



SEXUAL HARASSMENT POLICY CHECKLIST

DOES YOUR SEXUAL HARASSMENT POLICY

- Confirm that the organisation has a zero-tolerance approach to sexual harassment?
- Provide context regarding the organisation's overall approach to work, health and safety?
- Clearly define what is sexual harassment?
- Provide examples of what is and is not sexual harassment?
- Explain that sexual harassment is unlawful and unacceptable?
- Identify potential drivers of sexual harassment?
- Set out the organisation's expectations regarding behaviour?
- Explain that everyone has a responsibility to intervene and act – the role of bystanders?
- Set out the process for reporting sexual harassment?
- Provide a framework for dealing with and resolving complaints informally and formally?
- Identify the internal support available for complainants, respondents and witnesses including protection from victimisation or retaliation?
- Identify external support options advice?
- Address the consequences for non-compliance with the policy?

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