

Anti-Harassment Policy Checklist

An anti-harassment policy is a key component of a holistic harassment prevention effort.

Check the box below if your anti-harassment policy contains the following elements:

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

An easy-to-understand description of prohibited conduct, including examples.

A description of a reporting system - available to employees who experience harassment as well as those who observe harassment - that provides multiple avenues to report, in a manner easily.

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.

A statement that any employee who retaliates against any individual who submits a report or provides information regarding a report will be disciplined appropriately.

Is written in clear, simple words, in all languages commonly used by members of the workforce.