**Policy Development Checklist**

Irrespective of whether your organisation adopts a specific stand-alone sexual harassment policy, incorporates sexual harassment in a broader workplace behaviour policy, or opts for a simplified policy statement in lieu of a detailed policy, there are a number of important points which should be included.

The following checklist is designed to support your organisation to develop its own policy approach[[1]](#footnote-0).

| Does your policy or other information/material: |  |
| --- | --- |
| Clearly articulate expectations about safe, respectful and inclusive behaviours. | ロ |
| Include a statement that sexual harassment is both unlawful and unacceptable. | ロ |
| Clearly define what is sexual harassment with practical and clear examples that include diverse groups of workers to educate people. | ロ |
| Recognise that sexual harassment is driven by gender inequality and power. | ロ |
| Commit to prioritise safety and wellbeing  | ロ |
| Clearly explain the role that everyone plays in intervention and action when behaviours are inconsistent with expectations. | ロ |
| Explain what will occur if the policy is not complied with, including consequences for offenders.  | ロ |
| Clarify the resolution process, including how and where to report sexual harassment and available options e.g. early intervention, internal informal and formal pathways, external pathways and support channels available. Refer to Chapter 7, Reporting for more details.  | ロ |
| Outline how the organisation will support people who raise concerns and protect them against retaliation. | ロ |
| Include information about external agencies who can provide support, advice and information on sexual harassment, including that people may report their experience to the police. | ロ |
| Apply to workers at all levels, including leaders and managers, CEO and board, as well as others in the workplace include customers, clients and contractors – stipulate that all workers will be held to account, regardless of position. | ロ |
| State when the policy will be reviewed. | ロ |

1. Respect@Work, p565-657; CCC p79; VEOHRC Guideline Preventing and Responding to Workplace Sexual Harassment p 51 [↑](#footnote-ref-0)