

Introduction

CheckUP is committed to fostering a workplace that is safe, respectful, and free from sexual harassment and gender-based harassment. We uphold a zero-tolerance approach to any form of harassment that undermines the dignity and well-being of our workers.

CheckUP acknowledges its legal obligation to eliminate sexual harassment and gender-based harassment as far as reasonably practicable. In accordance with Queensland's Work Health and Safety laws, we aim to proactively identify, prevent, and address such conduct through robust policies, a culture of respect, and accessible reporting and resolution mechanisms.

At CheckUP, we believe that every worker has the right to work in an environment where they feel respected, valued, and protected. Through education, accountability, and strong reporting mechanisms, we strive to create a culture where harassment is not just addressed but actively prevented.

This Prevention Plan establishes clear policies and proactive measures to identify, prevent, and manage risks associated with harassment. It reflects our commitment to legal compliance with section 55 of the Work Health and Safety Regulation 2011 (Qld), as well as our ethical responsibility and dedication to worker safety and wellbeing.

This Prevention Plan applies to all CheckUP workers and officers. It extends to all work-related scenarios, including office premises, remote work, off-site meetings, business travel and any other interactions where workers represent CheckUP.

Definitions

Sex or Gender-based harassment and sexual harassment can occur simultaneously; however, the behaviours that constitute each are distinct in nature.

Sexual Harassment

A person sexually harasses another person if they:

- Make an unwelcome sexual advance.
- Make an unwelcome request for sexual favours.
- Engage in other unwelcome conduct of sexual nature.

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Sexual harassment occurs when it is reasonable to expect that the behaviour could offend, humiliate, or intimidate someone in the given situation. It does not need to be directed at a specific individual as conduct that creates a hostile work environment can also be unlawful.

Examples of sexual harassment include, but are not limited to:

- Physical contact such as pinching, touching, grabbing, kissing or hugging
- Staring or leering at a person or at parts of their body
- Requests for sexual favours

Sexual harassment is a form of serious misconduct and can be a valid reason for dismissal under the Fair Work Act 2009 or the cessation of an engagement with CheckUP.

For a more comprehensive, yet non-exhaustive list of what actions may constitute sexual harassment, refer to CheckUP's Anti-Discrimination, Sexual Harassment and Bullying Policy regarding sexual harassment.

Sex or Gender-Based Harassment

Sex or gender-based harassment means the harassment of a person (the harassed person), on the basis of the harassed person's sex or gender, by another person who—

- (a) engages in unwelcome conduct of a demeaning nature in relation to the harassed person on the basis of—
 - (i) the harassed person's sex or gender; or
 - (ii) a characteristic a person of the harassed person's sex or gender generally has; or
 - (iii) a characteristic often imputed to a person of the harassed person's sex or gender; or
 - (iv) a sex or gender the harassed person is presumed to have, or to have had at any time, by the person engaging in the conduct; or
 - (v) a sex or gender the harassed person has had, even if the harassed person did not have that sex or gender at the time of the conduct; and

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(b) engages in the conduct—

- (i) with the intention of offending, humiliating or intimidating the harassed person; or
- (ii) in circumstances in which a reasonable person would have anticipated the possibility that the harassed person would be offended, humiliated or intimidated by the conduct.

Examples of harassment on the ground of sex or gender include, but are not limited to:

- Asking intrusive personal questions based on a person's sex
- Making inappropriate comments and jokes to a person based on their sex
- Displaying images or materials that are sexist, misogynistic or misandrist
- Making sexist, misogynistic or misandrist remarks about a specific person
- Requesting a person to engage in degrading conduct based on their sex

Note: Sex-based harassment and gender-based harassment will be used interchangeably throughout this document.

Sexist means demonstrating prejudice or discrimination against or a person or group of persons based on their sex or gender.

Misandrist means feeling, showing, or characterised by hatred of or prejudice against men.

Misogynistic means feeling, showing, or characterised by hatred of or prejudice against women.

Psychosocial Hazards

Psychosocial hazards are workplace factors that can cause stress, psychological or physical harm, or contribute to inappropriate behaviour in a work environment.

Examples of psychosocial hazards include, but are not limited to:

- Job demands
- Inadequate physical environment
- Poor support
- Violence and aggression
- Poor workplace relationships
- Remote or isolated work

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Workers and officers

A person is a worker if the person carries out work in any capacity for CheckUP, including work as an employee, contractor or subcontractor, an employee of a contractor or subcontractor, a trainee, a student gaining work experience, a volunteer or a Board Member.

Consultation

In the development of this plan CheckUP invited all workers to provide their feedback, in writing and/or verbally, on potential areas of risk and control measures in relation to sexual harassment and gender-based harassment and also in relation to the draft prevention plan developed by CheckUP. This feedback has been incorporated into the final version of the plan.

CheckUP is committed to ongoing consultation with workers (including managers), and relevant stakeholders to ensure the effectiveness of this Sexual and Sex or Gender-Based Harassment Prevention Plan. This includes an annual workplace risk assessment, worker feedback mechanisms, and engagement with health and safety representatives to identify risks and improve preventive measures.

Workers are encouraged to participate in discussions, provide feedback, and raise concerns through staff meetings, anonymous surveys, and formal reporting channels.

By fostering open communication and collaboration, CheckUP ensures that all voices are heard and that policies remain effective, inclusive, and responsive to workplace needs.

Characteristics of workers and the workplace

The following characteristics of CheckUP's workers have been taken into consideration in the development of this prevention plan:

- We have circa 55 workers, including Board Members
- Workers are predominantly women (at least 85%)
- All workers are adults (i.e. 18 years of age or older)
- The cultural diversity of our workforce is varied based on ethnicity, first language and country of origin.
- We engage Aboriginal and Torres Strait Islander workers.
- We engage workers from the LGBTQIA+ community.

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- We have workers engaged on maximum term employment agreements (5% to 10%; the percentage varies subject to funding terms).
- We engage workers living with disability.
- The Senior Leadership team comprises both men and women, and the CEO is a man.

The following characteristics of CheckUP's workplace/working environment have been taken into consideration in the development of this prevention plan:

- The corporate offices in Brisbane, Townsville and Cairns from which workers undertake their work are located nearby other offices and businesses. They are well lit offices.
- Workers have the option to work from home for part of their working week.
- Some workers are required to travel to regional and remote locations across Queensland, involving overnight stays.
- Some workers are required to travel across Australia for work related conferences and events, involving overnight stays.
- Whilst most work is performed within business hours of 8:30am to 5pm, there are occasions where they may be required to work after hours during the week and/or on weekends.
- Some workers roles require them to engage with community members face-to-face in their communities, in locations such as town halls, community centres, health facilities, hired venues, schools etc. These engagements occur regularly and may vary in duration and frequency depending on the requirements of the role, and funding activity plans.

Identification of risks and control measures

The following risks and control measures were developed in consultation with workers.

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Risk Area	Identified Risks	Control Measures and Preventative Action
1. Work Culture and Leadership	1.1 Asymmetrical Power Relations Workers in lower-level roles, those with precarious employment statuses, or younger workers may feel particularly vulnerable to harassment from individuals in positions of influence	• Access to and Knowledge of Prevention Plan Ensure all workers are aware of the Prevention Plan, initially with a special education session. For new employees this will be included via Induction and thereafter, all staff will participate in an accessible refresher education session each year. Knowledge enables workers to understand their rights and responsibilities.
2. Work Environment	2.1 Isolated or Unsupervised Work Settings Workers working alone or in small groups, in regional or remote locations, or offsite may be more vulnerable to harassment	• Specialised Training Programs Provide training to all workers on social, psychological, and cultural factors influencing workplace interactions to help workers recognise biases, unconscious stereotypes and harmful workplace dynamics. To be implemented as soon as possible with refresher sessions to be held annually. • Anonymous Reporting Mechanisms Implement confidential and anonymous reporting avenues to reduce barriers to reporting and minimise fear of retaliation.
	2.2 Work-Related Travel and After-Hours Events Work-related travel and social events where workplace boundaries have the potential to become blurred and where persons may be under the influence of alcohol may increase the risk of harassment.	• Peer Support Implementation of peer support arrangements encourages workers to seek guidance and support from trained colleagues and may encourage early intervention. Identified Mental Health First Aid Officers to fulfill the peer support function. Further training to be provided as required, • Workplace Culture Assessments Conduct regular staff surveys to identify any underlying issues that may contribute to harassing behaviour. Further, conduct exit interviews to understand a worker's reason for leaving.

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3. Organisational Structures	3.1 Gender Imbalance in Specific Roles or Departments Significant gender disparities may unintentionally foster environments where harassment or discrimination can occur.	• Minimise temporary workers CheckUP is committed to reducing the use of maximum term employees in its workforce and instead engaging employees, where possible, on permanent ongoing engagements. • Safety measures for regional/remote work ○ As far as possible, travel in pairs ○ Conduct meetings with third parties in public places or locations where others are present and as far as possible not to be alone with a third party. ○ Workers undertaking remote work required to check-in with their manager at least once a day. ○ Consult with staff to identify accommodation in regional/remote areas that ensures staff safety Workers can escalate concerns with other staff members, suppliers, contractors, providers or clients to their Manager, HR, Executive Team to address safety issues and concerns promptly, respectfully and without prejudice • Alcohol and Drug Consumption Policy – under development ○ CheckUP's Code of Conduct sets expectations and professional behaviour in all work-related situations including clear standards on alcohol and drug use. ○ Timely reminders of the expected standards of behaviour prior to any major work-related event where alcohol is to be consumed.
	3.2 Lack of Reporting Mechanisms Workers who are unaware of reporting procedures may not report harassment incidents	
	3.3 Fear of Retaliation Harassment may deter workers from reporting incidents on the basis of job insecurity, career progression and workplace relationships	

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4. Social, Psychological, Cultural	4.1 Unconscious Bias and Stereotypes Preconceived notions about gender roles and sexual orientation may lead to discriminatory behaviour or inappropriate workplace interactions, reinforcing exclusion, unequal treatment, or harassment	• Checking-In Programs Maintain regular check-in arrangements (e.g. one-on-one meetings) to ensure workers feel supported and can report concerns early. • Clear Organisational Chart Clear organisational chart to reduce ambiguity around reporting structures and decision-making processes. • Multiple Reporting Avenues Various safe and accessible reporting channels ensures workers can raise concerns without fear of bias or conflict of interest. Options include: - Executives - General Managers - Line Manager - Next up Manager - HR or designated officer - Mental Health First Aid Officers - Board Directors - Use of other third-party tools e.g. anonymous surveys or other online channels reduce barriers to reporting and minimises fear of retaliation • Advertise and promote Employee Assistance Program Ensure regular promotion of EAP services to ensure workers facing workplace harassment know where to seek external help.
	4.2 Cultural and Gender-based Differences Workers from diverse backgrounds may experience or perceive harassment differently and may not feel comfortable reporting concerns.	
	4.3 Increased Vulnerability Workers with disability may face an increased risk of harassment, particularly when they require workplace accommodations or additional support	

Reporting

If you believe that you have been subject to sexual or gender-based harassment, you may seek to resolve your complaint through an informal or formal procedure. Informal procedures emphasise resolution rather than factual proof or substantiation of a complaint, while formal procedures focus on proving whether a complaint is substantiated.

For a more comprehensive overview of the reporting and investigation process, refer to CheckUP's Anti-Discrimination Harassment and Bullying Policy

Workers may also report issues of sexual or sex-based harassment externally via various organisations, including Workplace Health and Safety Queensland, Queensland Human Rights Commission or the Queensland Police Service.

Communication and implementation of the plan

This prevention plan was developed in consultation with workers. Once finalised the plan was distributed via LogiqcQMS, to all workers, who were required to acknowledge reading and understanding it. Workers were also advised that they could always access an up-to-date version of the plan via LogiqcQMS.

All workers are able to read and understand English, so there was no need to translate the plan.

The plan has been implemented, including incorporating any action items into our Work Health Safety and Wellbeing Work Plan to ensure that all controls are implemented in a timely manner.

Review the prevention plan and control measures

The control measures will be regularly reviewed through observation of the workplace and workplace behaviours, and other useful information, such as worker surveys and exit interviews. Should any control measure amendments be required those will be adopted, communicated to workers and implemented. Thereafter, the plan will be reviewed every two years from the date of this plan, or if a report is made or a new risk identified.

Worker Support and Resources

- Workers who experience or witness sexual harassment or gender-based harassment have access to a range of support services and legal resources. For confidential emotional and mental health support, workers can access Lifeline (13 11 14), Beyond Blue (1300 22 4636), or our Employee Assistance Program (EAP) via Converge International.
- **Converge International Contact details**
- Call 1300 687 327
- **Book online:** <https://portal.converge-online.com/>
- **Access live chat and resources in the Converge App:** <https://convergeinternational.com.au/converge-app/>