

## Non-Harassment Self-Audit Checklist

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	Yes	No
1. Does the company conduct reference and background checks when hiring employees?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the company have strongly worded non-harassment and sexual harassment policies prohibiting harassment of employees by any other employee, supervisor, or third party for any legally recognized basis including but not limited to: veteran status, uniformed service member status, race, color, religion, national origin, sex, age, and physical or mental disability?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the policy provide procedures for employees to file complaints?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the company established a procedure for investigating complaints of harassment?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have the company's non-harassment and sexual harassment policies been communicated to employees both verbally and in writing?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have copies of the company's non-harassment and sexual harassment policies been posted in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are copies redistributed to employees on an annual basis?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have supervisors and managers been informed and trained on the proper complaint and investigation procedures?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the company require all employees to sign a non-harassment receipt of acknowledgement?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the company conduct annual non-harassment and sexual harassment training for all employees? Supervisory training should be separate from training for all other employees. All training should sensitize employees to the impropriety of uninvited sexual advances.	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the company take all complaints of harassment seriously and conduct prompt and thorough investigations?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the company take immediate and remedial action to stop any harassment?	<input type="checkbox"/>	<input type="checkbox"/>
13. Does the company follow-up with employees following all investigations to ensure that harassment has stopped and that no retaliation has been taken against the employee for filing a complaint?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are employees periodically surveyed to verify knowledge and comprehension of the company's non-harassment and sexual harassment policies? Surveys should question employees' knowledge of what constitutes harassment, how to file a complaint, and what disciplinary action will be taken if harassment occurs.	<input type="checkbox"/>	<input type="checkbox"/>
15. Does the company maintain the proper documentation?	<input type="checkbox"/>	<input type="checkbox"/>