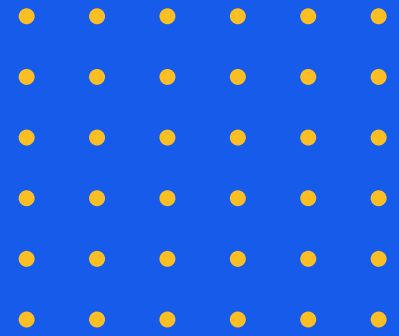


Worker Protection Act Checklist



Are you prepared for the [Worker Protection Act 2023](#) coming into effect?

Overview

Use [Tayl's](#) checklist to ensure you have taken the right steps to prevent sexual harassment in your workplace and help you check your policies.

Status	Task	Due	Notes
Equal Opportunities and Anti-Harassment Policies			
<input type="checkbox"/>	Have you got suitable equal opportunities and anti-harassment policies in place?		
<input type="checkbox"/>	Are these policies tailored to your workplace and industry?		
<input type="checkbox"/>	Do these policies also cover work adjacent events, such as work parties, business trips and training events?		
<input type="checkbox"/>	Do you communicate your policies to your team regularly?		
<input type="checkbox"/>	Do your employees know how to find and access these policies?		
<input type="checkbox"/>	Are these policies accessible, such as providing translated versions if English isn't an employee's first language?		

Work Environment

<input type="checkbox"/>	Do you promote an equal, diverse and inclusive work environment?		
<input type="checkbox"/>	Do your employees know what attitudes, behaviours and actions could be classified as sexual harassment, and how to not exhibit them?		
<input type="checkbox"/>	Do your employees discourage behaviours that could be classed as sexual harassment?		
<input type="checkbox"/>	Do your employees know that anyone can report sexual harassment?		

Training on Equality and Discrimination

<input type="checkbox"/>	Have all of your employees received training on equality and discrimination?		
<input type="checkbox"/>	Have your managers and supervisors received additional training?		
<input type="checkbox"/>	Do you carry out refresher training? This is recommended annually.		
<input type="checkbox"/>	Do you have additional resources on equality, diversity and inclusion available?		

Complaints Procedures

<input type="checkbox"/>	Do you have a complaints procedure for employees to report any instances of sexual harassment?		
<input type="checkbox"/>	Are all of your employees aware of how to access these procedures?		
<input type="checkbox"/>	Do your employees understand the stages involved in reporting sexual harassment?		
<input type="checkbox"/>	Do your employees understand the stages involved in investigating any sexual harassment complaints, including the difference between informal complaints, the grievance process and employment tribunals?		
<input type="checkbox"/>	Do your employees know how harassment will be dealt with and the consequences for harassers, including disciplinary measures, resolutions or dismissals?		

Absences and Return to Work

<input type="checkbox"/>	Do you provide employees with the opportunity to address any sexual harassment complaints during a return to work or welfare interview?		
<input type="checkbox"/>	Do you provide employees who were absent due to sexual harassment additional support options?		
<input type="checkbox"/>	Do you cover support measures in your anti-harassment policies?		

Monitoring and Updating Your Policies and Training

<input type="checkbox"/>	Do you monitor how well your equal opportunities and anti-harassment policies are followed?		
<input type="checkbox"/>	Do you review and update your policies and training regularly?		
<input type="checkbox"/>	Do you seek employee feedback on your policies and training?		