

# THE PEOPLE PARTNER HR & TRAINING

How to Guide



## PREVENTING SEXUAL HARASSMENT: CHECKLIST

This checklist incorporates the eight steps contained in Equality and Human Rights Commission (EHRC) guidance on preventing sexual harassment at work.

The EHRC explains that those steps are practical steps to illustrate the types of action you can take to prevent and deal with sexual harassment in the workplace. The steps are not an exhaustive list, but implementing these steps should help you take positive action to prevent and deal with sexual harassment at work.



## Preventing Sexual Harassment

**Not only women experience sexual harassment - it can affect anyone**

# Policy

- Ensure you have an up to date policy
- Make sure all staff know about your policy, including existing staff and new starters.
- Remind staff of the policy at certain points, e.g. before the work Christmas party.
- Regularly review the effectiveness of the policy.

# Understand

- Be aware of what is happening in your organisation
- Speak with staff, eg through one-to-one meetings or staff surveys, to understand whether there are any potential issues and if steps you already take are effective.
- Ensure that all staff are aware of how they can report sexual harassment, your sexual harassment policy and the consequence of breaching the policy.

# Assess the Risk

- Conduct a risk assessment of the risk of sexual harassment in your organisation, including risks posed amongst your workforce and those by third parties, eg customers, clients, suppliers, the public, etc.
- Think about the roles your workers do and any potential touchpoints of harassment.
- Devise the steps that could be taken to reduce the risk of sexual harassment and then filter that list down to those that are reasonable.
- Include in the risk assessment form the reasonable steps you will take as control measures.



## Preventing Sexual Harassment

Harassment is determined by the effect on the individual, not the intent of the harasser

# Implement

- Create an action and responsibilities log which sets out the reasonable steps you will take, how you will achieve them and who is responsible for taking the action.
- Create an action plan to set out your reasonable steps and how you will monitor the action plan. EHRC guidance suggests you consider publishing your action plan to workers and the public, eg on your website.
- Implement the reasonable steps, including those regarding third parties.

# Reporting

- Make sure that the organisation has a clear reporting procedure in place so that workers know how they can report concerns, either anonymously or in name.
- Explain to workers what is considered acceptable behaviour, how to recognise sexual harassment and what to do if they experience it.

# Training

- Train all staff on sexual harassment and what is considered to be unacceptable behaviour in the workplace and what to do if they experience or witness it.
- Provide specific training to managers on what to do if a complaint of sexual harassment is made.
- Keep a record of the training staff complete using a training log.
- Regularly review and update training content.
- Carry out refresher training periodically.



## Preventing Sexual Harassment

**Harassment does not have to be directed at the person experiencing it**

# Complaints

- Take immediate action to resolve a complaint of sexual harassment, protecting the complainant from further harassment or victimisation during the investigation.
- Protect any witnesses of sexual harassment.
- Communicate the outcome of the procedure in a timely manner.
- Deal with any appeal.

# Support

- Signpost workers to organisations where they can seek support and advice.
- Make sure that they know how they can access any Employee Assistance Programmes that are in place, or any other support the organisation offers.

# Records

- Maintain records of both formal and informal sexual harassment complaints so that themes and trends can be identified. It is also a useful way of assessing whether the steps taken are effective or if changes are needed.

# Effectiveness

- Continually monitor and evaluate the effectiveness of the steps you have taken. For example, you could do this by reviewing records to see if there are themes and trends, as well as seeking feedback from staff via staff surveys.
- If any changes need to be made or new steps taken, then these should be implemented.



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