

Sexual Harassment Prevention Checklist

Harassment is any behavior that creates an intimidating, hostile, or offensive work environment.

Verbal | Visual | Physical | Threatening



Create a harassment-free environment that reduces your legal and financial risk while providing a safe, productive workplace.

HARASSMENT POLICY & EXPECTATIONS

- ☐ Define harassment for your employees.
- ☐ Set out your policies for avoiding and eliminating harassing behaviors in clear, easy-to-understand language.
- ☐ Set out a complaint-reporting procedure to be enforced for every complaint.
- ☐ Communicate policies and expectations to all employees.

TRAIN LEADERSHIP

- ☐ Make sure management knows how to respond to harassment complaints or inappropriate behavior witnessed.
- ☐ Teach leadership what to watch out for and how to recognize risks.
- ☐ Train your management on how to conduct investigations including documentation.
- ☐ Provide clear procedures for corrective action based on the investigation findings.

TRAIN EMPLOYEES

- ☐ Ensure employees understand what constitutes harassment.
- ☐ Provide best practices to prevent harassment in the workplace.
- ☐ Train employees on how to respond if they witness harassment.
- ☐ Explain the procedure for reporting complaints if an employee experiences harassment in the workplace.

CONDUCTING INVESTIGATIONS

- ☐ Ensure investigations evaluate the facts of the complaint, reviewing details of what happened, what witnesses were present, and any other pertinent information.
- ☐ Make sure to objectively review both sides of the story before concluding.

COMMUNICATE THE COMPLAINT PROCESS

- ☐ Clearly define the process for reporting a harassment complaint.
- ☐ Communicate the complaint process in your employee handbook and during new hire orientation.
- ☐ Include the complaint process during sexual harassment training.

CORRECTIVE ACTION PROCEDURES

- ☐ Define clear consequences for harassment behaviors in the workplace.
- ☐ Communicate how corrective actions will be implemented and levels of corrective and disciplinary actions based on investigation conclusions.
- ☐ Make sure corrective actions are implemented fairly and equitably for all employees.

MAINTAIN DOCUMENTATION

- ☐ Keep documentation on all reported harassment complaints.
- ☐ Keep documentation on all evidence obtained during an investigation, including witnesses and statements.
- ☐ Keep records of all corrective actions taken in response to complaints.

AVOID RETALIATORY BEHAVIORS

- ☐ Incorporate non-retaliation policies as part of your harassment prevention policy.
- ☐ Train management on behaviors that are considered retaliatory such as termination, bad performance reviews, or moving a complainant to a different department.

Empower Employees

Create a positive, safe workplace free from harassment for all employees. Encourage employees to come forward with any concerns or questions about harassment in the workplace.



SERVICE Inc.

Contact Us: 833-685-8400 x2 | solutions@hrserviceinc.com