

Does your employer have the appropriate policies, procedures and training to ensure that employees are protected from harassment?

	YES	NO	NOT SURE
1. My company has a policy prohibiting harassment, both sexual and non-sexual harassment (bullying).	☐	☐	☐
2. My company's policy on prohibiting harassment includes the following aspects:			
a. Clear definitions of sexual and non-sexual harassment with examples.	☐	☐	☐
b. Clear information on how to file a complaint.	☐	☐	☐
c. Detailed procedure for how to file a complaint.	☐	☐	☐
d. Timeframe for investigations and resolution.	☐	☐	☐
e. Interim measures during investigation.	☐	☐	☐
f. Confidentiality for both the complainant and accused	☐	☐	☐
g. An appeal process	☐	☐	☐
h. Proportionate sanction measures	☐	☐	☐
i. Retaliation is prohibited	☐	☐	☐
3. My company provides training to staff on these policies.	☐	☐	☐
4. My company has a policy prohibiting discrimination based on gender, ethnicity, sexual orientation, and other identifying characteristics.	☐	☐	☐
5. My company has a whistleblowing hotline where staff can report breach of policy anonymously.	☐	☐	☐
6. My company trains HR and managers on how to handle complaints of harassment sensitively and effectively.	☐	☐	☐

If you answered "No" or "Not Sure" to one or more items, your company may not have adequate policies, procedures or training programmes in place to ensure employees are protected from harassment in the workplace.

