

















Sexual Harassment Compliance Training Checklist

Federal Guidelines and Recommendations

The Equal Employment Opportunity Commission (EEOC) recommends that harassment training for employees should include:	Your Training	Other Training	
1. Clear explanation of prohibited conduct, including harassment on the basis of sex, sexual orientation, gender identity and pregnancy			
2. A description of the complaint process, including how to complain of harassment and how to report harassment if employees observe it			
3. Assurance that the complaint process provides a prompt, thorough, and impartial investigation			
4. A focus on the unacceptable behaviors themselves, rather than trying to teach participants the specific legal standards that will make such conduct "illegal"			
5. Assurance that employees who make claims of harassment or provide information related to such claims will be protected against retaliation			
6. Assurance that the employer will protect the confidentiality of the individuals bringing harassment claims to the extent possible			
7. Assurance that the employer will take immediate and appropriate corrective action when it determines that harassment has occurred			
8. An explanation of the consequences of engaging in conduct that is unacceptable in the workplace			














The EEOC recommends including these additional topics for supervisors' and managers' training	Your Training	Other Training	
1. Information on how to prevent, identify, stop, report and correct harassment			
2. Information on how to identify potential harassment risks and specific actions managers can take that may minimize or eliminate those risks			

Depending upon the needs of your employees and active areas of law, the following sections should be included:	Your Training	Other Training	
1. Transgender: Organizational policy is typically more stable than state laws, so policy specifics should be included in training			
2. Diversity: Communicate a strong and positive message about the advantages of being a diverse and inclusive organization			
3. Unconscious Bias: Provide examples to help employees see this common condition in themselves. This can lead to self-reflection, which can help reduce unconscious bias in the workplace			

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California State Guidelines

(includes AB 1825, AB 2053 and SB 400)

California law requires that supervisors and managers receive two hours of mandatory sexual harassment training that includes:	Your Training	Other Training	
1. A definition of unlawful sexual harassment under the Fair Employment and Housing Act (FEHA) and Title VII of the federal Civil Rights Act of 1964			
2. FEHA and Title VII statutes and case law on prohibiting and preventing sexual harassment in employment			
3. Examples of the types of conduct constituting sexual harassment			
4. Remedies available for victims of sexual harassment			
5. Strategies to prevent sexual harassment in the workplace			
6. Factual scenarios based on examples from case law, media accounts, and workplace situations illustrating sexual harassment, discrimination, and retaliation			
7. An explanation of the limited confidentiality of the complaint process			
8. Resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment			
9. The employer's obligation to conduct an effective workplace investigation of a harassment complaint			
10. Training on what to do if the supervisor is personally accused of harassment			
11. The essential elements of an anti-harassment policy and how to use it if a harassment complaint is filed			
12. How to recognize and prevent abusive conduct, such as derogatory comments, insults or verbal or physical threats			

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Connecticut State Guidelines

The Connecticut Commission on Human Rights (CHRO) requires supervisor training to include:	Your Training	Other Training	
1. Definitions of sexual harassment as explicitly set forth in Connecticut law and Title VII of the Civil Rights Act of 1964			
2. A discussion of the types of conduct that may constitute sexual harassment under the law, including that the harasser or the victim may be either a man or woman, and of the same or opposite sex			
3. A description of the remedies available in sexual harassment cases, including, but not limited to, cease and desist orders, hiring, promotion or reinstatement; compensatory damages and back pay			
4. A clear message that individuals who commit acts of sexual harassment may be subject to both civil and criminal penalties			
5. A discussion of strategies to prevent sexual harassment in the workplace			
6. A strong message that all sexual harassment complaints must be taken seriously, and that once a complaint is made, supervisors should report it immediately to designated officials; and that the contents of the complaint are personal and confidential and are not to be disclosed except only to those persons with a need to know			
7. Experiential exercises such as role playing, group discussions and behavior modeling to facilitate understanding of what constitutes sexual harassment and how to prevent it			
8. Teaching the importance of interpersonal skills such as listening, to help employees understand what a victim of harassment may be experiencing			
9. Advising employees of the importance of prevention strategies to avoid the negative effects of sexual harassment on both the victim and on workplace productivity. This includes interpersonal conflicts, poor performance, absenteeism, turnover and grievances			
10. An explanation of the benefits of learning about and eliminating sexual harassment. This includes a more positive, productive work environment and potentially lower exposure to liability for both the employer and the supervisor personally			
11. An explanation of the employer's anti-harassment policy, including a description of the procedures for reporting sexual harassment and the types of disciplinary actions which can be taken against persons who engage in sexual harassment			
12. A discussion of perceptual and communication differences among persons and the concepts of "reasonable woman" and "reasonable man" used to determine the effects of words or actions perceived to be of a sexual nature			