

SAVE YOURSELF A SCANDAL

CHECKLIST

Public allegations of sexual harassment are now a daily occurrence. What should companies be doing right now if they don't want to see their name in the headlines?



Have effective harassment training for everyone

The key word here is EFFECTIVE. While addressing legal topics is helpful to make sure everyone understands legal nuances, the most effective training will drive behavior change. Training showing scenarios that resonate with employees and managers will encourage mutual professional respect, will give learners a glimpse into how others perceive the same scenarios, will spark a true discussion about those differences and will provide answers to FAQs.



Give access to other training and micro-learning opportunities

While providing information about harassment and behavioral do's and don'ts is key, it's also important to take the opportunity to teach other ways to create a respectful workplace. Consider training on conflict resolution, communication, dealing with difficult employees and unconscious bias, among others. In addition to supplemental brief training sessions, other forms of micro-learning include infographics, summaries, checklists, flowcharts, short video scenarios, and Q&A.



Develop a positive cycle of reporting-investigating-fixing that increases employee trust

Ensure independent and unbiased investigations for your organization. When someone takes a step to report harassment, treat them with respect and understanding. The accused person has the same right to be heard and his/her perceptions to be understood. Aim for a swift resolution. A fair process will build the cycle of trust.



Focus on developing a healthy workplace culture, not on a culture of legal compliance

Make sure harassment prevention training isn't just a check-the-box compliance chore. The saviest companies are working top-down to build a healthy workplace culture. When respectful behavior is part of the culture and part of the expectation, it drives behavior change and reduces inappropriate behavior and misconduct.



Create a new language

Teach employees and managers to safely communicate problematic conduct before it escalates. For example, use the [Workplace Color Spectrum™](#), which gives employees and managers alike a common language to neutrally communicate potentially harmful workplace conduct using colors of green, yellow, orange, and red.