***Demonstrate a commitment to equality and inclusion***

* Assess presence of sexual harassment
* Have diverse leadership and board
* Leadership engagement
* Set and promote clear values
* Conduct reference checks on new hires
* Standardize human resource practices
* Devote appropriate resources to sexual harassment

***Follow or exceed federal and state laws***

* Know the laws
* Ensure policy is consistent with laws
* Train employees according to law

***Write a clear anti-sexual harassment policy***

* Define sexual harassment in the policy
* Identify the reporting/investigation process in the policy
* Identify all stakeholders in policy
* Include consequences in policy
* Involve stakeholders in drafting policy
* Prohibit retaliation within policy
* Review the policy regularly
* Translate the policy
* Enforce the policy

***Educate stakeholders on sexual harassment***

* Document sexual harassment awareness
* Include all stakeholders in training sessions
* Include sexual harassment in new hire orientation
* Hold training on diversity, inclusion, and bias
* Hold training sessions on sexual harassment
* Hold separate sexual harassment training sessions for managers
* Make training interactive
* Regularly share information on sexual harassment
* awareness.

***Encourage employees to report sexual harassment****.*

* Make reporting simple
* Make reporting safe
* Make reporting anonymous
* Don't allow retaliation
* Respect all complainants

***Properly investigate all complaints***

* Don't wait for a formal complaint
* Document all complaints and investigations
* Follow an investigative plan
* Investigate every complaint consistently
* Notify board and insurance of allegations
* Respond immediately to complaints
* Gather information from all parties
* Draw on sexual harassment experts and resources
* Maintain confidentiality when possible
* Update complainant and accused
* Make a determination

***Take appropriate action on sexual harassment complaints***

* Prepare for external exposure
* Take remedial action
* Communicate the determination
* Don't provide positive references for harassers
* Conduct an audit of practices