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| **Checklist for Your Policies and Practices** | |
| **Action Item** | **Complete** |
| Are you a covered employer, even if your headquarters are located outside California? |  |
| Do you distribute DFEH Brochure 185 on Sexual Harassment? |  |
| Do you have a written Harassment, Discrimination, and Retaliation Prevention Policy? |  |
| Does your policy include the full, updated list of protected classes, including updated gender-related definitions and updates regarding discrimination against driver’s licenses issued under section 12801.9 of the Vehicle Code? |  |
| Have you updated any definitions of protected classes, definitions of harassment, and definitions of “abusive conduct” or bullying that may be used in your policy or training? |  |
| Does your policy clarify that unlawful harassment is prohibited by all supervisors, managers, coworkers, and third parties? |  |
| Do you have a complaint process that satisfies all new requirements? |  |
| Does your policy identify a complaint mechanism that does not require an employee to complain directly to his or her immediate supervisor? |  |
| Do you require supervisors to report any complaints to an appropriate company representative, such as an HR manager, so the company can try to resolve claims internally? |  |
| Does your policy reference all of the investigation protocols related to a confidential, prompt, thorough, and impartial investigations? |  |
| Does your policy confirm that appropriate remedial action will be taken when warranted? |  |
| Does your policy make appropriate assurances that the company will not permit retaliation against anyone who makes a complaint or participates in any workplace investigation? |  |
| Do you provide compliant harassment training to supervisors (incorporating the new requirements and proper recording of attendance)? |  |
| Do you inform supervisors and coworkers that they can be personally liable for harassment? |  |
| Have you updated language in protocols and documentation regarding assistive animals in the workplace? |  |
| Are you properly tracking pregnancy disability leave based on the new regulations? |  |
| Have you posted the updated mandatory pregnancy disability leave poster—“Your Rights and Obligations as a Pregnant Employee,” which reflects the new amendments? |  |
| Have you translated your policies as required by the new regulations? |  |