

LEVEL 1 ACCREDITATION GUIDE

You have signed up to the CRE Agreement and introduced CRE to your staff and now you are wondering how do you ensure CRE remains actively on the agenda and that accreditation actions are completed?

How to incorporate CRE into your organisation?

How each organisation incorporates CRE into their workplace is going to be different depending on the nature and size of the organisation. Below are a few ideas of how embedding CRE into your workplace may look:

- Decide on the most appropriate team within the organisation that CRE could sit within, preferably a team that already meets on a regular basis to allow CRE to be embedded into their regular agenda.
- If you don't have a specific team who could embed CRE into their agenda, then perhaps develop a committee/or select a CRE champion within the organisation who would like to take the lead on the CRE Agreement.
- Divide the different areas of accreditation actions among teams to take the lead on e.g. Promotional – communications/marketing/admin team, Internal Awareness – human resources/management team, Engagement with Community – engagement/community team.
- Prioritise actions and decide which actions you would like to the organisation to address first, so that whichever team/person is leading CRE knows where to focus their efforts.
- Where appropriate, it is more sustainable for the CRE Agreement to be led by a team, rather than an individual, as the changing of staff and/or capacity may result in the CRE Agreement being forgotten. The CRE Agreement is also about workplace change, so the more people involved, the better the outcomes.

What is involved? CRE Accreditation

Level 1. Actions for accreditation

Introduction and awareness of family violence in the workplace

PROMOTIONAL

- The CRE Agreement workplace posters and family violence brochures will be displayed in reception, staff areas, rest rooms and general workplace and public areas.
- The CRE Agreement workplace logo and hashtags will be displayed on the organisation or business website and in social media.
- The CRE Agreement workplace logo and hashtags stickers are used on stationary, letterhead, promotional material and email signature.
- The CRE Agreement workplace logo is displayed on indoor and outdoor signs.

INTERNAL AWARENESS

- The CRE Agreement Agreed Values and Codes of Behaviour for the Workplace are included in employee induction packages.
- Family violence information and resources are available to employees via Intranet or other methods.
- Family violence information and resources and CRE prevention concepts are embedded into employee and toolbox meetings and training and professional development is offered.
- The organisation has a designated representative for family violence to provide support and leadership and review occupational health and safety.

ENGAGEMENT WITH COMMUNITY

- Participate in safe work month with a focus on family violence prevention.
- Organisational commitment function (i.e. White Ribbon event or similar) that raises awareness of prevention of family violence.
- Participation of managers and employees in community family violence events

ADDITIONAL ACTION BY THE ORGANISATION

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• Organisations must complete a minimum of seven actions in Level 1 to qualify for the Level 1 Accreditation Workplace Certificate. However, organisations can complete all actions if they have the capacity.

• To seek accreditation organisations can contact Desert Blue Connect project officer or another CRE Agreement organisation that has already achieved accreditation of the level (see CRE website for further details).

• For any assistance please contact Desert Blue Connect on 9964 2742 or email info@desertblueconnect.org.au



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What incorporating the CRE Agreement could look like?

Using the CRE Agreement level 1 accreditation checklist as a guide is the best place to start with ensuring the different CRE Agreement action areas are being embedded in and regularly discussed within your organisation. See below for an example of how to embed each action and the regular questions that could be used to review them. Please note that organisations only need to meet seven of the suggested actions in order to achieve level 1 accreditation.

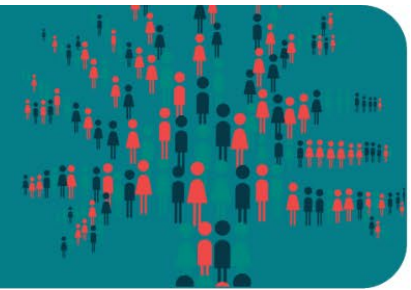
PROMOTIONAL	
<input type="checkbox"/> Who is the appropriate person/team to take the lead on promotional aspects of the CRE Agreement? <input type="checkbox"/> What are the most appropriate areas/communication channels to promote the CRE Agreement through in our organisation? <input type="checkbox"/> What are the benefits of our funders/clients seeing we are a CRE Agreement organisation? <input type="checkbox"/> What are the benefits to our staff being able to see we are a CRE Agreement organisation?	
CRE Agreement accreditation checklist	CRE Toolkit Reference
The CRE Agreement workplace posters and family violence brochures will be displayed in reception, staff areas, rest rooms and general workplace and public areas <input type="checkbox"/> Have we taken photos of our staff to put into the poster templates? <input type="checkbox"/> Are the CRE posters being displayed? <input type="checkbox"/> Do we have family violence brochures, do we need to print or seek more? <input type="checkbox"/> Are the brochures being displayed? <input type="checkbox"/> Where would be the best place for us to display posters/brochures - e.g. toilets, staff room, reception, office spaces etc.?	15.f CRE Poster Templates CRE poster templates – Please insert photos of employees into this Word document, print and display within your workplace. 15.i What is the CRE DL Flyer & DL Flyer CRE Flyer – Display within the workplace for staff, and clients or community members, to have discrete access to (these can be printed or ordered through Kick Solutions).
The CRE Agreement workplace logo and hashtags will be displayed on the organisation or business website and in social media <input type="checkbox"/> Has the CRE logo and/or hashtags been added to the website? <input type="checkbox"/> Have we done any social media posts including the logo/hashtags? <input type="checkbox"/> What could we do to promote what we are doing and get CRE messages on our social media? – (e.g. your organisation could have a representative at the Leading Lights Group that comes together with other organisations who are part of the CRE to generate messages for dissemination within workplaces and community)	15.e CRE Logos & Banners These can be used for documents, website, intranet, media articles etc.



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<p>The CRE Agreement workplace logo and hashtag stickers are used on stationary, letterhead, promotional material and email signature</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do we have stationary products that we want the logo added to? <input type="checkbox"/> Has everyone in the organisation added the email banner to their signature or is there a month/week we want to particularly promote everyone using the banner for? 	<p>15. e CRE Logos & Banners CRE header or footer or email footer - For use on documents and emails.</p>
<p>The CRE Agreement workplace logo is displayed on indoor and outdoor signs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do we have stickers that can be placed on our indoor/outdoor signs so that people know this is a CRE Agreement organisation? <input type="checkbox"/> Do we need to source more stickers? <input type="checkbox"/> Is there another way we would like to display the logo on our signage? <input type="checkbox"/> Do we want to purchase a CRE banner that can be displayed in reception/office area/board room etc.? 	<p>15.h CRE Resources Order Form Lists CRE resources which are available for purchase through Kick Solutions.</p>
<p>INTERNAL AWARENESS</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Who is the appropriate person/team to take the lead on internal awareness aspects of the CRE agreement? 	
<p>CRE Agreement accreditation checklist</p>	<p>CRE Toolkit Reference</p>
<p>The CRE Agreement Agreed Values and Codes of Behaviour for the Workplace are included in employee induction packages</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have the CRE Agreement Agreed Values and Codes of Behaviour been added to employee induction packages? <input type="checkbox"/> Have we communicated the Agreed Values and Codes of Behaviour to all of our employees? <input type="checkbox"/> How can we ensure the induction process is consistently used to inform staff about the workplace's commitment to gender equality and their rights and responsibilities? 	<p>15.b CRE Agreed Values & Codes of Behaviour This poster can be displayed within the workplace and included in staff induction packages to remind staff of the expected behaviours of a CRE workplace.</p>
<p>Family violence information and resources are available to employees via Intranet or other methods</p> <ul style="list-style-type: none"> <input type="checkbox"/> What family violence information and resources would we like available to staff? E.g. information on family violence leave, who in the organisation to talk to, how the organisation can help, local services 	<p>6. Embedding CRE on the Intranet This document provides information regarding why organisations should have this information on the intranet and examples of how this could be done.</p>



that can provide support, CRE booklet and information on how the organisation aims to prevent family violence and it's drivers, Our WATCH Change the Story information etc.

- Do we have family violence information and resources on the organisation's intranet or other appropriate platform?
- Can all staff access this information confidentially?

Family violence information and CRE prevention concepts are embedded into employee and toolbox meetings and training and professional development is offered

- Has a plan been developed for embedding CRE into meetings?
- How can we offer employees education and training to raise awareness and understanding of family violence, its potential affect in the workplace and how to prevent it? (Online training/face to face training/staff will travel for training/bring someone in to train all staff/partnering with another organisation etc. See professional development options template).
- In what way do we have the capacity to provide training, are we able to offer it to all staff, staff whose work will most benefit from it, or management?

The organisation has a designated representative for family violence to provide support and leadership and review occupational health and safety

- Who is the most appropriate person to be this representative (view template for family violence representative responsibilities)?
- Do we want one designated person? Is there capacity for a team? Do we want this responsibility to be embedded into HR or Management responsibilities?
- How can we review occupational health and safety with a gendered lens?
- What resources can we use to apply a gendered lens to how we operate? E.g. <https://workplace.ourwatch.org.au/resource/staff-survey/>

7. Staff Introduction to CRE - Presentation

Use this to communicate to your staff about the CRE Agreement and why your organisation has come on board.

9. Information about Family Violence

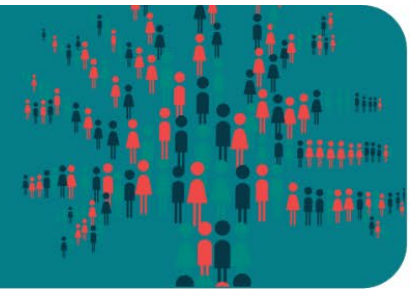
A guide for family violence training and professional development – This outlines several different training and professional development options available to your employees.

12. Websites and Prevention of Family Violence Resources

A list of different websites and resources that may be useful in helping to implement the CRE Agreement, or providing further information on preventing family violence.

4. CRE Representative responsibilities

This document provides a list of example responsibilities that a Family Violence/CRE representative would take on and uphold within the workplace.



ENGAGEMENT WITH THE COMMUNITY

- Who is the appropriate person/team to lead participating in community and workplace family violence events?
- Why is it important for the organisation to participate in these events?
- View template for ideas for CRE or family violence awareness events that the organisation can host or participate in

CRE Agreement accreditation checklist

CRE Toolkit Reference

Participate in safe work month with a focus on family violence prevention

- What could we do for safe work month/or other family violence prevention or CRE events?
- Do we have the capacity to host something for our staff, clients and/or the wider community?
- Should we partner with another organisations to do something?
- How can we support other organisations' events?

13. Ideas for CRE or Family Violence Prevention Awareness events and activities

Ideas for CRE or family violence awareness events that organisations can host or attend – This document provides information on annual local events, as well as State/National awareness days that may help you in planning a workplace event/activity or attending a community event.

Organisational commitment function (i.e. White Ribbon event or similar) that raises awareness of prevention of family violence

- What type of commitment function would we like to do?
- What will resonate best with our staff and organisation?

Participation of managers and employees in community family violence events

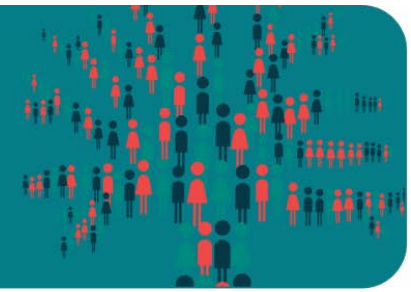
- Why is it important for managers and employees to participate in these events?
- How do we ensure managers support their employees' time in participating in these events?
- How do we ensure different staff attend these events, and not always the same people?

14. Importance of Managers & Employers attending and hosting events and activities

This document assists all staff to be involved in supporting the community events that aims to prevent/raise awareness of family violence



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ADDITIONAL ACTION BY THE ORGANISATION

- What else could we do as organisation that will help in raising awareness of family violence and promote gender equity within our workplace?

Action 1: _____

Action 2: _____

We encourage you to keep an eye on the CRE Facebook page, attend the Biannual CRE meetings, touch base with other organisations signed onto the CRE Agreement and of course get in touch with Desert Blue Connect if you would like to brainstorm additional action ideas for your organisation or need more support in implementation.

Where to from here?

Once the CRE Agreement has been incorporated into the organisation effectively and seven actions have been completed, contact the Community Respect & Equality Coordinator at Desert Blue Connect to find a time to meet and have your accreditation for level 1 signed off.

Once you are accredited in level 1, the journey of creating a socially responsible and gender equitable organisation isn't over. It is important that the actions you have implemented are sustained, so keeping note of the CRE Agreement within meetings (they may not need to be as regular as before) is still important to make sure you continue to implement them.

Workplaces can play an important role in preventing and responding to family violence by providing a safe and supportive working environment for all employees.