



Facilitator Guide

Safety STOP – sexual assault, sexual harassment, racism, and bullying

CONFIDENTIAL

As at 21 June 2022

1. Purpose

This guide is for leaders facilitating a Safety STOP session. This is a continuation of many conversations with our people on this important topic and supports the wider training available on BHP's conduct expectations.

2. Overview of the facilitation requirements

Before the session

- Read carefully through this document (the 'Facilitator Guide') and the accompanying materials, including:
 - The STOP PowerPoint Slides (including the ELT video)
- Discuss with your leadership team, and your HSE or HR Business Partner (HRBP) or ER representative (ER) if you have any questions or need assistance.
- Agree with your leadership team how you will run your session and what actions you will put in place to follow it up. Once agreed, confirm your session time and teams with your nominated site or function administrator.
- Visit the Respect Hub for additional guidance and training materials to prepare in advance. For example, [BHP Sexual Violence Response Guidelines Australia](#) and the related LMS module – [Sexual Violence Response](#).
- Ensure you have the required technology available to deliver the session.
- Ensure all attendees are aware that the session will be happening in advance, allowing impacted people the opportunity to not participate if they do not feel comfortable doing so.

During the session

- See section 3 below for further details.
- Record attendance at each session, ensuring it is submitted to your nominated site / function administrator following the session so that it can be recorded.
- Where sessions are virtual please ensure they are not recorded.
- Ensure you have blocked out time immediately after the session to provide space for those who may want to have a conversation following the event.
- Capture any lessons learned or ideas from your teams and provide to your nominated site or function administrator. Please ensure that during the session you:
 - Notify attendees that ideas will be captured so we can learn from them.
 - Ensure when capturing notes, feedback or ideas the names of those who shared are not captured and they cannot be identified through details in the notes.

Following the session

- Notify your HRBP or ER representative of any issues of concern emerging from your session, to ensure the appropriate support is provided.

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- Develop a plan with your leadership team to use BOS routines and Field Leadership to continue these conversations over coming months. This is not a ‘check box’ one-off activity.

3. Key considerations for facilitating a session

During the session

Sexual assault, sexual harassment, racism and bullying can be difficult topics to discuss, and many of our people may have been impacted by this behaviour either currently or in the past. Throughout the session please be mindful of the following:

- There should be options for people to opt out of discussions or take a break if they are impacted by the conversation. This should be noted upfront along with reminders on where to seek support.
- While this session is interactive, active engagement by any attendee should be voluntary. No attendees should be singled out or called upon for contribution without their permission to avoid inadvertently causing harm.
- Should a session participant become / appear negatively impacted by the discussion, ensure they are appropriately cared for and offered support – including through the trauma informed care pathway if needed. As a leader your support will be important so taking the time to speak with them and validate their feelings is important.
- Behaviours or comments from attendees that are not in line with BHP’s values and the objectives of the session should not be tolerated. It is the expectation that leaders consistently address this behaviour in the session to ensure BHP’s behavioural expectations are clearly and consistently demonstrated.

Although unlikely, should someone disclose a specific event involving sexual assault, sexual harassment, racism or bullying, empathetically and politely ask that the person meet with you directly after the session to discuss further rather than getting into specifics with the broader group setting.

Session Plan

<p>Introduction</p> <p>(Facilitator to lead)</p> <p>5 MINS</p>	<p>TITLE SLIDE</p> <ul style="list-style-type: none"> • Thank you everyone for being here today. • [OPTIONAL – include if customary for location] First I want to start by respectfully acknowledging the Traditional Custodians of the land on which we meet today, the [name] of the [name] nation. I pay my respect to their Elders, past and present, and extend that respect to Aboriginal and Torres Strait Islander peoples here today. <p>SLIDE 2</p> <ul style="list-style-type: none"> • Today we are going to have a discussion on sexual assault, sexual harassment, racism and bullying. • Some of the content we’ll discuss today may be triggering for some, especially for those who have directly experienced sexual assault, sexual harassment, racism or bullying. • If you need support during or after this session, or you notice someone who might be showing signs of struggling, please speak to me, to your line leader (if not the facilitator), a member of the HSE or HR teams, or contact the Employee Assistance Program or BHP Ethics Support Service (08 6321 7274) who can advise you on how to report a matter or where to seek support.
<p>Video from Mike Henry and the Executive</p>	<p>SLIDE 3</p> <ul style="list-style-type: none"> • We’re going to begin now with a video message from our CEO, Mike Henry.

<p>Leadership Team</p> <p>10 MINS</p>	<ul style="list-style-type: none"> We'll then hear some examples of sexual assault, sexual harassment, racism, and bullying based on what people have experienced at BHP. Members of our Executive Leadership Team will then reflect on those examples and why they are unacceptable. <p>PLAY VIDEO</p>
<p>Reflection</p> <p>(Facilitator to lead)</p> <p>5 MINS</p>	<ul style="list-style-type: none"> As you digest what you've just watched, I want to share some of my reflections: <ul style="list-style-type: none"> <i>Facilitator to pre-prepare personal reflections before the session, using some of the below suggestions to frame your thoughts.</i> <ul style="list-style-type: none"> <i>My initial reaction to Mike's message was...</i> <i>Many of the behaviours described were things I have seen happen...</i> <i>I have experienced some of those behaviours myself...</i> <i>I started to think about times where I witnessed these things, but I didn't do anything to intervene...</i> <i>I started to think about what I could have done, or done differently, in those situations, or what I would do as a leader or a bystander...</i> Engage the team in discussion on how they feel about these behaviours. Consider the following type of questions (as above, avoid singling anyone out as they may have previously had a traumatic experience with these type of behaviours): <ul style="list-style-type: none"> <i>Do you think this is happening in our workplaces, sites or villages?</i> <i>How do we feel about this? Are we proud?</i> <i>Can you think of a time you wish you had spoken up when you saw these behaviours?</i> <i>Would it be OK if your partner / children worked in an environment with these behaviours?</i>
<p>Why are we here?</p> <p>(Facilitator to lead)</p> <p>5 MINS</p>	<p>SLIDE 4</p> <ul style="list-style-type: none"> Sexual assault, sexual harassment, racism, and bullying is happening across BHP, and sadly, this is a reflection on what occurs across the communities we are all part of. <p><i>Note to Facilitator: please use the most relevant points below. For example, if you are not in Australia, you may decide not to use all the Australian examples.</i></p> <p>Australia</p> <ul style="list-style-type: none"> For example, the latest national survey on sexual harassment in Australian workplaces found 71% of Australians have been sexually harassed in their lifetimes. That survey also found that in the Australian mining industry, 74% of women and 32% of men had experienced workplace sexual harassment in the last five years. <p>Chile</p> <ul style="list-style-type: none"> In Chile there is limited data on this behaviour in the workplace, but research about the broader community suggests 31 per cent of women and 21 per cent of men have experienced sexual violence in Chile. <p>Asia</p> <ul style="list-style-type: none"> Across Asia, there is also very limited data about these behaviours in the workplace or the community.

	<ul style="list-style-type: none"> • However, global data strongly suggests that the prevalence of these behaviours is significantly underreported everywhere. • External research also tells us that these behaviours are significantly underreported, so the true prevalence is likely much higher than what these numbers suggest.
<p>BOS Practice 11</p> <p>(Facilitator to lead)</p> <p>5-10 MINS</p>	<p>SLIDE 5</p> <ul style="list-style-type: none"> • Turning now to BOS, Practice 11 is all about creating an engaging and respectful workplace. • We can use Practice 11 to build emotional safety in our team. Practice 11 helps us to learn the skills to be engaging and respectful in everything we do. We use BOS to learn about inclusive behaviours, practice and build habits and then use role confirmations and self-assessments to assess how we are going. • When I thought about this in my team/asset, I had a few initial reactions: <i>Facilitator to pre-prepare some reflections, using the below questions as suggestion:</i> <ul style="list-style-type: none"> ○ Am I role modelling this enough? ○ Is this happening consistently? ○ Is there a clear understanding of what we expect from everyone? ○ Could I be more active in stopping harmful behaviour? • Let's keep this in mind as we move to the next slide.
<p>Being an 'active bystander'</p> <p>(Facilitator to lead)</p> <p>10 MINS</p>	<p>SLIDE 6</p> <ul style="list-style-type: none"> • In Mike's video he asked each of us to take action, and stand up against sexual assault, sexual harassment, racism, and bullying. • Unfortunately, in many cases where this behaviour occurs, there are others who see or hear the behaviour, the lead up to it or the impacts afterward, but these people choose not to do anything or might not feel they know how. • We're asking everyone who finds themselves a bystander, anyone who sees or hears about these behaviours, do not ignore it. We want you to be an active bystander and we will support you in this. • <i>Facilitator to ask group:</i> What does being an active bystander mean? <i>Pause for someone to respond.</i> • It means you take action, and as Mike said there are a few ways to do this. • <i>Facilitator to ask group:</i> Without naming names, has anyone got an example on how they have or could intervene in a situation where there is disrespectful behaviour? <i>Pause for responses</i> • As a starting point, here are some ways you can act: <ul style="list-style-type: none"> • You can start with listening and being aware of what's happening around you. • You can discreetly let them know that you noticed what happened and ask if they are ok.

	<ul style="list-style-type: none"> • You can question the person who has engaged in the harmful behaviour and remind them about the negative impact it might be having on the other person. • If unsure you can consult a workmate and ask what they thought about the behaviour. • You can make a report to EthicsPoint or through the Ethics Support Service. • And of course, you can ask for support from your line leader, from HR, our Ethics Support Service or Employee Assistance Program. • We do recognise that talking about what to do is easy but putting it into practice is hard. • <i>Facilitator to share personal experience: In my own experience, I can remember a time when.....my reaction was.....in hindsight....</i> • As we leave the session today, my ask of you all is to consider how you help create the work environment we want, that is one free of these terrible behaviours – what action will you commit to. • Even if it's just one action, think about how you will commit to it, and discuss it with your teammates after the session. • It might be something you want to do as a team, it might be a personal commitment to seek out more resources and training, or to simply challenge yourself to speak up next time you see behaviour that might be harmful. • For me, I'm going to focus on... <i>(facilitator to share a personal action)</i>
<p>Our commitment to act</p> <p>(Facilitator to lead)</p> <p>3 MINS</p>	<p>SLIDE 7</p> <ul style="list-style-type: none"> • So what does it actually look like in an inclusive and respectful work environment? • Can anyone share some thoughts on what behaviours you would see in this environment? <i>Pause for responses</i> • Fantastic input, thank you. • To help guide your thinking on this, we have some simple principles on the slide here: <ul style="list-style-type: none"> ○ At BHP we want a respectful workplace that is free from sexual assault, sexual harassment, racism or bullying. This extends to how we engage with people in our villages and communities. <p>To do this we:</p> <ul style="list-style-type: none"> ○ Live up to Our Charter values. ○ Think about the impact of our words, jokes and stories on others (what might be OK to you isn't for another). ○ Understand and respect other's racial backgrounds. ○ Respect each other's physical boundaries. ○ Speak up when we see disrespectful behaviour. ○ Report any form of sexual assault, sexual harassment, bullying and racism. • <i>If time allows, Facilitator could ask audience: What are your thoughts on these? Are these practical? Is anything missing?</i>

	<ul style="list-style-type: none"> • If all of us commit to some simple action like these, it will have a huge impact across our site and BHP as a whole. • We also can't forget our obligations as BHP employees and contractors – please ensure you have all completed our Code of Conduct, and if as part of your role you manage relationships with external suppliers, you are having the right conversations about BHP's requirements and support available.
<p>Wrap up (Facilitator to lead) 3 MINS</p>	<p>SLIDE 8</p> <ul style="list-style-type: none"> • That's the end of our session for today. • Thank you all very much for showing up and for sharing your reflections with each other. It takes all of us to make a significant change. • Your leaders will continue these discussions with you over coming weeks and months. • As I mentioned at the start, this session may have raised some issues for some people, especially those who have been impacted by these behaviours. • Please make sure you look out for your colleagues, offer your support, and if you need support there are options available for you. You will be heard, and you will be supported. • Thanks everyone, stay safe.
<p>Further support & information</p>	<ul style="list-style-type: none"> • <u>BHP Ethics Support Service:</u> [Add local number] • <u>EthicsPoint:</u> [Add local number] • <u>BHP Employee Assistance Program:</u> [Add local number] • <u>BHP Respect hub – from the Digital Workspace homepage</u> • <u>Jasper – our LGBT+ ally network</u>