10 Tips to Help You Prevent

SEXUAL HARASSMENT LAWSUITS

1. Implement a written policy prohibiting harassment or discrimination of any kind, including sexual harassment.

2. The policy needs to be clear about what is expected of all employees, including supervisors and managers.

3. The policy needs to explain what the procedure is for reporting a complaint, how the complaint will be investigated and how it will be resolved, including potential consequences.

4. The written policy should also make it clear that it is illegal to retaliate against anyone who files a complaint.

5. It doesn't matter if the complaint is reported to someone in the company or to authorities outside the company; take all complaints seriously.

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6. Remember that employees, customers and suppliers are all protected against harassment and retaliation; monitor accordingly.

7. Implement an education program for all employees to ensure they can recognize harassment and know how to report it.

8. Managers should also be trained on how they must address such complaints and report them up the chain of command or resolve them.

9. Monitor the policy to make sure everyone is adhering to it.

10. Identify any trends occurring in specific departments or with specific employees and be prepared to address each report appropriately.