



## QUICK TIPS FOR PREVENTING AND ADDRESSING WORKPLACE HARASSMENT

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In light of the mounting allegations against - and even admissions from - certain elected officials, well-known journalists, and high-ranking Hollywood moguls, employers must be vigilant in taking steps to protect their workplaces and employees from sexual and other forms of harassment. While this issue remains a complicated one, there are some simple risk management steps that can be taken in order to minimize the risk of harassment in the workplace and to increase a company's lines of defense against such claims.

- **Maintain** a strong, legally compliant anti-harassment policy that all employees must sign and acknowledge;
- **Require** your entire management/leadership team take an anti-harassment training course and document course content and their attendance;
- **Notify** employees in writing about who and how to contact members of management or human resources about sexual or any other form of harassment they experience;
- **Establish** a zero tolerance policy concerning management's obligation to report concerns/complaints of harassment from employees;
- **Investigate** all complaints, regardless of management's view of credibility; and
- **Document** the steps taken to investigate complaints and to address conduct.

If you have questions regarding any of the risk management steps, Burke, Warren, MacKay & Serritella, P.C. has a number of skilled attorneys who can provide counsel on these issues. For more information, please contact Rachel E. Yarch at 312/840-7029 or ryarch@burkelaw.com.

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