# Anti-Harassment Policy Checklist

This checklist is designed to assist employers in developing or updating a workplace policy pertaining to harassment issues.

## Policy Development

[ ]  Selection of members tasked for the development or update of the company’s anti-harassment and related policies.

## Policy Content

[ ]  Employer policy statement for a harassment-free workplace.

[ ]  State and federal law references.

[ ]  Employee responsibilities:

* Right to a harassment-free workplace.
* Responsibility to treat all workers, customers, and suppliers with respect.
* Responsibility to report harassment to the appropriate company representative.
* Confidentiality of any harassment issue on a need-to-know basis.
* Prevention of retaliatory acts against any parties involved in a harassment complaint.

[ ]  Employer responsibilities:

* Consistently treat all workers, customers, and suppliers with respect and fairness.
* Ensure all employees have knowledge and understand the Company’s policy on harassment.
* Appropriately investigate and respond to all complaints in a prompt manner.
* Demonstrate zero-tolerance of harassment.
* Prevent and diffuse any acts of retaliation.

[ ]  Commitment statement that any allegation or complaint of harassment will be addressed in a prompt, through and objective manner. Statement that confidentiality will be preserved to the fullest extent possible without compromising the Company’s ability to conduct a good faith and complete investigation.

[ ]  Definitions and examples of sexual harassment and other types of harassing behaviors.

[ ]  Procedures:

* Guidelines of informal and formal ways of reporting prohibited conduct.
* Identification of company representatives to report prohibited conduct to.
* Clarification that employees are not required to report prohibited conduct to a superior who may be hostile, engaged in such conduct, who is a close associate of the person who has engaged in the conduct in question, or with whom the associate is uncomfortable discussing such matters.
* Repercussions of making false complaints.

[ ]  Corrective action:

* Actions to prevent any future harassment.
* Description of possible remedies to harassment.

[ ]  Protection against retaliation of any party who complains of harassment or participates in an investigation. Complaints of retaliation may be oral or in writing.

## Employee Communications

[ ]  Methods of communication:

* Employee orientations
* Required training sessions
* Staff meetings
* Company website
* Emails or memos
* Pay slip notices
* Brochures and pamphlets
* Postings (i.e. relevant labor law posters)

## Monitoring Commitment

[ ]  Regular policy reviews:

* Openness to employee comments
* Solicitation of feedback from managers and employees
* Exit interviews with employees leaving the company
* Necessary revisions to policy and procedures due to changing work environment or business needs

## Employer Questionnaire

[ ]  Does management acknowledge that harassment, as well as bullying, may occur in the company?

[ ]  Does the company’s anti-harassment policy or code of conduct include a statement of zero tolerance to harassment?

[ ]  Is any anti-harassment policy seen as a company-wide responsibility and commitment?

[ ]  Has the policy been endorsed specifically, and publicly, by leadership and its management?

[ ]  If customers or members of the public may harass your workers, are procedures in place to address this situation?

[ ]  Is the anti-harassment policy actively distributed in multiple ways?

[ ]  Is a process in place to ensure that receipts of company policies are received and that they are actively read?

[ ]  Is the policy backed up by training for all employees, including managers?

[ ]  Are there designated company representatives to whom employees can complain?

[ ]  Is formal training provided to representatives designated to handle harassment complaints?

[ ]  Does the pool of designated company representatives offer diverse contacts?

[ ]  Does a support process exist for the complainant and for the alleged harasser?

[ ]  Does a support process exist for witnesses and colleagues of the complainant?

[ ]  Are the complaints procedures well publicized, in languages and formats that are accessible to all staff, including people with disabilities?

[ ]  Does the policy state "no retaliation" for any party involved in a complaint investigation?

[ ]  Is a work environment of non-retaliation ensured?

[ ]  Does the company monitor complaints and assess changing levels of harassment in the workplace?

[ ]  Is there follow-up support for all parties involved in a complaint, after completion of an investigation?

[ ]  Does the company’s health and safety policy recognize harassment as a "workplace hazard"?

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