within the Workplace and its impact • how and why sexually explicit jokes are inappropriate in the Workplace • the possible indicators of violence • how to raise the issue of violence against women • information on where to go if you are a victim of violence at home or in the Workplace • the importance of respecting people's privacy in the Workplace • the Organisation's approach to preventing and responding to violence against women inside and outside the workforce		

Program Standard 2: Policies, Procedures and Documentation	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
	• Strategies to respond to bullying, sexist, harassing, disrespectful and derogatory behaviours • how to make a workplace safety plan • how to approach the issue with a staff member • referral to assistance for counselling, advice, and other information about support services • confidentiality requirements so that the situation is only made known to those relevant for the provision of safety and additional support • training in methods of conflict and complaint/grievance resolution • an explanation of what staff can do following the training to 'live' the White Ribbon message. Organisations are responsible for ensuring supervisors and managers formally and regularly disseminate essential messaging and action items as a follow up to training, to the staff at all levels. This can include a referral factsheet given to all employees who have undertaken e-learning.		

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Program Standard 2: Policies, Procedures and Documentation	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
	Systems should support managers in developing and implementing skills in identifying and supporting staff at risk of experiencing violence. Managers should be trained to have a range of strategies to ensure that interventions are culturally appropriate. Managers must be able to provide access to referral services for people with complex needs at risk of committing violence. Managers and supervisors must be equipped to intervene where workplace interactions are disrespectful. The Senior Leadership Team must have completed their training at the point of submitting evidence for the awarding of accreditation. An approved operational plan, demonstrating how the balance will be trained within the three-year accreditation cycle. Note training must be undertaken every three years at a minimum or in line with the Organisation's usual training cycle should this be less.		

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Program Standard 2: Policies, Procedures and Documentation	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
2.4 Staff Training The Organisation provides non-compulsory expert training across the workforce on the prevention of violence against women. **Explanation** Regular expert* training is made available to all staff at all levels. White Ribbon strongly encourages this is made mandatory. This training can be part of existing risk management, induction processes, WH&S or gender equality training. (*Expert means training organisations or organisations that are expert and credible in the field of violence prevention. Training by workshops requires facilitation by an individual (with CERT IV in Training and Assessment or equivalent expertise in adult learning) who is credible in the field of violence prevention.	The Organisation provides staff with non-compulsory training on understanding and preventing violence against women. Training can be given in the form of e-learning or face-to-face workshops. Training must include: • an explanation of what is violence against women • the extent of violence against women in Australia • explore how/why violence against women occurs, including exploration of violence-supportive attitudes and beliefs • the issue of sexist language within the Workplace and its impact • how and why sexually explicit jokes are inappropriate in the Workplace the possible indicators of violence	1. Training attendance records (25) 2. Training handouts (26) 3. Training evaluations (27)	

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Program Standard 2: Policies, Procedures and Documentation	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
	• how to raise the issue of violence against women • information on where to go if you are a victim of violence at home or in the Workplace • Strategies to respond to bullying, sexist, harassing, disrespectful and derogatory behaviours. • the importance of respecting people's privacy in the Workplace • the Organisation's approach to preventing and responding to violence against women inside and outside the workforce • an explanation of what staff can do following the training to 'live' the White Ribbon message.		
2.5 Risk Assessment A risk assessment of violence in the Workplace is undertaken, and a plan to address risks is developed and implemented.	A risk assessment is integrated with WH&S processes that include: • consideration of physical layouts • vulnerability of women at different times/locations • security of confidential, personal information etc. A cross-section of staff should contribute to the	**1.** Performance and misconduct (18) **2.** Workplace health and safety (19) **3.** Risk Assessment signed off by leadership (28)	

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Program Standard 2: Policies, Procedures and Documentation	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
Explanation A gendered lens is applied to the Organisation's risk assessment processes in recognition of the unique forms of violence and abuse that women are more likely to face while working than men. This also recognises that women's experience of violence at home can impact health and safety at work.	assessment and planning as to how risks might be addressed. Areas for consideration should include: • travel to and from work duties off-site • vulnerable areas within the Workplace • security of confidential information • protection from on-line harassment. Relevant unions should be consulted about their perception of risks in the Organisation's Workplace (s).		
2.6 Expectation of Contractors Contractors are required to acknowledge and uphold the Organisation's policies concerning zero tolerance for violence against women. **Explanation** External contractors may encounter staff and customers/ clients when visiting premises or via email and phone and should be expected to adhere to the Organisation's code of Conduct concerning preventing violence against women.	The Organisation's stance on violence against women should be made clear with contractors through: • visibility of White Ribbon messaging • inclusion of a clause in tender briefs and contracts regarding the Organisation's zero tolerance for violence against women. The Organisation demonstrates that contractors are required to acknowledge and uphold zero-tolerance policies.	**1.** Clauses in contractors' agreements (29)	

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COMMUNICARE CREATING FUTURES

Program Standard 3: Response to Victims	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
3.1 Response to Victims When an issue of violence is identified, women are supported to ensure their safety; provided with flexible work arrangements where needed; and referred to counselling and other support services. **Explanation** The process of response when an issue comes to light, whether perpetrated inside or outside the Workplace, is clearly defined. Employers should have procedures articulating the agreed understanding between manager and staff person about support and referral pathways.	Managers' responsibilities are clearly defined. Managers are not expected to be counsellors, but rather support and refer the victim to specialist services. Workplace agreements should include: • leave entitlements for victims of violence to address issues relating to the violence (legal commitments, counselling, change of residence, etc.). • Options for flexible work arrangements where these are needed to prevent or deal with violence (such as changing times of employment, location of employment, etc.). • Workplace safety plans. Employee Assistance Programs should be cognisant of the issue of violence against women and referral pathways.	1. Operational Plan (1) 2. Domestic and Family violence policy (6) 3. Sexual harassment policy (6) 4. Memoranda of understanding with support services (12) 5. Referrals to appropriate organisations (13) 6. Support of local women's shelters (16) 7. Code of Conduct (17) 8. Performance and misconduct (18) 9. Workplace health and safety (19) 10. Social media policy (20) 11. Leave entitlements (21) 12. Training handouts (26) 13. Risk Assessment signed off by leadership (28) 14. Confidentiality and privacy policy and procedures (30) 15. Referral to the police (31) 16. Grievance and disciplinary procedure (32) 17. Operational report (33)	
3.2 Response to Perpetrators When an employee is alleged to have perpetrated violence within the bounds of the Workplace, the Organisation has clear	When an employee is alleged to have perpetrated violence within the bounds of the Workplace, the Organisation has clear procedures for referral to the police where the	1. Performance and misconduct (18) 2. Referral to the police (31) 3. Grievance and disciplinary procedure (32)	

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procedures for referral to the police where the allegation is a criminal matter, and actions to be taken in non-criminal matters. **Explanation** There are clear policies and processes in place to manage incidents of violence against women which occur within the bounds of the Workplace. This includes using tools of the trade to perpetrate criminal acts inside or outside the Workplace.	allegation is a criminal matter, and actions to be taken in non-criminal matters to ensure accountability of perpetrators. Procedures are in place to communicate with police on legal matters. Allegations of sexual and physical assault within the bounds of the Workplace should be immediately referred to the police without internal investigation. This is because internal investigations can impede successful prosecutions by police. Other non-criminal allegations should be investigated internally through a defined procedure that ensures natural justice for the alleged perpetrators but also ensures the immediate safety of the alleged victim. The procedures should specify the consequences for breaches of the Code of Conduct or equivalent (including warnings and ultimate loss of employment). Procedures should also specifically cover instances where the alleged perpetrator works in a more superior position within the Organisation. Grievance and complaints systems should be accessible, operational, and		

Program Standard 3: Response to Victims	Standard Requirement	Evidence of meeting Program Standard (Evidence Index)	Satisfactory/ Not yet Satisfactory Accreditation Comments
	timely, and include principles of natural justice.		
3.3 Evaluation and Continuous Improvement Organisational culture and procedures are regularly examined, informing ongoing refinement of the Organisation's policies and procedures. **Explanation** Current strategies must be evaluated to ensure the Organisation is providing a safe working environment for all staff whatever their gender.	The Organisation ensures that the Program continues beyond the accreditation period with established procedures for: • recording and monitoring the success of prevention initiatives, responses and lessons learnt. • Reviewing and amending relevant policies and procedures. • The Organisation ensures staff are given a confidential 'voice' to Feedback on organisational policy, procedure, culture, and colleagues. The Organisation has a focus on quality improvement, with progress indicators evaluated regularly. The Organisation regularly audits its culture, for example, through anonymous surveys, climate surveys, staff satisfaction surveys, measuring values and behaviours which demonstrate workplace commitment to zero tolerance of violence against women.	1. Operational Plan (1) 2. Diversity and inclusion policy (22) 3. Training attendance records (25) 4. Training handouts (26) 5. Training evaluations (27) 6. Risk Assessment signed off by leadership (28) 7. Operational report (33)	

Appendix 1 – Template for Completion - Criterion Evidence Table

Criterion Evidence Table

	Evidence Descriptor	Description	Criterion
1.		Endorses resource allocation for projects focused on gender equality and respect	1.1, 1.2, 1.6, 2.1, 3.1, 3.3
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Appendix 2 - Template for Completion - Standard Evidence Table

Standard Evidence Table

Standard Requirement	Evidence of meeting Program Standard (Evidence Submitted)	Satisfactory/ Not yet Satisfactory Accreditation Comments
1.1 Leadership Commitment Leaders positively model and influence a culture of gender equality, respect, safety, and support. Leaders actively demonstrate a commitment to the prevention of violence against women and accountability for breaches of the code of Conduct.	1.	
1.2 Commitment of Resources Commitment is demonstrated by having dedicated resources assigned to: • implement the Program. • manage the Organisation's policies against violence against women. • monitor ongoing compliance with the Program Standards and Criteria following accreditation and act as necessary.	1.	
1.3 Internal Communication There is an internal communication strategy which continually promotes gender equality, respectful relationships and zero tolerance of violence against women as a social norm and lets	1.	

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Standard Requirement	Evidence of meeting Program Standard (Evidence Submitted)	Satisfactory/ Not yet Satisfactory Accreditation Comments
employees know that victims of violence will be supported.		
1.4 External Communication The Organisation's public face is consistent with promoting gender equality and respectful relationships between women and men.	**1.**	
1.5 Collaboration The Organisation has identified and developed meaningful relationships with external expert organisations* that can assist in supporting staff and the Organisation in the prevention of violence against women and in responding accordingly when violence occurs	**1.**	
1.6 Demonstrated engagement in the prevention of violence against women The Organisation demonstrates proactive involvement in ending violence against women by encouraging staff participation in prevention initiatives and promoting prevention campaigns.	**1.**	
2.1 Policies, Procedures and Documentation The Organisation's policies, procedures and documentation promote gender equality and underpin its commitment to preventing violence against women	**1.**	

Standard Requirement	Evidence of meeting Program Standard (Evidence Submitted)	Satisfactory/ Not yet Satisfactory Accreditation Comments
2.2 Communication of Policies and Procedures Procedures and entitlements are clearly defined and communicated across the Organisation in a timely and efficient manner.	1.	
2.3 Manager/Supervisor Training Supervisors, managers, and key contacts receive expert* training in preventing, recognising, and responding to violence.	1.	
2.4 Staff Training The Organisation provides non-compulsory expert training across the workforce on the prevention of violence against women.	1.	
2.5 Risk Assessment A risk assessment of violence in the Workplace is undertaken, and a plan to address risks is developed and implemented	1.	
2.6 Expectation of Contractors Contractors are required to acknowledge and uphold the Organisation's policies concerning zero tolerance for violence against women.	1.	
3.1 Response to Victims When an issue of violence is identified, women are supported to ensure their	1.	

Standard Requirement	Evidence of meeting Program Standard (Evidence Submitted)	Satisfactory/ Not yet Satisfactory Accreditation Comments
safety; provided with flexible work arrangements where needed; and referred to counselling and other support services.		
3.2 Response to Perpetrators When an employee is alleged to have perpetrated violence within the bounds of the Workplace, the Organisation has clear procedures for referral to the police where the allegation is a criminal matter, and actions to be taken in non-criminal matters.	1.	
3.3 Evaluation and Continuous Improvement Organisational culture and procedures are regularly examined, informing ongoing refinement of the Organisation's policies and procedures.	1.	