

QUARTERLY ANTI-HARASSMENT CHECK-IN

In order to create a workplace culture free from harassment, an organization's leadership must communicate that sexual harassment will not be tolerated and that preventing and addressing harassment is a high priority.

One example of a tool that can be used to communicate an employer's ongoing commitment to preventing and responding to harassment and retaliation, and to holding harassers accountable for their conduct, is a quarterly anti-harassment check-in.

Employers can use the following check-in, or a variation, as a means to remind employees – including senior leadership – that they should review and understand the company's anti-harassment policies; to prompt questions about the policies and reporting of inappropriate behavior; to encourage reporting by victims and bystanders; and to flag issues for follow-up by HR or leadership.

Quarterly Anti-Harassment Check-In

1. Have you reviewed and do you understand the company's anti-harassment policy, the available avenues and procedures for reporting harassment internally, and the company's anti-retaliation policy?

YES

I WOULD LIKE TO SET UP A TIME TO DISCUSS THESE POLICIES AND PROCEDURES SO I CAN BETTER UNDERSTAND THEM

2. Have you witnessed any violations of the terms of the company's anti-harassment policy or anti-retaliation policy, or have you yourself violated any of these terms in the last three months?

NO

I HAVE RELEVANT INFORMATION I WOULD LIKE TO DISCUSS WITH A SUPERVISOR OR HR

3. Do you reaffirm your commitment to the terms of the anti-harassment and anti-retaliation policies?

YES

I HAVE CONCERNS ABOUT THESE POLICIES THAT I WOULD LIKE TO DISCUSS WITH A SUPERVISOR OR HR

4. Do you understand that if you witness any conduct in violation of the anti-harassment or anti-retaliation policies you should report that conduct pursuant to the procedures set out in the anti-harassment policy?

YES

I WOULD LIKE TO SET UP A TIME TO DISCUSS THESE POLICIES AND PROCEDURES SO I CAN BETTER UNDERSTAND THEM

(Print Name)

(Signature)

(Date)