

HARASSMENT AWARENESS CHECKLIST

Is your company prepared to protect itself and its employees from Harassment in the Workplace?

Answer **YES** or **NO** to the following questions to find out.

- 1 My company has a Human Rights or Harassment Policy. YES___ NO___
- 2 My company posts its policy where everyone can see it. YES___ NO___
- 3 My company screens notices, ads, bulletins, and other materials before allowing them to be posted. YES___ NO___
- 4 My company provides a minimum of two hours of staff training and one day of manager training on Human Rights in the workplace. YES___ NO___
- 5 My company has a clearly outlined procedure for making a complaint of harassment. YES___ NO___
- 6 My company has a clearly outlined procedure for how complaints are managed. YES___ NO___
- 7 My company has a designated person(s) to handle complaints. YES___ NO___
- 8 My company has detailed outcomes for employees found responsible for harassment. YES___ NO___
- 9 My company has designated a neutral to facilitate resolution of harassment complaints. YES___ NO___
- 10 My company has a committee to encourage valuing diversity in the workplace and to help identify deficits in our policies and procedures. YES___ NO___

SCORING FOR THE HARASSMENT AWARENESS CHECKLIST

HOW TO SCORE YOUR COMPANY

Add up the number of **YES** and **NO** answers. Compare the totals to the following descriptions:

If your score was 7 or more YES answers:

Congratulations! You are well on your way to having a comprehensive plan for managing Human Rights.

If your score was 4 to 6 YES answers:

You may have some preliminary awareness of Human Rights, but you and your company still have a way to go to be complete in this area of managing people. You might be unpleasantly surprised if a situation arises and a complaint is made.

If your score was less than 4 YES answers:

You and your company are potentially at risk of not meeting the requirements of having done what is necessary to ensure employees a positive working environment, free of harassment and discrimination. A plan to address the deficits should be begun as soon as possible.