



This checklist guides the development of anti-harassment and discrimination policies and processes for the jobsite that are equitable and affirming for 2SLGBTQIA+ workers, aiming to prevent and effectively respond to homophobia and transphobia at work.

QUICK REVIEW CHECKLIST

<input checked="" type="checkbox"/>	Action	Comments
<input type="checkbox"/>	1. We have an explicit policy that covers harassment and discrimination in all workplaces under our control and/or where our people work (e.g., both office and field-based workplaces).	
<input type="checkbox"/>	2. Our policy outlines reporting, review, investigation, and response procedures for employees who report issues of harassment and discrimination at work.	
<input type="checkbox"/>	3. Our policy statement explicitly bars discrimination on the protected grounds of sexual orientation, gender identity, and gender expression (in alignment with federal and provincial human rights codes).	
<input type="checkbox"/>	4. Our policy includes zero tolerance for retaliation for those reporting discrimination, harassment, or bullying and provides steps to ensure this is upheld.	
<input type="checkbox"/>	5. Our policy includes clarifying examples of what constitutes discrimination and harassment on the grounds of sexual orientation, gender identity, and gender expression, i.e., common forms of homophobia, biphobia, and transphobia in the workplace in a list of inappropriate behaviours, tailored to our workplaces.	
<input type="checkbox"/>	6. Our policy includes additional measures to facilitate the reporting and handling of 2SLGBTQIA+ related harassment and discrimination.	



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☑	Action	Comments
○	7. Our policy provides information on internal and external support services, including relevant employee benefits, to support employees who experience, witness, and/or report 2SLGBTQIA+ related harassment and discrimination (OR the reporting procedure triggers the sharing of this information).	
○	8. Our policy explicitly covers interactions with clients, vendors, subcontractors, and other external parties, including definition, guidance, and reporting steps (OR this is covered in our Procurement Policy or Supplier Code of Conduct).	
○	9. Employees responsible for receiving, reviewing, and investigating reports have received training and guidance regarding 2SLGBTQIA+ related harassment and discrimination.	
○	10. Project managers, site leads, crew leads, and all those in a supervisory or management capacity have received training and guidance on 2SLGBTQIA+ related harassment and discrimination.	
○	11. Written materials clearly outlining this policy and the reporting procedures are included in onboarding packages and are easily accessible throughout employment (e.g., in paper and digital formats).	
○	12. Posters and information on anti-harassment and discrimination are clearly posted in common spaces, such as breakrooms and changerooms, and include information on 2SLGBTQIA+ related harassment and discrimination. For example, a poster outlining the reporting steps or tips for bystanders.	



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<input checked="" type="checkbox"/>	Action	Comments
<input type="checkbox"/>	13. Our weekly huddles / Toolbox Talks include a zero-tolerance reminder for identity-based harassment, and regularly cover topics related to homophobic, biphobic, and transphobic harassment.	
<input type="checkbox"/>	14. This policy is regularly reviewed to ensure effectiveness, and alignment with legal requirements and best practices. This review is informed by worker feedback and monitoring data (see points 15 and 16).	
<input type="checkbox"/>	15. We receive feedback from workers on the effectiveness of this policy and related processes, such as through anonymous surveys or work with third-party reviewers, and this feedback is acted on.	
<input type="checkbox"/>	16. We monitor 2SLGBTQIA+ harassment and discrimination-related complaints, and regularly review monitoring data to inform our work in this area.	

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