

3 Mistakes to Avoid When Creating Anti-Harassment Policies



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MAKING POLICIES TOO NARROW

The policy must include all types of harassment, not just sexual. Racial, religious, or other types of harassment should never be tolerated. State this clearly in the policy. Keep in mind, too much jargon and legalese will confuse employees or cause them to tune out.

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2. NOT INCLUDING EXAMPLES

Examples clarify expectations for employees, but be thoughtful when constructing them. These are meant to clear up any confusion, but needn't make people blush. The Society for Human Resource Management recommends employers lead off the examples of prohibited conduct

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3. NOT DEFINING SCOPE

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Be sure to clearly state that this anti-harassment policy is an expectation at all work-related events, including offsite events. Furthermore, it applies to all types of communication and interaction. This includes email, voice messages, texts, and social media.