

Harassment Prevention Policy Implementation Checklist

Company _____

Action	Date Implementation Started	Date Implementation Completed
Display the required CRD anti-discrimination and transgender rights posters and the required federal equal employment opportunity poster.		
Distribute a sexual harassment information sheet to all your employees, unpaid interns and volunteers.		
Develop a written harassment prevention policy. Distribute the policy to all employees and require written acknowledgment of review and receipt.		
Update your employee handbook to include your anti-harassment policy (including possible disciplinary action for employees who commit harassment serious enough to merit it).		
Determine whether you need to publish your policy in any other languages spoken by your workforce.		
<p>Establish a harassment complaint procedure. Ensure that your process does not require an employee to complain directly to his/her supervisor. Allow alternative avenues of complaint, such as an HR manager, any supervisor or a complaint hotline. The process must ensure that complaints receive:</p> <ul style="list-style-type: none"> • A timely response • An impartial and timely investigation by qualified personnel • Documentation and tracking for reasonable progress • Appropriate options for remedial actions and resolutions • Timely closures • Confidentiality, to the extent possible 		
<p>Review all of your anti-harassment documentation forms:</p> <ul style="list-style-type: none"> • Complaint form • Investigation form • Interview form 		
Designate investigative officers and train them on your anti-harassment policy and on your procedure handling complaints.		
Communicate investigative officer's names and phone numbers on posters and in an employee handbook.		
Schedule and conduct employee and supervisor training.		
Instruct supervisors to report any complaints of misconduct to a designated company representative.		
Inspect your workplace regularly to check for inappropriate materials (posters, pictures, calendar, screen savers).		
If an investigation reveals misconduct, take prompt, appropriate remedial measures. Besides appropriate discipline, this can include other measures such as training, redistribution of your company policy or other actions to ensure that you have promptly corrected harassing conduct and taken steps to prevent future misconduct.		