



CHECKLIST ON WPV APPROVED

- ✓ Validated risk assessment is done regularly throughout the organization
- ✓ Training to ensure that people understand what is harassment and workplace violence
- ✓ Easy-to-access incident reporting system that allows organizations to react in real time
- ✓ Clear standards, policies, procedures and guidelines on workplace violence and harassment
- ✓ System to vet allegations to ensure they meet the standard of harassment
- ✓ System that helps mediate harassment and workplace violence claims to prevent full investigations
- ✓ External servers to ensure integrity of incident reports and investigations
- ✓ Independent 3rd party to take incident reports where there is a fear of retaliation, conduct fair and unbiased investigations even when the incident concerns the most senior levels of the organization
- ✓ Enforcement of policies equally throughout all levels of the organization