

DOES YOUR EMPLOYER HAVE THE APPROPRIATE POLICIES, PROCEDURES AND TRAINING TO ENSURE THAT EMPLOYEES ARE PROTECTED FROM HARASSMENT?

TICK THE APPROPRIATE BOX

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

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.