



CANADIAN HUMAN RIGHTS COMMISSION



CHECKLIST FOR AN ANTI-HARASSMENT POLICY:

SMALL ORGANIZATIONS

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Canada

CHECKLIST FOR AN ANTI-HARASSMENT POLICY: SMALL ORGANIZATIONS

Content of the policy

- Policy statement—management supports a harassment-free workplace
- The law
- Employees' responsibilities and rights
 - the right to a harassment-free workplace
 - the responsibility to treat other employees with respect
 - the responsibility to speak up when harassment occurs
 - the responsibility to report harassment to the appropriate person
 - confidentiality
- Supervisors', managers', and employers' responsibilities
 - treat all employees, clients, suppliers, contractors with respect
 - report or investigate all complaints
 - set a good example
 - refuse to tolerate harassment
- An undertaking that allegations of harassment will be dealt with seriously, speedily and confidentially
- Descriptions of harassing behaviour
- Procedures
 - practical guidelines for employees and management
 - informal and formal ways of proceeding
 - encourage employees to choose the informal approach first
 - mediation
 - detailed steps to be taken in complaints
 - time frames
 - who is responsible for decisions
 - appeals
 - information about other agencies that deal with harassment
- Corrective action, safeguards and remedies
 - the range of penalties for a harasser
 - whether information about the complaint will be included in a harasser's file
 - remedies
 - information about the complaint will not be put in the complainant's personnel file, when complaint is in good faith

CHECKLIST FOR AN ANTI-HARASSMENT POLICY: SMALL ORGANIZATIONS

- Protection against victimization or retaliation for employees who complain of harassment, or who testify in an investigation

Education

- Communication and circulation of the policy to all employees and managers, current and new, through
 - orientation or information session
 - staff meetings
 - memos or e-mail
 - pay slip notices
 - films
 - posters
 - brochures
- Education of all staff
 - training managers to react appropriately
 - handle cases of harassment appropriately
 - maintain the anti-harassment atmosphere
 - training employees to respect each other
 - maintain the anti-harassment atmosphere
 - training harassment counsellors and investigators to perform their respective roles
 - make ongoing anti-harassment training part of other training sessions

Monitoring

- A commitment to periodic review of the policy
 - openness to employee comments
 - solicitation of feedback from counsellors, managers, and employees
 - exit interviews with personnel leaving the organization
 - make necessary adjustments to policy and procedures