

## Harassment Prevention Checklist Leadership & Accountability

### **Leadership has taken the following steps:**

- Leadership has established a “Tone from the Top” that communicates the expectation for respect in the workplace, with an emphasis on the value of a diverse and inclusive workplace
- Leadership has allocated sufficient resources toward harassment prevention efforts
- Leadership has allocated sufficient staff time for harassment prevention efforts
- Leadership has assessed harassment risk factors and has taken steps to minimize those risks
- Leadership has devoted time to attending harassment training sessions and refreshers

### **Based on the commitment of Leadership, the Organization has the following components in place:**

- A harassment prevention policy that is easy to understand and that is regularly communicated to all employees
- A harassment reporting system that employees know about and is fully resourced and which accepts reports of harassment experienced and harassment observed
- Imposition of discipline that is prompt, consistent and proportionate to the severity of the harassment, if harassment is determined to have occurred
- Accountability for mid-level managers and front-line supervisors to prevent and/or respond to workplace harassment
- Regular compliance trainings for all employees so they can recognize prohibited and permissible forms of conduct, and know how to use the reporting system
- Regular compliance training for mid-level managers and front-line supervisors so they know how to prevent and/or respond to workplace harassment

### **Mature and holistic harassment prevention programs may also include the following components:**

- Climate surveys conducted on a regular basis to assess the extent to which harassment is experienced in the workplace
- Metrics for harassment response and prevention in supervisory employees’ performance reviews
- Workplace civility training and bystander intervention training are conducted in addition to harassment awareness and compliance training
- Partnership with researchers or external consultants to evaluate the organization’s holistic workplace harassment prevention effort

*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.*