Checklist for Prevention

☐ You are leaders and agents of the University and are charged with the responsibility to take whatever action is necessary to prevent sexual harassment and discrimination, if possible, and correct it when it occurs.

☐ Be a role model for staff, faculty and students by conducting yourself in a respectful and unbiased manner.

☐ Be aware of the impact your choice of words may have on others.

☐ Communicate to employees alternative resources for questions and concerns of sexual harassment and discrimination.

☐ Be aware and sensitive to the possible existence of sexual harassment & discrimination and take disciplinary action when appropriate.

☐ Annually, provide information and educational programs to employees regarding harassment and discrimination. Regular training for supervisors on sexual harassment is now required by California law.

☐ Address any misconduct, including inappropriate comments, jokes, etc., seriously and quickly. Failure to act communicates the idea that you condone such behavior.

☐ Have a thorough working knowledge of the sexual harassment and discrimination policies (PPM 380-12 and PPM 380-15) and the Principles of Community.