



## Aspiring Leaders OurVoice Community Platform Information

### What is OurVoice?

DCA is collaborating with The OurVoice Action Lab at Monash University to give CARM women participants across 11 Phase 1 organisations the opportunity to take part in an online message board and forum on the Our Voice digital platform. This is an exploratory activity in the RISE project - the OurVoice platform aims to create a safe space for CARM women to discuss their views on systemic barriers and enablers to Culturally and Racially Marginalised Women's progression to leadership positions in their organisations.

This collaborative activity is currently being reviewed by the Monash University Human Research Ethics Committee and ethics approval will be finalised prior to its implementation.

### What does participation involve?

The OurVoice Team will send participating CARM women a link to access the OurVoice platform. Once they register their details, they will be emailed a one-time non-reusable link to access the system. Participating CARM women will be given the opportunity to read the consent form for the Our Voice platform and to accept the form prior to logging into the platform for the first time. Participants will be anonymous on the message board - they will be given a new 'name' on the board every time they join.

Once participants join the message board, they will have a chance to post messages to reply to key questions on the message board. All users are assigned different randomly generated nicknames every time they log-in to ensure anonymity. Automated system posts will ask participants about particular aspects of racism and discrimination in the workplace, such as 'Is your workplace a safe space for culturally and racially marginalised women?' and participants can respond or comment on a response.

The system will also feature polls where participants can vote on answers such as 'My workplace has procedures in place for handling racism' (Yes, No, Not Sure). Participants can post as many messages as they like in reply to the questions on the message board.

As with any message board/internet forum you can choose your level of involvement. This may involve you posting daily and responding to other users' posts on the platform, or you may choose to just read other posts and not engage. As the platform is anonymous, we will not be able to know your level of engagement.

A partnership between:





Participants will have access to the message board/forum for 2-3 weeks, after which the message board/forum will close.

Each message that participants post will be moderated before it appears on the message board – so messages will not appear instantly but may take a few hours or up to a day to appear. The moderators will be from the OurVoice Action Lab team at Monash University and may include members of the RISE team at DCA. They will initiate anonymous polls, access raw messages and comments, check for self-disclosure or violation of the platform's code of conduct, and edit, approve or reject messages for publication on the message board/forum.

Please note that any disclosures of potentially illegal or harmful behaviour in your workplace will be moderated and not posted on the platform. This is due to the need to preserve the safety and anonymity of all CARM women using the platform. Due to the platform's anonymity, it is not possible for us to follow up on or report disclosures of illegal or harmful activity in workplaces. CARM women using the platform are encouraged to use their organisation's reporting processes for illegal or harmful activity. Participants are also encouraged to seek support from relevant support services (see project information for the contacts of support services).

### **Who can take part in the OurVoice platform?**

Any CARM woman participating in Phase 1 of the RISE project can take part in the OurVoice platform – there will be up to 165 CARM women from the eleven organisations participating in the platform.

### **What will happen after the OurVoice platform closes?**

All the messages posted on the OurVoice platform will be downloaded and analysed by the OurVoice and DCA teams to identify key themes in the responses. As noted, participants' responses will already be anonymised when they are posted. The analysis will inform an aggregated report (where the responses of all women from all eleven Phase 1 organisations will be combined and reported in a group), which will summarise CARM women's views on systemic barriers and enablers for CARM women's progression to leadership.

Participants will have the opportunity to co-design key elements of this report prior to it being shared with Phase 1 organisations' staff.

A partnership between:





DCA will finalise the report, taking into account participants' preferences, and share it with your organisation and the other Phase 1 organisations before they put together the action plan.

Following the closing of the message board, The OurVoice Action Lab team will contact 10 random participants to be interviewed about their experiences of the platform. These ten participants will be given separate information and consent forms for the interviews. DCA and the Our Voice Action Lab Team may also report on findings in the report in academic and other publications.

### **What will happen to the information in your responses?**

The OurVoice Platform doesn't store users' account details or any metadata. The OurVoice Action Lab Team will download and send DCA the response data from the platform.

All the collected data will be encrypted and stored within the Monash University infrastructure (Google Cloud). For the duration of the project collected data will be temporarily stored on researchers' computers on encrypted hard drives. Access to the collected data will be granted only to members of the research team and co-investigators from Diversity Council Australia.

### **Are there risks and benefits to participating on the platform?**

Key benefits include:

- Access to a safe anonymous space with other CARM women to discuss systemic barriers and enablers in progression to leadership.
- Experiences of solidarity and support through sharing experiences with other CARM women in a racially safe space
- Early findings from the action lab indicate that the slow nature of the posts – due to their moderation and release on the platform creates a more constructive dialogue.

Risks include:

- Breach of anonymity: There is a risk that participants may include identifying details about their organisation or location – that may make it easier to identify them individually. DCA will address this risk through participating in the moderation of messages and advising when identifying details can be removed. Responses will also be further de-identified before they are analysed and summarised in an aggregated report.
- Participants may experience distress or discomfort due to views shared on the platform: DCA will address this risk through the moderation of messages posted on the platform.

A partnership between:





### **What if I don't want to take part?**

Participation in the tool is voluntary and entirely your choice. Whether or not you decide to participate, your decision will not disadvantage you – only those who give their consent will be included in the OurVoice Platform.

### **What if I participate and want to withdraw later?**

You can withdraw your participation in the OurVoice platform at any time before the platform closes. After the platform closes, the responses of all CARM women will be de-identified and aggregated and it will not be possible to identify your individual data in order to destroy or withdraw it.

### **How will my confidentiality be protected?**

DCA will not share your individual messages on the platforms with your organisation. The messages will appear as anonymous on this platform and will be moderated so that all identifying details are removed. The consent form for this activity also asks all participants to agree that they will not disclose any information, which includes not disclosing other people's messages on the platform. The aggregated report from the platform will only contain de-identified and aggregated data from the messages on the platform.

### **Who should I contact if I would like more information or have concerns about this activity?**

You can also contact DCA, which is the organisation leading the RISE project at [RISE@dca.org.au](mailto:RISE@dca.org.au)

You can also contact the OurVoice Action Lab, Monash University team:  
Dr Claire Moran, Research Fellow, Action Lab, Monash University,  
[claire.moran@monash.edu](mailto:claire.moran@monash.edu)

A partnership between:





## Copy of OurVoice Consent Form

As noted above, a few weeks after your registration in the RISE project is confirmed as successful, OurVoice will send you a link to the platform. Before logging onto the platform for the first time you will be given an opportunity to review and accept or not accept the consent form for this activity.

We have provided a copy of this online form below for your reference – please note there may be minor changes to the wording and format, which you will have a chance to review before accepting or not accepting online.

1. I consent to participate in the OurVoice Community Platform. I have been provided a copy of the Information Pack for Culturally and Racially Marginalised (CARM) Women Middle Manager participants and this consent form and any questions I have asked, have been answered to my satisfaction.
2. I understand that the OurVoice Community Platform will be implemented as described in this Information Pack, a copy of which I have retained.
3. I acknowledge that:
  - ☐ my participation is voluntary and that I am free to withdraw from participating in the tool at any time before submitting my response on the online platform without explanation.
  - ☐ any personal information about me which is gathered in the course of and as the result of my participating in this project will be (i) de-identified, collected and retained for the purpose of this project and (ii) accessed and analysed by the DCA and SSI staff involved in the RISE project for the purpose of conducting this project.
  - ☐ my anonymity will be preserved in RISE-related publications (including the OurVoice Community platform report), and I will not be identified unless I give my express written consent.
  - ☐ DCA or SSI is not responsible for any loss, corruption or interception of data sent to or from the online self-assessment tool or website which occurs outside of our computer systems (such as those which occur while being sent over the internet).
4. I agree to not identify my organisation in responses to questions or polls on the OurVoice platform and follow by Codes of Conduct and protocols in my organisation while participating on the OurVoice community platform.

A partnership between:





5. Out of respect for the rights and safety of other participants, I agree not to disclose any information and responses shared on the platform to any other person or in any other space and to keep all information and responses shared on the platform confidential, including not disclosing any information or responses on the platform in social or other media.

By signing this document, I agree to participate in the OurVoice Community Platform

**Name of Participant:** .....

**Signature** .....

**Date:** .....

For any questions and concerns, please contact [RISE@dca.org.au](mailto:RISE@dca.org.au)

## Further information – Support Services

If you experience discomfort, distress or need support within your organisation during the RISE project, please contact your key project lead for support options available to you.

The following lists of external support services may also be helpful:

<https://itstopswithme.humanrights.gov.au/take-action/support-services>

<https://www.anrows.org.au/support-directory/>

A partnership between:

