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.