

## **Sexual Harassment Policy checklist.**

But is your policy all it should be? Here are five types of conduct a good workplace harassment policy should ban:

- Inappropriate or offensive touching.
- Word-of-mouth harassment. This includes lewd comments, sexual jokes or references (such as to one's sexual activity), offensive personal questions, and negative comments based on a person's gender, age, disability, religion, etc.
- The display of offensive pictures.
- Offensive or inappropriate written materials. This would range from letters to e-mail messages to Web site and blog postings. The policy should also cover graffiti.
- Threats or promises by a supervisor conditioned on an employee's agreeing to engage in sexual or romantic behavior.

And obviously, your policy should also explicitly ban any retaliation against any employee for complaining about such behavior.

### **Bad conduct**

You can use a well-written policy to control not only behavior that's clearly illegal – like quid pro quo harassment by a supervisor – but also bad behavior that falls short of illegality yet can damage morale and performance. Example: an employee who uses obscene language.