



WTA COMPLIANCE CHECKLIST

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- Review employment contracts for nondisclosure and/or non-disparagement clauses for claims of harassment or discrimination.
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- Review separation agreements for nondisclosure and/or non-disparagement clauses for claims of harassment or discrimination and make sure:
 - The claim at issue arose before the agreement was executed.
 - The parties agree on the nondisclosure and/or non-disparagement clause.
 - The employee/applicant had 21 days to consider the agreement before executing.
 - The employee/applicant had seven calendar days following the execution of the agreement to revoke the agreement.
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- Review arbitration agreements for the inclusion of discrimination and harassment claims.
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- Review discrimination policy to incorporate expanded definitions.
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- Review harassment policy to incorporate expanded definitions.
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- Review anti-retaliation policy to incorporate expanded definitions.
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- Retrain nonmanagerial and nonsupervisory employees on harassment/sexual harassment policies.
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- Review employee handbooks to incorporate expanded definitions.
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- Review leave policies to incorporate expanded definition of gender violence.
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- Prepare for mandatory reporting requirements.
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- Prepare sexual harassment policy to distribute to new employees (restaurant and bar employers only).
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- Review internal sexual harassment training program.

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