



Leadership and Accountability Checklist

The first step for creating a holistic harassment prevention program is for the leadership of an organization to establish a culture of respect in which harassment is not tolerated.

Check the box if the leadership of your organization has taken the following steps:

Leadership has allocated sufficient resources for a harassment prevention effort.

Leadership has allocated sufficient staff time for a harassment prevention effort.

Leadership has assessed harassment risk factors and has taken steps to minimize those risks.

Based on the commitment of leadership, check the box if your 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 forms of conduct and know how to use the reporting system.

Regular compliance trainings for mid-level managers and front-line supervisors so they know how to prevent and/or respond to workplace harassment.

For additional information from the EEOC on risk factors for harassment and responsive strategies, [click here](#).