

## Supervisor's Harassment Prevention Checklist

- I am aware of and understand our workplace's anti-harassment policy.
- I know what harassment is according to our workplace policy.
- I know the processes that are in place in my workplace to address any harassment that arises in the workplace.
- I know what my obligations are under the policy and the law relating to preventing and resolving issues of harassment in the workplace.
- I have communicated what the policy says to my staff.
- I take the opportunity to remind my staff about the policy at opportune times.
- I have ensured that my staff has received appropriate training on our workplace anti-harassment policy. Anytime a new staff member comes under my authority, I ensure they are informed about the policy and receive the training they need to understand the policy.
- I ensure that I review the policy with each of my staff members at least once per year.
- My staff knows what behavior I and the company expect of them.
- My staff knows what behavior I and the company will not tolerate.
- I walk the talk. I am a positive role model for my staff. I avoid making inappropriate remarks, jokes, or comments and refrain from inappropriate conduct.
- I make myself approachable and available so my staff knows they can come and talk to me if they have a concern relating to harassment in the workplace.
- I know what the early warning signs of harassment are.
- I intervene as soon as I sense there is a conflict between any of my employees.
- I pay attention to what is going on in the workplace and act immediately if I see or hear something inappropriate eg. circulation of sexually explicit pictures, discriminatory jokes, etc.
- I am tuned into the office grapevine. e.g. I know which staff in the workplace are dating.
- Regardless of how they come to my attention, I take all complaints of harassment seriously.
- As soon as I become aware of a complaint of harassment, I take immediate action.
- I know who I need to contact and seek advice from within my organization when I become aware of a concern/complaint about harassment in the workplace.