

Harassment Prevention Checklist for Employers

- Create a code of conduct or respectful workplace policy**
- Create a workplace anti-harassment policy**
- Check for discriminatory posters, photos, and any other offensive materials throughout the organization**

- Ensure the policies are easily accessible to staff**

SUGGESTIONS:

- Post in common staff areas
- Email policies to staff
- Make accessible on company intranet
- Other: _____

- Educate staff on the policies (ensuring ongoing awareness)**

SUGGESTIONS:

- Include in orientation for new staff
- Provide internal training/review of policies on an annual basis
- Other: _____

- Provide relevant training to staff**

SUGGESTIONS:

- Overview of Sexual Harassment in the Workplace
- Bystander leadership training
- Basic conflict management skills
- Other: _____

- Provide additional training for Supervisors/Managers**

SUGGESTIONS:

- The role of the supervisor in harassment prevention
- Managing staff conflict (ie. mediation, investigation and facilitation skills)
- Trauma Informed Lens to Disclosure and Investigations
- Other: _____

- Provide appropriate training to those responsible for handling harassment complaints as per the policy**

- Determine when and how to obtain an outside mediator or investigator**