

## SEXUAL HARM PREVENTION

### THINGS YOU CAN DO TO HELP

*This document was prepared on 12<sup>th</sup> March 2021 by Rachel Harrison and Mel Calvesbert, for SoundCheck Aotearoa and the music community. The document includes some measures that people can adopt to help prevent sexual harassment/sexual harm. Each person or business will need to determine which measures are appropriate for them. More detail on each of these measures will be covered in Professional Respect training sessions. For questions please contact [info@soundcheckaotearoa.co.nz](mailto:info@soundcheckaotearoa.co.nz)*

While the longer term work of SoundCheck Aotearoa is ongoing, there are things you can do in your workplace right now to help prevent sexual harm and start the conversations about culture change. You can:

- Take part in a SoundCheck Aotearoa workshop
- Talk to your colleagues / teams / friends / whānau about sexual harm and find out what they think is appropriate behaviour in the various work settings you are in
- Talk to your boss/team managers about why you think these issues are important
- Check out the resources already available and work out how you can bring them into your workplace. Tell SoundCheck Aotearoa about specific things that might be useful if they don't exist
- Take a look at the information on bystander intervention and think about how you might be able to address harmful behaviour if you see it happening
- Sign up for Professional Respect training when it becomes available
- Download and adopt a sexual harassment policy: see <https://www.worksafe.govt.nz/topic-and-industry/sexual-harassment/sexual-harassment-example-policy/>
- Model respectful and appropriate behaviours at all levels of the organisation
- Train all staff & contractors about how to report sexual harassment (at least every 2 years)
- Put up 'Bystander Intervention' posters in toilets and food areas. See for example: <https://screensafe.co.nz/guidelines/what-is-bystander-intervention/> and <https://screensafe.co.nz/wp-content/uploads/2019/06/What-Does-Bystander-Intervention-Look-Like-Poster.pdf>
- Put up 'What is Sexual Harassment?' posters in toilets and food areas. See an example here: See for example: <https://screensafe.co.nz/wp-content/uploads/2019/06/What-Does-Sexual-Harassment-Look-Like-Poster-2.pdf>

- Do a “Verbal Briefing’ every day (mentioning sexual harassment specifically, reporting options and expected standards of behaviour). See an example here: <https://screensafe.co.nz/guidelines/onset-verbal-briefing/>
- Implement a clear process for people to make a formal report of sexual harm and display it prominently
- Put information in the recording schedule, tour book, or daily crew briefing about where to report sexual harassment (including who to speak to on crew; outside support services)
- Promote alcohol free / low alcohol options at social events.
- Have a ‘code of conduct’ outlining expected behaviour and distribute widely
- Speak up when you see behaviour which is inappropriate
- Have specific policies for working with young people (under 18) and distribute to everyone working with young people (including where to report or get help)
- Provide training to key workers on how to handle disclosures and give support and advice (sexual harassment contact persons)
- Do an anonymous exit survey to gather information on the effectiveness of your sexual harassment prevention activities.
- Attend unconscious bias training as a first step towards improving diversity and inclusion in your workplace
- Hold a hui with your team to talk about culture change
- Make a resource (e.g. a video) about any aspect of sexual harassment (e.g. bystander intervention, what is and isn’t acceptable behaviour etc.) and share it online.
- Educate fans (with code of conduct and corrective actions) about what behaviour is acceptable in online and offline spaces.
- Adopt a zero-tolerance policy towards sexual harassment; and ensure this zero-tolerance policy is visible and known to all workers, suppliers and visitors.
- Encourage venues to implement best practice guidelines for managing the risk of sexual harassment (e.g. Chapter 7 of <https://www.musicvictoria.com.au/resource/best-practice-guidelines-for-live-music-venues/>)