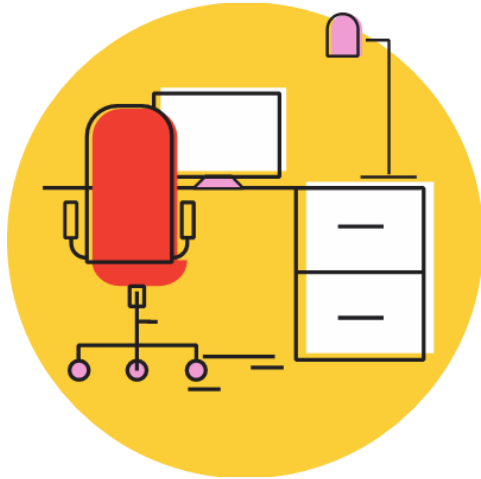




MINIMUM STANDARDS & REQUIREMENTS

Focus Areas



Workplace Design
(Facilities & Amenities)



Policies and
Procedures



Training and
Education

Key requirements



- Site establishment plan as part of their management plan submissions showing how the site will accommodate gender and social inclusivity (including site amenities)
- Risk assessments – include psychosocial and gender social inclusivity considerations
- Consultation with a representative sample of persons who may be reasonably expected to use any of the amenities – evidence to be provided
- Onsite Contact person

Workplace Design – Facilities and Amenities

Standard and Requirements	Specifications
Bathrooms & Hand Washing Facilities	<p>At least 1 dedicated women-only bathroom At least 1 dedicated all gender bathroom (in addition to legislative requirements) Free sanitary products in women and all gender bathrooms</p> <p>All bathroom and facilities to be of the same standard</p>
Shower and changing facilities	<p>At least 1 dedicated women only shower/change room/storage area At least 1 dedicated all gender shower/change room/storage area</p> <p>All facilities to be of the same standard (Lockable door to shower – not shower curtain into main change area)</p>
Office/Dedicated Spaces	<p>Important: This space is to be informed by consulting with the workforce on the project.</p> <p>An appropriate number of private, lockable space set up with diverse amenities (including for breastfeeding/expressing, praying, mindfulness, and other forms of religious practice)</p>
Security & Safety	<p>Prevention of isolated work. A minimum of 2 workers must be present for any work activity, including unlock gates at the start/end of each shift.</p>
PPE	<p>PPE has been issued in both men, women and maternity sizing to ensure people have a choice.</p>

Policies & Procedures

Requirement	Recommended Policies
Behavioural standards	Code of Conduct
Prevention and management of discrimination, harassment, bullying and gender-based violence	Anti-discrimination Anti-harassment Anti-bullying
Leave, including parental leave and family and domestic violence leave	Leave Policy (personal & carer's leave) Parental Leave Policy Domestic Violence Leave Policy Reproductive health leave Policy
Flexible work arrangements	Flexible Work Policy Work Hour and Fatigue Management Policy
Gender equality and equitable employment practices, including in respect of the recruitment, remuneration, performance development, promotion and retention of women	Diversity, Equity and Inclusion Strategy/Policy Gender Equality Strategy/Policy Inclusive Recruitment Policy Promotion Policy
Accessibility for disabled and differently abled workers	Accessibility Policy Diversity, Equity and Inclusion Strategy/Policy Health & Safety Policies

Training & Education

Requirement	Target Audience	Timing
Sex Discrimination and Sexual harassment awareness training	All personnel inducted - employees & subcontractors	Part of Induction
Training on the Victorian Government's Respect Code Embed the Respect Code - Building and Construction Industry into the workplace. Ensure that all staff know their rights and obligations	All personnel inducted - employees & subcontractors	Part of Induction Site establishment
Sex discrimination and sexual harassment training (focus on awareness, prevention and reporting)	All Site Management and Key Personnel	Every 2 years
Unconscious bias training and Bystander training	All Site Management and Key Personnel	Every 2 years
Inclusive leadership training	All Site Management and Key Personnel	Every 2 years
Set zero tolerance policies regarding sexual harassment in the workplace	All personnel	Site establishment Periodically toolbox
Provide internal and external support services for workers to confidentially seek advice and support	All personnel	Site establishment

