

# Workplace Harassment & Discrimination Prevention Checklist

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Use this checklist to help your office build a safer, more respectful work environment.

## Policy & Documentation

- ☐ Written anti-harassment and anti-discrimination policies are in place.
- ☐ Policies are easily accessible to all employees.
- ☐ Policies are reviewed and updated annually.
- ☐ Policies include clear reporting procedures and consequences for violations.

## Training & Awareness

- ☐ All employees receive annual training on harassment and discrimination prevention.
- ☐ Supervisors receive enhanced training on handling complaints and legal obligations.
- ☐ New hires receive training during onboarding.
- ☐ Training includes bystander intervention strategies and real-life scenarios.

## Reporting & Investigation

- ☐ Multiple reporting channels (anonymous, online, HR) are available.
- ☐ Reports are taken seriously and investigated promptly.
- ☐ Investigations are confidential and impartial.
- ☐ Follow-up actions and communication with involved parties are documented.

## Workplace Culture & Communication

- ☐ Management models respectful behavior at all times.
- ☐ Diversity, equity, and inclusion are promoted in team activities and hiring practices.
- ☐ Employees feel safe reporting concerns without fear of retaliation.
- ☐ Regular check-ins or surveys are conducted to assess workplace climate.



## Monitoring & Improvement

- ☐ HR or designated team reviews complaint trends and resolutions.
- ☐ Preventive actions are taken based on incident analysis.
- ☐ External audits or legal reviews are conducted periodically.
- ☐ Progress is reported to leadership and employees.