

Sexual Harassment at Work: Employer Compliance Checklist

This checklist helps UK employers meet their legal obligations under the Equality Act 2010 and the Worker Protection Act 2023 (effective from 26 October 2024).

Policy and Documentation

- Have a clear, written anti-harassment policy covering sexual harassment.
- Include guidance on third-party harassment (e.g. clients, customers).
- Ensure the policy is accessible to all staff and regularly reviewed.
- Integrate the policy into staff handbooks and onboarding materials.

Training and Awareness

- Provide regular training to all staff on recognising and preventing sexual harassment.
- Train managers on handling complaints and promoting a respectful culture.
- Keep records of training attendance and materials used.

Risk Assessment and Prevention

- Conduct workplace risk assessments to identify high-risk areas or roles.
- Implement reasonable steps to prevent harassment (e.g. supervision, layout changes).
- Monitor workplace culture and address concerns proactively.

Reporting and Response

- Establish clear reporting mechanisms for complaints.
- Ensure complaints are handled promptly, fairly, and confidentially.
- Protect complainants from retaliation or victimisation.
- Take disciplinary action where appropriate and document outcomes.

Legal Compliance and Review

- Review policies and procedures annually or after incidents.
- Stay up to date with legal changes and EHRC guidance.
- Seek legal advice on complex cases or settlement agreements.
- Document all steps taken to demonstrate compliance with the Worker Protection Act.