**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-1).

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| **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.  | 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-1)