

Harassment Prevention Employer Readiness Checklist

Use this checklist to review practical prevention arrangements and identify actions. It is an action-planning resource, not a legal compliance test.

Details

ORGANISATION OR TEAM	COMPLETED BY
REVIEW DATE	NEXT PLANNED REVIEW

How to record the current position

For each prompt, mark one: In place | Needs review | Not currently in place | Not applicable

Policy and expectations

Review prompt	Position	Action or notes
An appropriate policy and process exists	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	
Expected workplace behaviour is communicated	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	
Reporting routes are clear	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	

Awareness and training

Review prompt	Position	Action or notes
Managers understand their responsibilities	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	
Colleagues receive appropriate information or training	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	
Training and communication are refreshed where appropriate	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	

Reporting and response

Review prompt	Position	Action or notes
People know how to raise concerns	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	
Alternative reporting routes are considered	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	

Concerns can be handled appropriately	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	
Relevant records and processes are maintained	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	

Workplace risk areas

Review prompt	Position	Action or notes
Workplace culture is considered	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	
Social events are considered	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	
Digital communications and remote working are considered	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	
Customer, client and third-party interactions are considered where relevant	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	
Higher-risk working situations are considered where applicable	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	

Review

Review prompt	Position	Action or notes
Arrangements are reviewed periodically	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	
Lessons from concerns or incidents are considered	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	
Actions are assigned and followed up	☐ In place ☐ Needs review ☐ Not in place ☐ N/A	

USE THIS RESOURCE CAREFULLY *This checklist supports practical review and does not establish whether an employer has met every legal obligation. Appropriate measures depend on the organisation and circumstances; consider current requirements and appropriate advice where necessary.*

FREE INTERACTIVE TOOL Harassment Prevention Action Planner | </free-tools/harassment-prevention-action-planner>

COMPLETE PAID WORKFLOW Workplace Harassment Prevention Toolkit | </toolkits/workplace-harassment-prevention>