

## Checklist #3: Sexual Harassment Prevention

- Do you know what sexual harassment is, how to report it and conduct an investigation?
- Do you pay attention to your workplace and conduct regular inspections?  
Are pornographic and/or sexually oriented posters, pictures or other inappropriate materials displayed in your area?
- Are you a positive role model? Do you avoid making inappropriate remarks, touching, jokes and comments?
- Are you “tuned in” to the grapevine? Do you know which employees are dating?  
(If the situation changes, it could turn to harassment).
- Are you available and prepared to take all complaints seriously?  
(Teasing, joking or banter may be sexual harassment).
- Have you conducted employee training on:
  - Your sexual harassment policy,
  - The complaint process and how it works, and
  - The investigative process and how it works?
- Do you conduct employee meetings and/or question-and-answer sessions to reinforce your policy against sexual harassment?
  - Do you discuss your concerns?
- Have you implemented other means to detect sexual harassment in the following ways?
  - Exit interviews,
  - Attitude surveys,
  - Suggestion box (anonymous), and/or
  - Employee hot-line.
- Have you:
  - Issued your company policy to all employees?
  - Posted your policy on sexual harassment?
  - Included the policy in the employee handbook?
  - Delivered information that satisfies your state's laws?
  - Followed up to make sure new employees are informed?
  - Re-issued company policy against harassment on a regular basis?
  - Scheduled on-going sexual harassment training?
- If you receive a claim of sexual harassment, do you act immediately?