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## ***RETALIATION PREVENTION CHECKLIST***

When employees complain about discrimination, harassment, safety or other legally protected rights, employers must ensure that workers aren't retaliated against for raising these issues. Use this checklist to ensure practices are in place to limit the risks of retaliation claims.

- Ensure non-discrimination and harassment policies cover retaliation and include a strong anti-retaliation statement.
- Establish a complaint process that employees are aware of, understand and can follow easily. Include an employee hotline to submit complaints anonymously.
- Train supervisors on the anti-retaliation policy and procedures.
- Designate an individual to regularly review and implement anti-retaliation policies and procedures, conduct investigations, and provide training.
- Audit practices to ensure the company consistently and fairly implements disciplinary action.
- Maintain documentation of all employee performance appraisals and disciplinary actions to document that your practices are fair and not influenced by a complaint of illegal discrimination or other unlawful employment practice.
- Keep comprehensive records of all complaints, investigations, and responses.
- Discipline and retrain any supervisors who engage in retaliation.
- Identify any existing or potential complaints, assess the circumstances and take actions to ensure no retaliation occurs.