

Harassment Prevention Checklist Anti-Harassment Policy

The Anti-Harassment Policy is a key component of a holistic harassment prevention effort. Use the following checklist to assess your anti-harassment policy, checking the box where your policy contains:

- An unequivocal statement that harassment based on any protected characteristic will not be tolerated:

*Sex / Sexual Orientation
Pregnancy
Age*

*Race
Ethnicity/National Origin
Religion*

*Disability
Color
Gender Identity*

- An easy-to-understand description of prohibited conduct
- A description of a reporting system – available to employees who experience harassment as well as those who observe harassment – that provides multiple avenues for reporting, in a manner easily accessible to employees:

*Employee's Own Manager
Legal/Compliance*

*Other Managers
Anonymous Web Report*

*Human Resources
Anonymous Hot Line*

- A statement that the reporting system will provide a prompt, thorough and impartial investigation
- A statement that the identity of an individual who submits a report, a witness who provides information regarding a report, and the target of the complaint, will be kept confidential to the extent possible consistent with a thorough and impartial investigation
- A statement that any information gathered as part of an investigation will be kept confidential to the extent possible consistent with a thorough and impartial investigation
- An assurance that the employer will take immediate and proportionate corrective action if it determines that harassment has occurred
- An assurance that an individual who submits a report (either of harassment experienced or observed) or a witness who provides information regarding a report will be protected from retaliation from co-workers and supervisors
- A statement that any employee who retaliates against any individual who submits a report or provides information regarding a report will be disciplined appropriately
- An easy-to-understand description of conduct that rises to the level of retaliation
- The entire policy is written in clear, simple words, in all languages commonly used by members of the workforce

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.