

Harassment Prevention Checklist Compliance Training

Holistic harassment prevention efforts within an organization provide training to employees regarding the employer's policy, reporting systems, and investigations. Use the following checklist to assess your compliance training programs, checking the box where your training is based on the following structural principles and includes the following content:

Structural Principles

- Supported at the highest levels of the organization
- Repeated and reinforced on a regular basis
- Provided to all employees at every level of the organization
- Conducted by qualified, live and interactive trainers
- If live training is not feasible, the training is still designed to include interactive engagement by participants
- Routinely evaluated and modified as necessary

Content of Compliance Training for ALL Employees

- Describe illegal harassment, and conduct that, if left unchecked, might rise to the level of illegal harassment
- Includes examples that are tailored to the specific workplace and workforce
- Educates employees about their rights and responsibilities if they experience conduct that is not acceptable in the workplace
- Describes, in simple terms, the process for reporting harassment experienced or observed
- Explains the consequences of engaging in conduct unacceptable in the workplace

Content of Compliance Training for Managers and Front-Line Supervisors

- Provides easy-to-understand and realistic methods for dealing with harassment that they observe, that is reported to them, or of which they have knowledge or information, including description of sanctions for failing to use such methods
- Provides clear instructions on how to report harassing behavior up the chain of command, including description of sanctions for failing to report
- Encourages managers and supervisors to practice "situational awareness" and assess the workplace within their area of responsibility for risk factors of harassment
- Includes anti-retaliation training for a full range of workplace settings, providing examples of retaliation, and acknowledging that while feelings of revenge and retribution occur, they should not be acted upon

This checklist is meant to be a useful tool in the evaluation of existing programs designed to prevent harassment in the workplace, and the responses to harassment when it occurs. It is not meant to convey legal advice or set forth requirements relating to harassment. "Checking All the Boxes" does not mean that an employer is in compliance; nor does the failure to check any one box mean that an employer is not in compliance.