



# 5 Steps to Prevent Workplace Sexual Harassment



**These five key steps will amplify your current anti-harassment strategy, making it more effective in keeping your employees safe, your company out of legal trouble and your reputation intact.**

1

### **Training Awareness**

Take a good, hard look at your current sexual harassment training routine. Critique it. Sexual harassment is a high-risk area for employers, yet high-quality training is lacking.

Conduct training for employees that's focused on defining and reporting harassment. For managers, focus on how to identify the warning signs and handling complaints.

2

### **Policy**

Develop a comprehensive policy that uses practical examples and clear messaging. Your policy should be simple enough to read and understand, but still interesting.

Define sexual harassment, explicitly forbid harassing behavior and list consequences for violations. Explain how incidents will be handled: from when and how to file a complaint to how an investigation will be conducted to what happens afterward.



3

### Leadership

Healthy leaders make for healthy companies. Make sure that anyone in a senior role is aware of their responsibilities as a leader. In relation to conduct, this means being appropriate and following policy.

Disrespectful senior leaders who feel that policy doesn't apply to them inevitably lead to a toxic culture, and their misbehavior trickles down into the rest of the company.

4

### Company Culture

Foster a company culture that praises transparent, open dialogue. A healthy, respectful culture makes policy and training more effective, reduces the normalization of "locker room talk" and increases the likelihood that victims will feel comfortable enough to come forward.

5

### Reporting Mechanisms

Even if victims feel comfortable coming forward, they still may not unless they know what reporting tools are available to them.

An internal system, such as a hotline, can significantly increase the number of claims you receive. If a hotline isn't possible or appropriate, make sure there's someone neutral and safe that victims can trust and open up to.



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