The *Starts With Us* Survey Template

TO ENGAGE STAFF ABOUT GENDER EQUALITY IN YOUR WORKPLACE

The *Starts With Us* Framework

A guide to create gender equitable and safe legal and justice workplaces is by and for Victoria's legal and justice workforce.

It is part of the *Starts With Us* Project – a cross-sector initiative to prevent gendered violence in Victoria's legal and justice sector.

This Framework provides 'how to' guidance and supporting resources – informed by the latest research and best practice – on practical steps your organisation can take to prevent gendered violence in the workplace.

This resource supports **Step 2: Collect and analyse data about your organisation,** and will help you develop a new staff survey or improve an existing one.

MEMBER ORGANISATIONS

While this survey resource can be used within your workplace, you can also advocate for your membership to use the questions in the survey template in their own staff engagement survey. Further, you can request members share their insights or analysis to inform a membership-wide report.

CLEARLY COMMUNICATE THE PURPOSE OF THE SURVEY

When asking staff to take part in the survey, tell them what data will be collected, who will have access to survey responses, and how the information will be used, including equality monitoring data, which asks for demographic information. This will help increase the survey response rate.

An ideal target response rate is 80 per cent. If your response rate is 60 per cent or below, look at ways to improve this.

Tell people where the data will be held, what happens to it and emphasise that those who respond will not be personally identified, being clear about your commitment to confidentiality.

INFORMATION ABOUT SUPPORT SERVICES TO INCLUDE WITH STAFF SURVEYS

Always include details of support services at the start of the survey. For example, "If this survey raises any concerns for you or someone you know, please call the 24/7 national sexual assault, domestic and family violence counselling service **1800RESPECT** (1800 737 732) or seek support from other services:

› Lifeline 24/7 crisis support and suicide prevention 13 11 14 | www.lifeline.org.au

› Beyond Blue 24/7 confidential counselling 1300 22 4636 | beyondblue.org.au

› Mensline 24/7 confidential counselling and support for men 1300 78 99 78 | mensline.org.au

› 13YARN 24/7 culturally safe crisis support for Aboriginal and Torres Strait Islander people 13 92 76 | 13yarn.org.au

› QLife QLife provides anonymous and free LGBTIQ+ peer support and referral for people in Australia wanting to talk about sexuality, identity, gender, bodies, feelings or relationships 1800 184 52 | qlife.org.au

› National Disability Abuse and Neglect Hotline The Hotline is for reporting abuse or neglect of people with disability 1800 880 052 | jobaccess.gov.au /service-providers/making-complaint-and-reporting-abuse-and-neglect

WHAT TO ASK IN THE STAFF SURVEY

The following questions help assess:

1. workplace culture, leadership and organisational values.

2. the systems and structure in place that support a safe and inclusive workplace and psychological safety for employees.

3. perceptions about workplace bullying, harassment and violence and the confidence in organisational processes to respond to it.

The questions in this resource are very comprehensive – it may not be practical to include them all in your survey. We encourage you to make sure you include at least some key questions from the each of the three sections.

Remember that your aim is to find out how staff perceive their workplace as fair, safe and inclusive by asking questions about workplace culture and policies, practices and confidence in how the organisation responds to instances of gendered violence.

We encourage you to use the following responses for each question/statement:

› Strongly Agree

› Agree

› Neutral

› Disagree

› Strongly Disagree

› Don't know

› Prefer not to say

Organisation and leadership

This section focuses on the general culture, leadership and organisational values and communication, setting the tone for employee satisfaction, engagement and behaviours.

1. I am proud to work/volunteer at (organisation).

2. I recommend (organisation) as a great place to work/volunteer.

3. The leaders at (organisation) keep people informed about what is happening.

   › Follow-up: Please share any suggestions or ideas you have for improving the communication between staff and leadership.

4. Our leaders (e.g., CEO, board members, and senior executives) set the tone by modelling inclusive leadership and being respectful in all interactions.

5. The psychological safety of staff is a key priority for my workplace.

   › Follow up: What could the (organisation) do to improve its efforts to create a psychologically safe workplace and prevent and address harassment and bullying?

6. I feel like I belong at the (organisation).

7. Perspectives like mine are included/considered in decision-making.

8. I can see role models who look like me in the (organisation).

9. (Organisation) promotes diversity and inclusion, and I feel valued and respected for my identity and background.

10. I can voice a contrary opinion without negative consequences.

    › Follow-up: What additional steps or initiatives could (the organisation) take to promote a culture where staff feel comfortable openly expressing their thoughts and opinions?

Structures and processes

All organisations have structures and processes for recruitment, retention and organisational success. However, how these are experienced will impact staff satisfaction and engagement long-term.

11. Most systems and processes support a safe and inclusive working environment.

12. I would describe the overall culture within the organisation as positive.

13. (Organisation) acknowledges staff contributions and achievements fairly.

14. (Organisation) provides adequate opportunities for professional growth and development.

15. I am supported to take up training and development opportunities.

    › Follow up: If not, what are the key barriers to supporting you in training and development?

16. (Organisation) supports staff well-being and work-life balance.

17. In my (organisation):

    a. identifying as a woman is a barrier[1] to success.

    b. identifying as a man is a barrier to success.

    c. identifying as non-binary is a barrier to success.

18. In my (organisation):

    a. those who identify as men are actively supported to take up flexible work arrangements.

    b. those who identify as men are actively supported to take up parental leave.

    c. those who identify as women are actively supported to take up flexible work arrangements.

    d. those who identify as women are actively supported to take up parental leave.

    e. those who identify as non-binary are actively supported to take up flexible work arrangements.

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[1] Note: In the following statements, 'barrier to success' means the person would be less likely to be promoted, new career opportunities or advancement to leadership positions.

f. those who identify as non-binary are actively supported to take up parental leave.

g. working part-time/taking up flexible work arrangements does not exclude staff from leadership opportunities or career progression.

h. taking up parental leave arrangements does not exclude staff from leadership opportunities or career progression.

i. taking up parental leave is not a barrier to accessing professional development opportunities on return.

Bullying, harassment and violence

This section explores the perception and rate of witnessing and/or experiencing bullying, harassment and violence in the workplace. It also captures levels of trust and confidence in organisational processes including whether processes hold alleged perpetrators to account.

19. I feel confident that if I report an incident of harassment (including sexual harassment) or bullying, it will be handled confidentially and taken seriously.

20. I have witnessed bullying, harassment, or discrimination in the workplace within the last 12 months.

21. I am confident that in my (organisation), there are consequences (people are held accountable) for engaging in disrespectful behaviours (e.g., sexist, racist, harassing behaviours) and/or violence.

22. I feel confident that if I needed to access support for family violence (including leave), my request would be responded to in a sensitive and timely manner.

23. My (organisation) has appropriate policies to prevent and respond to harassment, discrimination, and violence.

24. My experiences/observations have caused me to consider leaving the (organisation).

25. My experiences/observations have caused me to consider leaving the sector.

Closing reflections

26. I can see myself working for the (organisation) in three years' time.

27. Is there anything further you'd like to tell us?

'ABOUT YOU' SECTION OF THE STAFF ENGAGEMENT SURVEY (FOR CAPTURING OF EQUALITY MONITORING DATA)

This section allows your organisation to explore the nuances of staff experiences, understand if there are any barriers for staff from diverse backgrounds, and allows the organisation to examine the intersections of these experiences.

It is important to clearly state why you are collecting this data, for example: "We are interested in knowing about the diversity of people participating in this survey. This will allow us to compare how different groups responded to the study, for example, men, women, non-binary people, junior and more senior staff and so on."[2]

It is critical to reiterate that responses will be kept confidential and that there is no obligation to answer these questions. The response rate to these questions could identify whether appropriate trust and support is in place at your organisation.

MEMBER ORGANISATIONS

Member organisations may wish to adopt the equality monitoring data approach outlined in this section (and which aligns with the recommendations from the *Starts with Us* Gender and Intersectionality research[3]) to ensure consistency and continuity across surveys that your members complete.

Some questions about you

28. How would you describe your gender? *Please use words that are meaningful for you.*

29. Do you identify as Aboriginal and/or Torres Strait Islander?

› Aboriginal

› Torres Strait Islander

› Aboriginal and Torres Strait Islander

› Neither

30. How would you describe your sexual orientation? *Please use words that are meaningful for you.*

31. Do you identify as a person with a disability, a chronic health condition or a mental health issue? (Yes/No)

32. If you feel comfortable doing so, please specify the nature of your disability. For example, mobility disability, vision impairment, communications disability, chronic pain, learning disability, Neuro-divergent, etc. *Please use words that are meaningful for you.*

33. Were you born in Australia? (Yes/No)

› Follow up: If you answered no, in what country were you born?

34. How would you describe your cultural or ethnic identity?

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2 Our Watch, *Workplace Equality and Respect – People Survey Tool (2023),* workplace.ourwatch.org.au/resource/workplace-equality-and-respect-people-survey-tool/.

3 Women's Legal Service Victoria, *Gender and Intersectional Inequality: Power and privilege in Victoria's Legal and Justice Workforce (2022),* www.womenslegal.org.au/wp-content/uploads/2023/04/WLSV_ResearchReport_Gender-and-Intersectional-Inequality_Jun-2022.pdf.

35. How would you describe your cultural or racial background?

36. Are you a refugee or asylum seeker? (Yes/No)

37. Is English the preferred language spoken in your home? (Yes/No)

    › Follow up: If no, what is your first or preferred language?

38. How old are you?

    › 15-24
    › 25-34
    › 35-44
    › 45-54
    › 55+
    › Prefer not to say

39. Do you consider yourself to be religious? (Yes/No/Not sure)

    › Follow up: If yes, what is your religion?

40. Are you the parent or guardian of any child of any age (include your children, stepchildren, adopted children, foster children, grandchildren, or others for whom you are responsible and act as a parent)? (Yes/No)

    › Follow up: If yes, do you have dependent children living with you? (Yes/No/Prefer not to say)

41. Do you have other caring responsibilities (e.g., caring for family members, etc.)? (Yes/No/Prefer not to say)

42. Is your employment:

    › Full time
    › Part-time
    › Casual
    › Other (please specify)

43. Is your role:

    › Ongoing
    › Contract
    › Voluntary
    › Other (please specify)

44. How long have you been employed in this organisation?

    › Less than 12 months
    › More than one year, but less than three years
    › 3-4 years
    › 5-9 years
    › 10-14 years
    › 15-19 years
    › 20+ years
    › Prefer not to say