"All Reasonable Steps" Employer Checklist

Use the following questions as a starting point for reviewing your organisation's approach

Risk

□ Have we identified the risks of harassment within our organisation?
□ Have we considered risks associated with different roles and working environments?
□ Have we considered risks from customers, clients or other third parties?
□ Have we reviewed previous complaints and incidents?
□ Have we consulted employees about potential risks?

Policies and procedures

□ Is our harassment policy up to date?
□ Does it clearly explain unacceptable behaviour?
□ Does it cover sexual harassment?
□ Does it explain how employees can raise concerns?
□ Are alternative reporting routes available where appropriate?
□ Does it cover work-related events and digital communication?
□ Does it address relevant third-party risks?
□ Does the investigation procedure work in practice?

Training

□ Have employees received appropriate harassment prevention training?
□ Do managers understand how to respond to concerns?
□ Do people understand their responsibilities?
□ Does training reflect the risks within our organisation?
□ Do we review whether training is effective?

Culture

□ Do leaders consistently model expected standards?
□ Are inappropriate behaviours challenged?
□ Do employees feel able to raise concerns?
□ Do we monitor themes and patterns in complaints?

Monitoring and review

□ Do we record relevant incidents?
□ Do we review complaints for recurring patterns?
□ Do we update risk assessments when circumstances change?
□ Do we review whether preventative measures are working?
□ Could we demonstrate what action we have taken and why?