**Mitigation Plan**

**Purpose**

This table is designed to support the HRDD Committee in planning how to implement the mitigation measures.

The table is a record for each mitigation measure that can be shared with management, and anyone else with oversight of HRDD. Where relevant, it can also be integrated with the management plan of the business.

If the HRDD committee records this data it will be able to report on:

* What mitigation measures are implemented and when
* The people who benefit from or participate in mitigation
* How mitigation is delivered, by whom and with what resources and expertise
* Whether mitigation is effective in reducing risk

**Table**

Use the table to record each mitigation measure, using those in the workbook or adapting the measures to the local situation.

Where possible, note the inclusion of women and men, and persons from vulnerable groups in any mitigation measures.

Below is the template and a worked example.

**Mitigation plan**

|  |  |
| --- | --- |
| **MITIGATION MEASURES** | **NOTES** |
| **PLAN** |  |
| **Description of measure and activities** |  |
| **Committee member responsible** |  |
| **Who benefits**? |  |
| **Who delivers the activity?** |  |
| **Resources needed** |  |
| **Stakeholder supporting** |  |
| **Timeline** |  |
| **OUTCOMES** |  |
| **Activities implemented** |  |
| **Number of people who participate** |  |
| women |  |
| men |  |
| total |  |
| **Outcomes recorded** |  |

**Example**

Below is an example to illustrate how this form can be used.

Users adapt this table and use it in a manner that is relevant to their local situation.

|  |  |
| --- | --- |
| **MITIGATION MEASURES** | **NOTES** |
| **PLAN** |  |
| **Description of measure and activities** | e.g. Raise awareness about the grievance mechanism with spouses of seasonal workers |
| **Committee member responsible** | Committee member responsible for the grievance mechanism |
| **Who benefits**? | Estimated 51 spouses of seasonal workers who are vulnerable  |
| **Who delivers the activity?** | Gender equality committee member and local women’s group will lead awareness raising activities |
| **Resources needed** | Internal costs for committee members and volunteer expenses |
| **Stakeholder supporting** | N/A |
| **Timeline** | Activities implemented in the first 2 weeks when seasonal workers arrive (e.g. Sept 1-14) |
| **OUTCOMES** |  |
| **Activities implemented** | Awareness raising meetings organised together with local women’s groupAll 51 spouses were invited, and 41 participated in 2 women’s group activities. |
| **Number of people who participate** |  |
| women | 41 |
| men | 0 |
| total | 41 |
| **Outcomes recorded** | The activity improved understanding of how to report a problem and get help.All attendees said they would speak to the women’s group representatives if they needed help.There are plans for them to join the women’s group and participate in regular activities.The 10 women who did not participate are invited to join the women’s group |