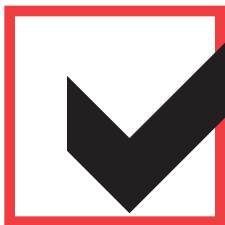


SEXUAL HARASSMENT POLICY CHECKLIST

Is your sexual harassment policy protecting your employees?

Employers have a responsibility to ensure their employees are safe from sexual harassment and to take disciplinary action against those who perpetrate it.

When looking at your company's sexual harassment policy does it:



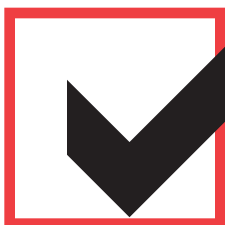
Define sexual harassment.

Ensure that your employees have a clear understanding of what sexual harassment is.



Clearly state the consequences.

What disciplinary actions will you take? Some workplaces have a zero-tolerance policy others mandate training.



Set out a clear procedure for reporting.

A workplace should have a safe, confidential mechanism with multiple points of contact available to employees.



Investigate all complaints received.

After the report is made, an investigation will help determine the correct response to the harassment.