Annual Review Checklist

The following checklist outlines information to consider in monitoring the effectiveness of strategic workplace responses to domestic violence, sexual violence, and stalking. Use the information to compare activities from the previous year and plan necessary changes to increase awareness of helpful responses to domestic violence, sexual violence, and stalking.

Set up a system for reporting the following and review these reports at least annually:

- Number of employees and managers receiving training or educational information on domestic and sexual violence and stalking (including sexual harassment).
- Number of employees requesting information or referrals to local, state or national service providers.
- Number and/or percentage of employees requesting help for domestic or sexual violence or stalking through Employee Assistance Programs.
- Number of employees requesting workplace assistance or changes, and the types of changes requested, such as time off for needs related to domestic or sexual violence or stalking, a changed schedule or shift, a different work location, or a new telephone number.
- Number of orders of protection or restraining orders given to management by employees or taken out by the employer in consultation with employee (see the Protection Order Guide on this website).
- Plans made to respond to domestic violence or stalking threats, as well as measures aimed to prevent incidents of sexual harassment and violence (see the Why is this a Workplace Issue? section on this website)
- Incident reports of any violent events that involved employees or others at work.
- Changes to policies or procedures that were implemented during the last year.
- Disciplinary actions and referrals for employees who committed acts of violence.
- Numbers of sexual harassment complaints and investigations, and information about outcomes (i.e. whether the complaint was resolved and how).

- Number of domestic violence, sexual violence, and stalking resources in the office and available to employees – e.g. posters, signs, pamphlets.