

Harassment prevention checklist

Use this alongside the guide. Updated October 14, 2026.

- ☐ Write a policy with plain-language examples, including digital conduct
- ☐ Offer several complaint channels, including one outside the reporting line
- ☐ Include a clear prohibition on retaliation
- ☐ Require managers to report concerns to HR the same day
- ☐ Distribute the policy at hire and collect acknowledgments
- ☐ Check state and city training requirements for every location
- ☐ Train managers on how to respond when someone raises a concern
- ☐ Use realistic scenarios and bystander guidance in training
- ☐ Start investigations promptly with an impartial investigator
- ☐ Document interviews, evidence, findings, and actions
- ☐ Take proportionate action based on findings
- ☐ Follow up with the complainant to check for retaliation
- ☐ Retain records in line with legal requirements

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