

## Compliance Training Checklist

*A holistic harassment prevention effort provides training to employees regarding an employer's policy, reporting systems and investigations.*

Check the box if your organization's compliance training is based on the following structural principles and includes the following content:

### Structural Principles

Supported at the highest levels.

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, designed to include active engagement by participants.

Routinely evaluated and modified as necessary.

### Content of Compliance Training for All Employees

Describes 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 the specific 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 that is experienced or observed  
Explains the consequences of engaging in conduct unacceptable in the workplace.

### Content of Compliance Training for Managers and First-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.

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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 workforces within their responsibility for risk factors of harassment.

This checklist has been taken from the Equal Employment Opportunity Commission (EEOC ) website and the Select Task Force on the Study of Harassment in the Workplace by Chai R. Feldblum and Victoria A. Lipnic. The full report can be accessed [here](#).