

White Ribbon Evaluation and Continuous Improvement – Operational Plan

2017-2020

Executive Summary

As a tier 1 community housing provider in NSW, Bridge Housing pledges to provide leadership on the prevention of violence against women and will address the unequal distribution of power between men and women through education, policy and leadership action.

Bridge Housing has an essential role in identifying and responding to violence against women through the provision of direct services and in our role of creating healthy and safe communities. We also have an important role to ensure gender equality in our workplace.

We will continuously evaluate and attempt to improve our position by implementing the following operational plan.

Operational Plan

Training

1. Current employees will complete the training every year in June. This will be automatically added to their Development Plan in the Bridge Housing Talent Management System.
2. New employees will be trained on commencement as part of their induction and onboarding.
3. Employee eLearning training will be reviewed annually.
4. Introduce training on how to respond to Domestic Violence for Managers and Team leaders

White Ribbon Events

1. Employees will be offered to participate in a day of volunteering with White Ribbon or other Domestic Violence or women's charity as part of White Ribbon day or other relevant event.
2. Bridge Housing will hold a White Ribbon Day event on or around 25 November and a White Ribbon Night on or around the 26 May.
3. Bridge Housing will tweet and promote White Ribbon events through our social media and communication strategy.

Policies

1. Violence Against Women (VAW) related Policies included in induction packs for new employees to review and sign off i.e. Code of Conduct, VAW Policy Guideline
2. VAW related policies will be reviewed each year as per the policy review schedule in conjunction with the Compliance Officer and CEO.

Risk Assessment

1. The HR Manager will review the Risk assessment and relevant controls annually with the Compliance Officer and report on outcome to the Executive and Board.

Internal and External Communication

1. An internal and external communication strategy will be developed with the support of the Communication Consultant and implemented throughout the 3 year operational plan and will include:

- a. Intranet enhancements,
- b. Social Media strategy, and
- c. External articles and updates via Bridge Business newsletter.

Other examination to ensure the continuous evaluation and improvement of the program and its impact

1. Human Resources will review and report on any relevant issues that are presented through the exit interview process.
2. Human Resources will assess responses from the annual Bridge Housing Employee Opinion Survey in regards to employee safety, discrimination, harassment, dealing of complaints and grievances and equality and report on results to the Board.
3. Human Resources will report on the following annually to the CEO – please note these are de identified and employees will remain anonymous:
 - a. Number of complaints related to violence.
 - b. Use of Domestic Violence leave.
 - c. Use of Employee Assistance Program.
4. The VAW Working Group will meet bimonthly to support implementation of initiatives identified in the Operational Plan.

Roles Responsibilities

1. Role of Bridge Housing Employees

All Bridge Housing employees have responsibilities to ensure that they complete annual training.

2. Role of the VAW (White Ribbon) Working Group

The VAW working group is responsible to inform and assist Bridge Housing in promoting and implementing the Operational Plan and to provide advice regarding matters of domestic Violence In the workplace.

3. The Role of the HR Manager

The HR Manager is responsible for ensuring that the Operational Plan is implemented.

The HR Manager is responsible for ensuring that Bridge Housing employees are provided with ongoing training in regards to Domestic Violence issues.

The HR Manager will ensure the continuous evaluation and improvement of the program.

4. The Role of the CEO

The CEO bears the overall responsibility for ensuring that Bridge Housing focuses on embedding a culture of respect and ensuring sustainability of the program.

Annual Calendar

January	HR Manager to attend White Ribbon Workplaces standing up and speaking out in 2018 webinar on 31 January
February	VAW Working Group Meeting 27 February
March	Human Recourses to review eLearning to ensure it is valid and up to date
April	Human Resources to review risk register and related controls VAW Working Group Meeting 30 April

May	<p>HR Manager to attend White Ribbon Workplaces standing up and speaking out in 2018 webinar on 2 May</p> <p>CEO to Launch Annual Employee Opinion Survey</p> <p>VAW Working Group to organise a Fundraising event for White Ribbon Night (26 May)</p>
June	<p>VAW Working Group Meeting</p> <p>HR Manager to review with support of the VAW Working Group to review DV/VAW related policies and procedures</p> <p>CEO and HR Manager to launch the White Ribbon eLearning Training – current employees</p>
July	<p>HR Manager to attend White Ribbon Workplaces standing up and speaking out in 2018 webinar on 25 July.</p> <p>CEO and HR Manager Launch Training for Managers and team leaders</p>
August	VAW Working Group Meeting
September	<p>HR Manager to support the organisation of the Bridge Run event for employees</p> <p>VAW Working Group to organise a Domestic Violence Liaison Officer speaking at All Staff Meeting</p> <p>Accreditation Announcement</p>
October	<p>VAW Working Group Meeting</p> <p>Communication Strategy completed</p>
November	<p>HR Manager to attend White Ribbon Workplaces standing up and speaking out in 2018 Webinar on 7 November</p> <p>VAW Working Group to organise a Fundraising event for 25 November White Ribbon Day</p>
December	<p>VAW Working Group Meeting</p> <p>HR Manager VAW Trend Reporting (complaints, use of leave and EAP, EOS and exit interviews)</p>