



HARASSMENT INCL. SEXUAL HARASSMENT

CONTROL MEASURES

Control measures are specific actions or procedures that are put in place to manage or mitigate identified risks. They are reactive measures that are implemented after risks have been identified and assessed as part of the risk management process. Control measures are designed to reduce the likelihood or impact of risks, and they can take many forms, including administrative controls, engineering controls, and personal protective equipment.

Promote a culture of respect and inclusion: Foster a work environment that values diversity, inclusivity, and respect for all employees. Encourage positive interactions, teamwork, and mutual support to prevent instances of harassment.

Encourage bystander intervention: Empower employees to intervene when they witness or suspect harassment. Train employees on how to identify and respond to incidents of harassment, and emphasize the importance of supporting victims and reporting any observed or suspected misconduct.

Regularly assess and update policies: Continuously review and update harassment policies and procedures to align with best practices and legal requirements. Stay informed about emerging issues and adapt policies accordingly.

Enforce consequences: Ensure that appropriate consequences are enforced for individuals found responsible for harassment. This may include disciplinary action, ranging from counselling and retraining to suspension or termination, depending on the severity and frequency of the offense.

Foster open communication: Encourage open dialogue between management and employees regarding harassment concerns. Maintain regular communication channels to address any issues, provide updates on policy changes, and reinforce the organisation's commitment to addressing harassment.

Monitor and review: Regularly monitor and evaluate the effectiveness of the implemented control measures. Review incident reports, conduct surveys, and seek feedback from employees to identify areas for improvement and take proactive measures to prevent harassment.

DO

DO NOT



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establish a clear and comprehensive anti-harassment policy that explicitly condemns all forms of harassment, including sexual harassment.

provide regular education and training on harassment prevention, reporting procedures, and creating a respectful work environment.

encourage and support employees to report incidents of harassment promptly and assure them of a fair and confidential investigation process.

enforce appropriate consequences for individuals found responsible for harassment, following a thorough and impartial investigation.

foster a culture of respect, diversity, and inclusion in the workplace through open communication, teamwork, and mutual support.

ignore or downplay reports of harassment. Take all complaints seriously and conduct prompt investigations.

retaliate against employees who report harassment. Ensure there are protections in place for individuals who come forward.

make assumptions or stereotypes about harassment victims. Treat all complaints with objectivity and respect.

neglect regular review and updating of anti-harassment policies and procedures to stay current with legal requirements and best practices.

tolerate any form of harassment, even if it appears minor or occurs infrequently. Address all instances promptly and effectively.