

Evaluate your anti-harassment policy

Section 1: Institutional Commitment

- ☐ Does your organization have an official anti-harassment charter signed by management?
- ☐ Is this charter easily accessible to all members of the organization (website, intranet, notice boards)?
- ☐ Does management regularly communicate its commitment to preventing and combating harassment?

Section 2 : Awareness and training

- ☐ Are harassment awareness sessions organized at least once a year for employees or students?
- ☐ Do managers, teachers, and other supervisors receive specific training to identify and manage cases of harassment?
- ☐ Is a guide or educational material on harassment made available to members of the organization?

Section 3 : Reporting process

- ☐ Does your organization have a clear and documented process for reporting cases of harassment?
- ☐ Does the process guarantee the complainant's anonymity if necessary?
- ☐ Are reports handled within a reasonable timeframe (e.g., within 7 days of receipt)?

Section 4: Incident Management

- ☐ Is a dedicated team or a designated contact person (e.g., HR manager or advisor) appointed to handle reports?
- ☐ Are support measures (psychological, legal, etc.) offered to victims?
- ☐ Are proportionate and clearly defined sanctions applied to perpetrators of harassment?

Section 5: Monitoring and Evaluation

- ☐ Does your organization regularly analyze data related to harassment cases (number of reports, types of incidents)?
- ☐ Is an annual evaluation of the anti-harassment policy carried out to identify areas for improvement?
- ☐ Are employees or students asked to provide feedback on the effectiveness of the actions undertaken?

Result

12-15 YES answers: Your policy is solid and proactive.
Continue to improve it regularly.

8-11 YES answers: Your policy is on the right track, but
some areas require adjustments.

Fewer than 8 YES answers: Your policy lacks effectiveness.
Prompt action is needed to protect your members.