

# Workplace Sexual Harassment

*Employer  
Best  
Practices  
Toolkit*



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*\*Access Word versions of these templates by clicking on the titles above, or by visiting [www.legalinfo.org](http://www.legalinfo.org)*

## HOW TO USE THE EMPLOYER TOOLKIT



This toolkit provides practical resources to prevent and address workplace sexual harassment. By using the sample templates, an employer can help create a respectful workplace. Suggested steps to follow include:



1. Have a [workplace sexual harassment policy](#).



a. Appoint a person with responsibility for the policy.



b. Communicate the policy to [employees](#), [managers](#), and customers.



c. Have employees complete the [Bystander Training](#) and submit the Certificate of Completion to the employee personnel file.



d. Post [Frequently Asked Questions](#) on company website and/or email to managers and employees.



2. Review the [Employer Checklist](#) which provides guidance on preventing and addressing sexual harassment in the workplace.



3. Use the [Risk Assessment Checklist](#) to conduct an **annual audit** for workplace sexual harassment risks.



4. Review your [communication practices](#).



5. Take all complaints of sexual harassment in the workplace seriously. Use the templates provided including the [complaint form](#), [interview form and checklist](#), [confidentiality agreement](#), and [investigation report template](#) as guides through the complaint and investigation process.