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Sexual Harassment Policy Checklist

- _____ (1). A statement that the office advocates and supports unequivocally a zero tolerance standard when it comes to sexual harassment;
- _____ (2). A definition of the terms and behaviors discussed in the statement;
- _____ (3). A description of acceptable and unacceptable behaviors, that is, no sexually suggestive photographs, jokes, or vulgar language, etc;
- _____ (4). The reasons for the existing policy;
- _____ (5). A discussion of the consequences for unacceptable behavior. (You should probably list sexual harassment as a punishable offense in all company handbooks and manuals. Types of disciplinary action available to the company should be stated as consequences for sexual harassment or hostile environment offenses);
- _____ (6). Specifically identify the complaint procedures to be followed by an employee;
- _____ (7). Several avenues for relief or ways to bring a complaint or concern(s) to the attention of management. (If all grievances must be cleared through the supervisor and he/she is the culprit, you have not helped.);
- _____ (8). Identify by name the employer representative to whom complaints should be reported. **This should be to someone who is not in their chain of command.** It is preferred with the current state of the law, to direct complaints to the personnel or human resource manager, with an alternative reporting procedure for employees in that department;
- _____ (9). Stress that all complaints and investigations will be treated with absolute confidence. All investigative materials should be maintained in separate (not personnel) files with very limited and restricted access; and

_____ (10). State that the employer prohibits all forms of harassment and that any complaints by employees of other forms of harassment based upon any protected category will be addressed under the anti-harassment policy.