Checklist for Anti-Harassment Policy

An anti-harassment policy is a key component of a complete 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 accessible to employees

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

Reminder: This checklist is meant to be a tool for thinking about and taking steps to prevent harassment in the workplace and responding to harassment when it occurs. It is not meant to convey legal advice or to set forth legal requirements relating to harassment. Checking all the boxes does not necessarily mean an employer is in legal compliance; conversely, the failure to check any particular box does not mean an employer is not in compliance.