WHS DOCUMENTS & TEMPLATES

DOC-SXP-TPL · Sexual Harassment Prevention Policy and Plan

Product Overview

For: Australian businesses of any size: owners, officers, managers, HR and WHS advisers, and the people who receive reports

Version 1.0 · 15 November 2026

A sexual harassment prevention policy and a written prevention plan built for the positive duty: identify the risk factors, control them, make reporting safe, train people, and check it works.

The policy states the business's commitment and the positive duty under the Sex Discrimination Act, defines sexual harassment, sex-based harassment, a hostile workplace environment and victimisation in plain words, and sets out what is expected of everyone, how to report, and how the business responds, centred on the person affected.

The plan (Word and PDF) sets the actions on the seven standards the Australian Human Rights Commission uses, then works through risk identification, controls most effective first (with a worked example), reporting and response, a training plan for each group, and the measures to monitor and review.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Sexual harassment prevention policy: commitment, scope, definitions, the positive duty, expectations, reporting and response	02_TEMPLATE/Sexual Harassment Prevention Policy.docx and .pdf
Sexual harassment prevention plan: the seven standards, risk identification, controls, reporting, training, monitoring and review	02_TEMPLATE/Sexual Harassment Prevention Plan.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Businesses that need a written plan showing how they meet the positive duty
- HR and WHS advisers building prevention into the risk register
- Leaders and officers who want to know what is being done and whether it works

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SAMPLE · Sexual Harassment Prevention Policy and Plan · Buy the full editable version:
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How to Use This Template

How to complete, adapt and keep the sexual harassment prevention policy and plan

1 What this template is for

The positive duty asks a business to act before anyone complains: to find out where sexual harassment could happen in its work and to take reasonable and proportionate measures to stop it. The policy states the commitment and the rules. The plan is the record of what the business is actually doing, who owns each measure, and how it checks the measures work.

2 How to use it

Step	What to do
1	Name the people who receive reports (and a second person), and fill in the placeholders, including your state or territory anti-discrimination body.
2	With workers and health and safety representatives, go through the risk factors in part 2 of the plan, using reports, surveys and exit interviews.
3	Choose controls for each risk factor present, most effective first (part 3), and enter them in your risk register.
4	Check the reporting and response measures (part 4), and set the training for each group (part 5).
5	Fill in the plan on a page (part 1) with your main actions for each standard, and have the owner or chief executive approve the policy and the plan.
6	Report progress to the leaders every quarter using the measures in part 6, and tell workers what has been done.
7	Review the plan at least every year, after a report that shows a gap, and when the work or the workplace changes.

Make it work, not just exist

- Few reports do not mean no harassment. Ask workers directly, in a way they can answer safely.
- Plan for third parties: customers and clients cause much of the harassment that front-line workers face.
- Act on low-level behaviour early: sexual jokes and comments make more serious conduct more likely.

3 Who does what

Who	What they do
Chief executive, owner and officers	Approve the policy and plan, provide what it needs, and check progress each quarter
Plan owner	Keeps the plan, tracks the actions and measures, and reports to the leaders
Reporting contacts	Receive reports, arrange support and responses, and keep records confidential
Managers, workers and HSRs	Manage the risk factors, act on behaviour early, speak up and take part in consultation

4 The law, in brief

The Sex Discrimination Act 1984 (Cth) puts a positive duty on employers and persons conducting a business or undertaking to take reasonable and proportionate measures to eliminate, as far as possible, sexual harassment, sex-

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Sexual Harassment Prevention Plan

The measures the business takes to meet the positive duty: risk identification, controls, reporting, training, monitoring and review

Business or site		**Plan owner**	
Prepared by		**Workers and HSRs consulted**	
Date approved		**Next review**	

How to use it

- Work through parts 1 to 6 with workers and health and safety representatives. Delete the examples that do not fit and add your own.
- What is reasonable and proportionate depends on the business: its size, resources, the nature of the work and the risks. Write down why you chose each measure.
- Give every action an owner and a date, report progress to the leaders, and review the plan at least every year.

1 The plan on a page

The seven standards the Australian Human Rights Commission uses for the positive duty. Write your main actions for each.

Standard	What it means (examples)	Our actions	Owner	By
1. Leadership	Leaders learn the positive duty and talk about it; the policy is signed and shared; officers receive a report on the plan every quarter			
2. Culture	Clear expectations of respectful behaviour; leaders act on low-level behaviour early; diversity and inclusion are supported			
3. Knowledge	Training for all workers at induction and then regularly; extra training for managers and the people who receive reports			
4. Risk management	Identify and assess the risk factors (part 2); control them, most effective first (part 3); consult workers			
5. Support	Support for people affected, witnesses and the person reported; options that do not depend on making a formal report			
6. Reporting and response	Several ways to report, including anonymously; a response that is timely, fair, confidential and centred on the person affected			
7. Monitoring, evaluation and transparency	Track reports, outcomes and what workers say; review the plan each year; tell workers what was done, in a de-identified way			

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A sexual harassment prevention policy and a written prevention plan built for the positive duty: identify the risk factors, control them, make reporting safe, train people, and check it works.

What the full product contains

- **Sexual harassment prevention policy: commitment, scope, definitions, the positive duty, expectations, reporting and response**
  02_TEMPLATE/Sexual Harassment Prevention Policy.docx and .pdf
- **Sexual harassment prevention plan: the seven standards, risk identification, controls, reporting, training, monitoring and review**
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  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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