



## Anti-Harassment Program Checklist

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June 20th, 2018

## eESI ANTI-HARASSMENT CHECKLIST

Do your organization's anti-harassment initiatives contain the following elements?

- A clear definition of what harassment is with examples of the different types of harassment
- A statement that harassment is prohibited by third-parties
- A statement regarding off-duty conduct including social media and text messages
- Defines multiple avenues for reporting harassment
- A clear definition of retaliation and how to report it
- A way to report complaints anonymously
- A bystander responsibility statement
- A policy regarding your organization's stance on dating in the workplace
- An open-door policy for complaints
- Well-trained managers that understand his/her obligation to take action.
- Well-trained, objective and neutral investigators that know your policies and knows the law
- Managers and investigators that are trained on confidentiality and knows those with a legitimate business need-to-know
- Managers that understand that there is no such thing as an off the record complaint
- An investigator that conducts investigations timely and in good-faith
- A documented process to relay findings to the appropriate parties
- A process for follow-up with relevant parties 14, 30 or 60 days later
- Training on your policies at least annually with all staff members and at hire for new staff members
- A separate supervisor and manager training on policies and liability
- A process to include off-site employees in trainings and updates to policies and procedures
- A well-known area to store the employee policies and work rules
- Signed acknowledgements on your workplace policies and work rules
- Access to employee training on demand

For more information about workplace training, contact an eESI HR Business Partner.  
*eESI has over 500 workplace training courses, and an expert staff to help you develop and implement effective training programs. Call 210-495-1171 or [HR@eESIpeo.com](mailto:HR@eESIpeo.com)*