



**Australian Human Rights Commission
Shop, Distributive and Allied Employees' Association workplace sexual harassment survey**

PARTICIPANT INFORMATION STATEMENT

(1) What is this study about?

You are invited to take part in a research study about **sexual harassment in the workplace**. This study seeks to collect information on the prevalence and nature of sexual harassment experienced by members of the Shop, Distributive and Allied Employees' Association (SDA).

You have been invited to participate in this study because you have previously provided consent for the SDA to contact you about matters relevant to their work. This Participant Information Statement tells you about the research study. Knowing what is involved will help you decide if you want to take part in the research. Please read this sheet carefully and ask questions about anything that you don't understand or want to know more about.

It is possible that this survey may cause you distress. It will ask you questions about whether you have experienced sexual harassment in the workplace. If you disclose that you have experienced sexual harassment in the workplace as part of this survey, we will ask you some questions about this experience.

Participation in this research study is voluntary. Should you decide to participate in the survey, please do not provide the names of third parties in your responses in order to ensure your confidentiality.

If you are under the age of 18, you must seek the permission of your parent or guardian to participate. By giving your consent to take part in this study you are telling us that you:

- ✓ Understand what you have read.
- ✓ Agree to take part in the research study as outlined below.
- ✓ Agree to the use of your information as described.

Please ensure that you save or print this Participant Information Statement for your records.

(2) Who can take part in the study?

People over the age of 15 who have been in the workforce.

If you are under the age of 18, you will require the permission of your parent or guardian to participate.

If you are under the age of 18, you will be prompted to call your parent or guardian to provide their consent for you to participate as well as their contact details. We will attempt to contact your

parent/guardian by email, telephone and/or letter to confirm that they have given permission for you to participate.

(3) Who is running the study?

The study is being carried out by Roy Morgan Research on behalf of the Australian Human Rights Commission.

This study is being funded by the SDA.

(4) What will the study involve for me?

If you decide to take part in the research study, we will ask you to complete an online survey. The survey will ask you questions about your personal characteristics (i.e. your gender and age) and whether you have experienced sexual harassment in the workplace, and your views on how your workplace responded to these issues. On average the survey should take approximately 15 minutes to complete. There are no costs associated with participating in this research study.

If you have experienced sexual harassment in the workplace, we will ask you some questions about this experience.

We don't expect this survey to cause any harm or discomfort, however if you experience feelings of distress as a result of participation in this study you are free to stop at any time and come back to complete your answers later, or not come back at all.

(5) Who can I contact for help if I find participation in this study stressful or upsetting?

If you feel distressed or upset during or after the survey, you can seek support from the following organisations. You can also withdraw from the survey at any time.

National List	1800RESPECT 1800 737 732 National Sexual Assault, Domestic Family Violence Counselling Service 1800 200 526 24 hour National Domestic Violence and Sexual Assault helpline 1800 555 677 and quote 1800 200 526
ACT	Women's Legal Service: 1800 634 669 Domestic Violence: (02) 6280 0900 Sexual Assault: (02) 6247 2525 Relationships Australia: 1300 364 277 Mensline Australia: 1300 789 978

NSW	Law Access NSW: 1300 888 529 Domestic Violence (DoCS): 1800 656 463 Sexual Assault (Syd): (02) 9819 6565 Sexual Assault (Rural): 1800 424 017 Relationships Australia: 1300 364 277 Mensline Australia: 1300 789 978
VIC	Domestic Violence (Melb): (03) 9373 0123 Domestic Violence (Rural): 1800 015 188 Sexual Assault: 1800 806 292 Relationships Australia: 1300 364 277 Mensline Australia: 1300 789 978
SA	Domestic Violence: 1800 800 098 Sexual Assault: 1800 817 421 Relationships Australia: 1300 364 277 Mensline Australia: 1300 789 978
NT	Working Women's Centre: 1800 817 055 Domestic Violence: 1800 019 116 Sexual Assault (Darwin): (08) 8922 7156 Sexual Assault (Alice Springs): (08) 8951 5880 Relationships Australia: 1300 364 277 Mensline Australia: 1300 789 978
QLD	Working Women's Centre: 1800 621 458 Domestic Violence: 1800 811 811 Sexual Assault: 1800 010 120 Relationships Australia: 1300 364 277 Mensline Australia: 1300 789 978
WA	Women's Law Centre (WA): 1800 625 122 Domestic Violence: 1800 007 339 Sexual Assault: 1800 199 888 Relationships Australia: 1300 364 277 Mensline Australia: 1300 789 978
TAS	Launceston Community Legal Centre: (03) 6334 1577 Domestic Violence: 1800 633 937 Sexual Assault (Southern): (03) 6231 1811 Sexual Assault (Northern): (03) 6334 2740 Sexual Assault (Nth West): (03) 6431 9711 Relationships Australia: 1300 364 277 Mensline Australia: 1300 789 978

(6) Who can I contact to make a complaint about sexual harassment at work?

If you would like information about making a complaint of sexual harassment, you can contact either the Australian Human Rights Commission, or your state/territory anti-discrimination commission. These details are provided below:

National List	Australian Human Rights Commission General Enquiries 1300 369 711 Australian Human Rights Commission Complaints Infoline 1300 656 419
ACT	ACT Human Rights Commission: (02) 6205 2222
NSW	NSW Anti-Discrimination Board: (02) 9268 5555
VIC	Victorian Equal Opportunity and Human Rights Commission: 1300 891 848
SA	Equal Opportunity Commission of South Australia: 1800 188 163
NT	Northern Territory Anti-Discrimination Commission: 1800 813 846
QLD	Anti-Discrimination Commission Queensland: 1300 130 670
WA	The Western Australian Equal Opportunity Commission: 1800 198 149
TAS	Office of the Anti-Discrimination Commissioner (Tasmania): 1300 305 062

(7) How much of my time will the study take?

On average, the survey will take approximately 15 minutes to complete.

(8) Do I have to be in the study? Can I withdraw from the study once I've started or submitted my response?

Being in this study is completely voluntary and you do not have to take part.

You are free to stop the survey at any time.

Submitting your completed survey is an indication of your consent to participate in the study. You can withdraw your response **at any time**. If you submit your response and then decide that you no longer want to participate in the survey, you can request to have your survey response is withdrawn.

You must do this as soon as possible to ensure that we do not take into account your responses as part of the study. *Please telephone 1800 677 248 or email AHRCSDAworkplacesurvey@roymorgan.com to withdraw from the study.*

(9) Are there any risks or costs associated with being in the study?

Aside from giving up your time, we do not expect that there will be any risks or costs associated with taking part in this study.

However, it is possible that this survey may cause you distress if you have experienced sexual harassment or any other behaviours addressed in the survey.

(10) Are there any benefits associated with being in the study?

We hope to use information we get from this research study to improve efforts to prevent and respond to sexual harassment which occurs in Australian workplaces.

If you complete the survey, you will also be entered into a random prize draw to win one of three gift cards to the value of \$500, \$250 and \$250. Everyone who completes the survey will have an equal chance of winning one of these prizes. The prizes will be randomly drawn once the survey has been closed, and all those who completed the survey will be entered into the draw. If you are randomly selected to win a prize, the SDA will arrange for the prize to be sent to you.

Please note that the prize draw will ensure that your response to the survey remains confidential. At no stage will the SDA be aware of your survey response, and Roy Morgan and the Commission will not know the identity of the prize winners.

(11) What will happen to information about me that is collected during the study?

By providing your consent, you are agreeing for us to collect the information you have provided in the survey for the purposes of this research study. Your information will only be used for the purposes outlined in this Participant Information Statement, unless you consent otherwise.

Your information will be stored securely and your identity/information will be kept strictly confidential, except as required by law. Study findings may be published, but you will not be individually identifiable in these publications.

The Australian Human Rights Commission and Roy Morgan Research is subject to mandatory obligations to report instances of child abuse or neglect, threats of self-harm and/or threats to harm others to relevant government agencies. If we assess that we have mandatory reporting obligations with respect to child abuse or neglect, in relation to information you provide in the survey, we will be required to share this information with relevant government agencies, and they may take action in response.

We will store information about you in an electronic format at the Australian Human Rights Commission. Information will only be used for the purposes of producing reports on the results of the survey and will be stored in accordance with the *Archives Act 1983* (Cth), the *Privacy Act 1988* (Cth) and the *Australian Human Rights Commission Act 1986* (Cth).

(12) Can I tell other people about the study?

Yes, you are welcome to tell other people about the study.

(13) What if I would like further information about the study?

If you would like to know more at any stage during the study, please feel free to contact Alice McBurney, Policy Advisor at the Australian Human Rights Commission on (02) 9284 9792 or Lauren Jones, Director at the Australian Human Rights Commission on (02) 8231 4254.

(14) Will I be told the results of the study?

The Australian Human Rights Commission intends to publish a report on the results of this research study in early 2019. All information published will be done in a way that will not identify you.

This report will be publicly and freely available via the Australian Human Rights Commission's website.

(15) What if I have a complaint or any concerns about the study?

Research involving humans in Australia is reviewed by an independent group of people called a Human Research Ethics Committee (HREC). Charles Sturt University's Human Research Ethics Committee has approved this project. If you have any complaints or reservations about the ethical conduct of this project, you may contact the Committee on (02) 6338 4628 or ethics@csu.edu.au. Any issues you raise will be treated in confidence and investigated fully, and you will be informed of the outcome. As part of this process, we have agreed to carry out the study according to the *National Statement on Ethical Conduct in Human Research (2007)*. This statement has been developed to protect people who agree to take part in research studies.

If you are concerned about the way this study is being conducted or you wish to make a complaint to someone independent from the study, please contact the university using the details outlined below. Please quote the study title and protocol number.

The Presiding Officer, Human Research Ethics Committee, Charles Sturt University:

Address: Ethics and Compliance Unit
Locked bag 588
Wagga Wagga
NSW 2678

Telephone: +61 2 6933 4213

Email: ethics@csu.edu.au