

# Sexual Harassment Policy Checklist

**Protect your people (and your company!) from sexual harassment claims.**

Sexual harassment claims represent a major liability for organizations, especially in the multifamily industry. The best way to reduce your risk is to provide a comprehensive policy and training program. Although it's impossible to completely control the actions of others, setting clear expectations for appropriate behavior can significantly reduce the risk of sexual harassment in your organization.



## POLICY CHECKLIST

**Protect your employees, residents, and company by ensuring your sexual harassment policies cover these key elements.**

✓ **Maintain a written sexual harassment policy**

Company policies communicate expected behavior and show a commitment to protecting employees, residents, and contractors from sexual harassment. If an individual does not follow proper procedures, the written policy can offer the company a legal defense against sexual harassment claims.

✓ **Encourage employees to report sexual harassment**

Creating a culture that encourages employees to report sexual harassment demonstrates that the company will not tolerate inappropriate behavior. It also allows the organization to manage claims as soon as possible and prevent continued harassment.

✓ **Offer multiple channels for reporting**

Employees may feel uncomfortable reporting to a particular authority, especially if that individual is the harasser. Offering alternate ways to report sexual harassment can help encourage victims to share their concerns.

✓ **Prohibit retaliation**

Retaliation involves punitive action on the part of a company, or an individual, against someone who has reported harassment or discrimination. Retaliation could include firing, demotion, or general mistreatment of the accuser. Like sexual harassment, retaliation is illegal, and a company (or employee) that engages in retaliation is at extreme risk of legal action.

✓ **Require annual sexual harassment training for all employees**

Sexual harassment is equally harmful whether it happens to employees or residents. To properly protect your organization, everyone on your staff should have sexual harassment training, not just supervisors or resident-facing personnel.

✓ **Provide gender identity, gender expression, and sexual orientation discrimination training**

Recent federal court decisions indicate an increase in discrimination or harassment based on gender identity, gender expression, and sexual orientation. Many local laws now require specific training. To fully protect your company, staff, and residents, you need to ensure that your company policies and required training address this type of discrimination.



## ADDITIONAL REQUIREMENTS

**California has additional sexual harassment policy requirements, and since this state often drives new regulations for the country, these elements could soon be adopted nationwide.**

- ✓ Provide **two hours of mandatory sexual harassment training** to every employee within six months of assuming a supervisory position and then once every two years.

- ✓ **Designate an individual** who is available **to answer questions** regarding sexual harassment in a timely manner (no more than two days after the question has been asked).

- ✓ **Identify the designated individual** in all e-learning and sexual harassment training.\*



## Want to mitigate risk in your organization?

**Talk to us about our trusted sexual harassment policy and training programs.**



\*Vision Platinum users can satisfy this requirement with the custom quiz function, indicating, "I know the correct person to contact in my company with any questions regarding sexual harassment in the workplace."