

# **GUIDELINES FOR A POLICY ON SEXUAL HARASSMENT**

## **Checklist for the Construction of a Policy**

1. State the company's position against sexual harassment
2. Define sexual harassment
3. Advise employees of the company's grievance procedure
4. Assure employees that every complaint will be taken seriously and investigated immediately
5. State the penalties for sexual harassment
6. Explain that individuals involved in sexual harassment complaints will have the opportunity to give a full account of their recollection of the incident or incidents.

## **Suggestions**

1. Distribute the policy and have each employee sign a statement that s/he understands it
2. Educate all employees, especially supervisors
3. Make the complaint procedure as comfortable as possible for an employee
4. Always permit the employee to bypass the supervisor who might be the problem
5. If others have been disciplined for sexual harassment in the past, make sure that you are consistent, thus avoiding possible claims of discrimination
6. Fully document the investigation
7. Protect confidentiality for both the complainant and the alleged harasser to avoid claims of defamation or invasion of privacy