

## **HARASSMENT IN THE WORKPLACE**

### **APPENDICES**

#### **1. HARASSMENT IN THE WORKPLACE - CODE OF CONDUCT**

The Delegates at the 2020 10<sup>th</sup> WA-Summit discussed the topic of Workplace Harassment. An outcome of those discussions was that a Code of Conduct would be developed so that Administrative Professionals around the world could promote and support developing one within their workplace. Additionally, a Code of Conduct would be held on the WA-Summit Website as a general expectation of behaviour to be exhibited in any workplace where administrative professionals worked.

The Template for this document can be found on the WA-Summit website at the following link - [Harassment in the Workplace Appendix 1 - Code of Conduct](#)

#### **2. HARASSMENT IN THE WORKPLACE - CHECKLIST FOR WORKPLACE HARASSMENT**

Workplace Harassment was one of the topics discussed by the Delegates at the 2020 10<sup>th</sup> WA-Summit. An outcome of those discussions was that a checklist would be developed so that Administrative Professionals around the world could determine if issues they or someone else were having within their workplace would be considered workplace harassment.

The Template for this document can be found on the WA-Summit website at the following link – [Harassment in the Workplace Appendix 2 - Checklist for Harassment](#)

#### **3. HARASSMENT IN THE WORKPLACE - CAMPAIGNS AROUND THE WORKPLACE**

Harassment prevention involves changing workplace culture and practices, and that change starts at the top. Your organization's highest leadership must be brought on board to make it clear that sexual harassment in any form is unacceptable, is taken seriously, and commit appropriate time and resources [including training] to implementing strong prevention and response strategies.

The Template for this document can be found on the WA-Summit website at the following link – [Harassment in the Workplace Appendix 3 - Campaigns Around the Workplace](#)

#### **4. HARASSMENT IN THE WORKPLACE - POLICY**

*What do 424 million working-age women have in common? They all live in countries with no legal protections against sexual harassment at work<sup>1</sup>*

The Workplace Harassment Task Force, formed at the World Administrators Summit in Frankfurt, Germany in 2018, presents this policy to unite global administrative professionals in declaring that any type of harassment in the workplace is unacceptable and will not be tolerated and proactive measures will be advocated to directly and immediately address these behaviors with intervention, counselling, and clearly communicated consequences

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The Template for this document can be found on the WA-Summit website at the following link – [Harassment in the Workplace Appendix 4 - Policy](#)

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<sup>1</sup> <https://fortune.com/2017/11/17/sexual-harassment-legal-gaps/>