



PREDICTABLE IS PREVENTABLE®

Are you aware of any behaviors going on either in our workplace, or outside the workplace that may impact the workplace, that are inconsistent with this policy?

Yes No

_____ Initial

If the answer to this last query is “Yes,” then gather the facts of their concern, notify Human Resources and commence an investigation pursuant to your harassment policy and procedure.

In the closing comments on the evaluation, incorporate the above questions and responses. For example:

Pat, another excellent year. You built 4 million widgets, you do this, this, this and this well. You need to improve here, here and here. You manage your time well, you follow safety rules, etc. etc. etc.

Additionally, we had a conversation regarding our organizational commitment to the elimination of harassment in the workplace. We read our company policy together, and you stated you understood the policy and had no questions. Additionally, you stated you were unaware of any behaviors inconsistent with this policy. Should you ever become aware of behaviors inconsistent with our policy, please do not hesitate to contact me, any other supervisor or manager, or Human Resources immediately and inform us of the inconsistent behavior.

This approach is an excellent way to eliminate harassment for two reasons: 1) It makes every employee aware that someone is watching out for problems, and 2) Should the annual performance questioning reveal a potential harassment issue, appropriate staff can promptly address it in accordance with your policy. Of course, all of that assumes that you have a good, up-to-date harassment policy, and that you are committed to eliminating this issue from your workplace. It is the right thing to do.

Note: Prior to changing any policy or procedure you now have, please consult your competent legal counsel.

If you have questions about using annual performance evaluations to reduce workplace discrimination, or any feedback about this approach, please feel free to contact me.

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