# 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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