***Anti-Harassment Risk Assessment Audit Question Checklist***

Ask yourself the following questions to determine whether your company's anti-harassment efforts really protect the organization and its employees. [You should be able to answer "yes" to each item.]:

* Do you have a policy in place that clearly defines acceptable workplace behavior?
* Is that policy communicated effectively throughout the workplace, using workplace communication from posting to face-to-face discussion?
* Do you train at least annually, including employees and management, and monitor the results of that training to confirm their understanding?
* Do you maintain records of that training?
* Are your complaint procedures designed to encourage people to come forward? Do they provide many avenues for reporting inappropriate behavior?
* Do management's actions reinforce what is stated in your policy?
* Is every complaint taken seriously, reported appropriately, and investigated aggressively?
* If harassment is found, do you take immediate action to remedy it?
* Do you follow up to make sure that harassment does not continue?
* Do you protect against retaliation?

If you answer “no” to one or more of these questions, then you have a vulnerability to address. EANE can work with you to develop policies, procedures, and train your managers and employees. For more information, contact our HR team toll-free at (877) 662-6444.