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# RISK ASSESSEMENT – SEXUAL HARASSMENT

Notes:

* this checklist is prepared to assess risks of sexual harassment, but could be expanded to deal with other forms of harassment or bullying in the workplace, which could also give rise to similar adverse consequences for an employer.
* This checklist refers to male/female but the situation with LGBTI employees should also be considered.
* If other risk factors are present (you might determine these from review of previous complaints), you could add questions and adjust the scoring.

Instructions:

Consider each point and circle the appropriate answer. Then total up the score at the end and read the interpretation guide. You might like to do this risk assessment separately for different locations or departments, particularly where the cultures are very different.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **TO SOME EXTENT** | **NO** |
| 1. Has there been a survey on employee perceptions around sexual harassment in the last 2 years? If so, did the results show positive employee perceptions (i.e. they feel safe in relation to sexual harassment)? | 1 | 2 | 3 |
| 1. Are there far more men than women in a particular work location, or vice versa? | 3 | 2 | 1 |
| 1. Is there evidence of a strong power culture in any particular work location – either hierarchical power or personal power? | 3 | 2 | 1 |
| 1. Is the Board/executive mainly male, and/or have most of its members been in place for a long time? | 3 | 2 | 1 |
| 1. Is there a history of sexual harassment in any particular work location, particularly where cases have not been fully resolved in the past? | 3 | 2 | 1 |
| 1. Do the physical factors of any particular workplace lend themselves to sexual harassment being perpetrated – such as lonely, unobserved work stations, night shifts; or similar situations? | 3 | 2 | 1 |
|  | **YES** | **TO SOME EXTENT** | **NO** |
| 1. Is the culture in any particular work location very intense and passionate – for example, social advocacy groups, advertising companies, companies with “fun” cultures? | 3 | 2 | 1 |
| 1. Have there been complaints of bullying in any particular work location? | 3 | 2 | 1 |
| 1. Do mixed gender teams have to travel on business together? | 3 | 2 | 1 |
| 1. Do any of the work locations have social functions involving drinking, partying etc? | 3 | 2 | 1 |
| 1. Are there any mixed gender project teams working intensively with long hours and tight deadlines? | 3 | 2 | 1 |
| 1. Is there a ‘speak up culture’ in any particular work location or is there more of a silencing culture (for example, are many grievances lodged and what typically happens to them) | Speak up culture 1  Silencing culture 3 | 2  2 | 3  1 |
| **TOTAL** |  |  |  |

Interpretation:

A score of 30 to 36 would mean there is a high risk of sexual harassment occurring in the workplace and therefore a great deal of attention must be paid to raising awareness, putting in place preventive measures, and ensuring skilled handling of complaints.

A score of 18 to 30 would mean there is a medium risk of sexual harassment occurring in the workplace. Awareness campaigns should be continued and preventive measures reviewed. Skills training for those handling complaints should be constantly updated.

A score of less than 18 indicates a low risk of sexual harassment complaints occurring in the workplace. Awareness campaigns should be refreshed from time to time and monitoring of skills of first responders and investigators.