

CHECKLISTS FOR EMPLOYERS

Checklist One: Leadership and Accountability

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.

- ❖ 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, the 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

Additional Components:

- ❖ The organization conducts *climate surveys* on a regular basis to assess the extent to which harassment is experienced as a problem in the workplace
- ❖ The organization has implemented *metrics* for harassment response and prevention in supervisory employees' performance reviews
- ❖ The organization conducts *workplace civility training* and *bystander intervention training*

- ❖ The organization has *partnered with researchers* to evaluate the organization's holistic workplace harassment prevention effort