

# QUICK Q&A

## Answers to not-so-common questions

*Even the most experienced HR pros have questions from time to time. Our monthly Quick Q&A series provides answers to not-so-common questions and links to helpful resources.*

**Q. How important is it to have an anti-harassment policy and training program? What are some key items to consider when developing a training program?**

**A.** Having an anti-harassment policy and procedure is an essential practice for every organization, as their absence can incur legal challenges and hurt your business. Your organization's policy should include a definition and example(s) of harassment, a recommended reporting procedure and an anti-retaliation statement.

Training ensures your employees are aware of your policy and procedures, especially management staff. Members of your management team are on the front lines and should be trained separately so they know how to correctly respond when employees bring forth concerns or complaints. When staff are unprepared to resolve harassment situations, costly legal issues and administrative hardships can arise. Invest in proper training now to protect your organization from paying big later.

When considering anti-harassment training, be sure to

- have a comprehensive policy that is clear to all employees. A good policy statement should be concise and identify multiple individuals in the organization who can be contacted with harassment concerns.
- provide a qualified trainer. Bukaty Companies [HR Consulting & Training](#) offers professional video training options to fit the needs of employers of all sizes and industries. Whether you're rolling out training for new hires or providing training for current employees, we offer a solution.
- clarify that this training is to be taken seriously and that you expect all to treat it as such. Consider emphasizing the risk that harassment incidents put on the business and provide specific examples of unacceptable behaviors instead of general statements.

*If you operate a business in the state of California, Illinois or New York, you are required by law to provide anti-harassment training to all employees.*

Bukaty Companies HR consultants are certified professionals that provide customized anti-harassment policies and tailored training sessions. Interested in hearing more about our anti-harassment training or other training topics? [Contact us.](#)