**Sexual Harassment Checklist**

[ ]  **Policy -** Must be compliant with NY state requirements.

<https://www.ny.gov/sites/ny.gov/files/atoms/files/SexualHarassmentPreventionModelPolicy.pdf>

 [ ]  Prohibit sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights

 [ ]  Provide examples of prohibited conduct that would constitute unlawful sexual harassment

 [ ]  Include information concerning the federal and state statutory provisions concerning sexual harassment, remedies available to victims of sexual harassment, and a statement that there may be applicable local laws

 [ ]  Include a complaint form

 [ ]  Include a procedure for the timely and confidential investigation of complaints that ensures due process for all parties

 [ ]  Inform employees of their rights of redress and all available forums for adjudicating sexual harassment complaints administratively and judicially

 [ ]  Clearly state that sexual harassment is considered a form of employee misconduct and that sanctions will be enforced against individuals engaging in sexual harassment and against supervisory and managerial personnel who knowingly allow such behavior to continue

 [ ]  Clearly state that retaliation against individuals who complain of sexual harassment or who testify or assist in any investigation or proceeding involving sexual harassment is unlawful

[ ]  **Distribute policy** -In writing or electronically to all employees. As a best practice have a signed acknowledgment from your employees.

[ ]  **Complaint form** -Even if the employee reports the sexual harassment verbally or through another manner, employers are still required to complete the complaint form on the employee's behalf.

<https://www.ny.gov/sites/ny.gov/files/atoms/files/CombatHarassmentComplaint%20Form.pdf>

[ ]  **Poster Notice** - is an optional tool, is one way to direct both employees and non-employees to your Sexual Harassment Prevention Policy and should be displayed in a highly visible place

<https://www.ny.gov/sites/ny.gov/files/atoms/files/sexualharassmentpreventionposter_English_handfill.pdf>

[ ]  **Training-** Must be delivered annually and as promptly as possible for new hires

<https://www.ny.gov/sites/ny.gov/files/atoms/files/SexualHarassmentPreventionTraining.pdf>

<https://www.youtube.com/watch?v=sL7LwBsV9bM>

<https://www.youtube.com/watch?v=1za7gs9S2H0>

[ ] Be interactive

[ ] Include an explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights

[ ] Include examples of conduct that would constitute unlawful sexual harassment

[ ] Include information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment

[ ] Include information concerning employees’ rights of redress and all available forums for adjudicating complaints

[ ] Include information addressing conduct by supervisors and any additional responsibilities for such supervisors

[ ]  **Investigation of complaints-** conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring.