

## Workplace Harassment Toolkit

First and foremost, it is essential for leadership in every organization to establish a culture of respect in which harassment of any kind is not tolerated. However, the best prevention efforts cannot guarantee that harassment will never take place in the workplace. When complaints arise, HR professionals must act quickly to resolve them. This toolkit provides information to help HR review tactics to build a respectful workplace culture, along with sample forms to guide a complaint process.

### Articles

- [Nine Ways Managers Can Eliminate Harassment](#)

### Samples Policies/Checklist

- [Anti-Harassment and Offensive Behavior Policy](#)
- [Standards of Conduct Policy](#)
- [Harassment Policy Checklist](#)

### Investigation Guides/Forms

- [Investigation Interview Questions and Guidelines for Handling Harassment Complaints](#)
- [Harassment Complaint Investigation Form](#)
- [Employee Complaint Intake and Question Process](#)
- [Investigation Summary Letters](#)

### Training Opportunities

- MRA offers convenient eLearning for employees and managers on [Harassment Prevention: Creating a Respectful Workplace](#). Live training at your location is also available.
- HR professional training: [Conducting Workplace Investigations: Advanced Workshop](#)

### Additional Resources

- [#MeToo - Preventing and Addressing Sexual Harassment](#) (MRA Podcast)  
Listen to HR experts gather to answer compelling questions on everyone's mind.
- EEOC: [Highlights of the Select Task Force on the Study of Harassment in the Workplace](#)
- [EEOC Chart](#) of Risk Factors and Responsive Strategies (EEOC)
- Employer Checklists:
  - [Leadership and Accountability \(EEOC\)](#)
  - [Anti-Harassment Policy \(EEOC\)](#)
  - [Harassment Reporting System and Investigations \(EEOC\)](#)
  - [Compliance Training \(EEOC\)](#)

This sample document is only an example and is based on the laws in effect at the time it was written. MRA-The Management Association, Inc. does not make any representations or warranties regarding the appropriateness or prudence of using this information for any particular individual or situation. Your company should add, delete, or modify the content of this document as needed to suit your purposes. This material is for your information only and should not be construed as legal advice. In some circumstances it may be advisable to have legal counsel review final documents prior to implementation.

For further assistance call or visit [www.mranet.org](http://www.mranet.org), © MRA – The Management Association, Inc.

Wisconsin: 800.488.4845 • Minnesota 888.242.1359 • Northern Illinois: 800.679.7001 • Iowa & Western Illinois: 888.516.6357