



SAFER WORKSPACES INITIATIVE

Pledge, Resources, and Next Steps Guide

This packet was created in hopes of helping to create ripples of positive change in the beer industry. We can create industry-wide change one business at a time. This is meant to be used in conjunction with official company policies and is not a legal document. It is meant to help focus the intentions of a company trying to create a safe workspace. A pledge is a personal promise, and it is our hope that the pledge will serve as a tone-setter for your business and as a jumping off point for further discussions and actions about creating diversity, equity, and inclusivity in the workplace. The resources are included to support creating and maintaining a safe workspace, which is defined in the pledge as being anti-discrimination, anti-harassment, anti-retaliation, honest, accountable, confidential, and procedural. The next steps guide is a series of leading questions.

SAFER WORKSPACES INITIATIVE PLEDGE



By having all current and future staff initial each page and sign this pledge, we are committing ourselves and our business to be a safer workspace for everyone.

As a member of this company, I _____, will endeavor to create and sustain a safe workspace in which everyone is treated as a human being with dignity, worthy of respect. The culture of this company should be characterized by trusting in and supporting each other and without demoralizing, oppressing, or exploiting each other.

This company will not tolerate harassment, bullying, or discrimination of any kind. By upholding this pledge and through company-led education of all staff, this company will seek to prevent, correct, and discipline behavior that violates the terms of this pledge.

All members of this company, in every position, are expected to commit to creating a safe workspace and to take appropriate measures to ensure that demoralizing, oppressive, and exploitative conduct does not occur here.

Appropriate disciplinary action will be taken against any member of this business who violates company policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, and/or termination of employment.

Managers and/or supervisors who knowingly allow or tolerate discrimination, harassment, or retaliation, including the failure to immediately report such misconduct to the ownership, will be subject to disciplinary action.

This company, and myself as a member of this company, in compliance with all applicable federal, state, and local anti-discrimination and harassment laws and regulations, pledge to commit to the creation of a safe workspace and define a safe workspace as follows:

A Safe Workspace is Anti-Discrimination

Discriminatory work conditions and discriminatory evaluative standards will not be tolerated in a safe workspace.

Discriminatory treatment is when, in whole or in part, a person's race, color, national origin, age, religion, ability or disability status, sex, sexual orientation, gender identity or expression, genetic information, or marital status is the basis for decision-making regarding employment opportunities and opportunities for advancement.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. This company will comply with the requirements stated in these anti-discrimination laws.

Discrimination in violation of the laws described in this pledge could result in disciplinary measures up to and including termination.

Every employee in the company should have equal opportunities for professional development and advancement based on merit and work performance.

A Safe Workspace is Anti-Harassment

Harassment of any kind, including gender-based harassment, will not be tolerated. Harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce any employee, co-worker, any person working for or on behalf of this business, or any guest to this business.

Appropriate and immediate action in response to complaints or knowledge of harassment will be taken. The following examples of harassment are intended to be guidelines and are not exhaustive when determining whether harassment has occurred.

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status, or other protected status, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults belittles, or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.
- Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under this company's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when, submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment."

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exhaustive when determining whether sexual harassment has occurred:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "joking" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature.
- Nonverbal sexual harassment includes the distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons/video that is sexually suggestive or shows hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets, and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, respectful, pleasant, non-coercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment.

A Safe Workspace is Anti-Retaliation

No hardship, loss, benefit, or penalty should ever be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging an official, recorded complaint should never be used against the employee or have a negative impact on the individual's employment status.

A Safe Workspace is Honest

Groundless or malicious complaints are also a form of abuse.

People who file false complaints could be subject to discipline up to and including termination of employment.

A Safe Workspace Holds EVERYONE Accountable

This company supports an empowered workforce. If ownership violates any of the guidelines of this policy, we believe we should also be held accountable. Please make us aware of any comments we make or actions we take that violate the Safer Workspaces Initiative Pledge. We are open to learning and growing as employers, and we want you to know your voice and opinions matter to us. To submit comments, please reach out to your manager or supervisor. If your complaint is about your manager or supervisor, please contact

A Safe Workspace Values Confidentiality

All complaints and investigations should be treated confidentially to the extent possible, and information disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during an investigation, and owners should take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation should be kept secure and private only to the relevant parties.

A Safe Workspace has a Complaint Procedure

We are committed to an environment where every individual feels empowered to report any workplace complaints. An example of how a complaint could be handled is as follows:

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing.
2. The ownership should initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation has occurred.
3. If necessary, the complainant and the respondent should be separated during the course of the investigation, either through internal transfer or administrative leave.

4. During the investigation, the ownership, together with legal counsel or other management employees, should interview the complainant, the respondent, and any witnesses to determine whether the alleged conduct occurred.
5. Upon conclusion of an investigation, the owner or other person conducting the investigation should submit a written report of his or her findings to the company. If it is determined that a violation of this policy has occurred, the ownership will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:
 - a) the severity, frequency, and pervasiveness of the conduct;
 - b) prior complaints made by the complainant;
 - c) prior complaints made against the respondent; and
 - d) the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the ownership may recommend appropriate corrective and/or preventive action.

6. Once a final decision is made by the owner, all parties will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

A Safe Workspace is a Healthier, Happier, More Productive Workspace

By moderating my own behaviors in accordance with these guidelines, I understand that I am contributing to the creation of a better work environment, a better culture in the craft beer industry, and a better, safer world.

I, _____, have read and understand this pledge on this date _____.

Printed Name

Signature of Employee

Signature of Site Manager/Supervisor



SAFER WORKSPACES INITIATIVE RESOURCES

The following ***FREE*** resources have been compiled to support companies in their pursuit of creating a safer workspace based on the key points outlined in the Safer Workspaces Initiative Pledge.

There are additional free resources included for people who have experienced workplace harassment and/or abuse. There is also an additional section for resources that can be used to support the creation of a safer workspace that have a fee associated with their use.

A Safer Workspace is:

Anti-Discrimination
Anti-Harassment
Anti-Retaliation
Honest
Accountable
Confidential
Procedural

Anti-Discrimination Resources

Project WHEN

Project WHEN (Workplace Harassment Ends Now) is an organization that exists to elevate awareness of workplace harassment to create a sense of urgency and a call to action for organizations to commit to proactively preventing harassment and fostering a culture of respect in the work environment.

<https://projectwhen.org/resources/>

Here you can read explanations of different types of discrimination. Click on each one to see explanations and examples, learn about the anti-discrimination laws that protect each group, and learn about recourse for people who are victims of these types of discrimination.

US Equal Employment Opportunity Commission

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. Most employers with at least 15 employees are covered by EEOC laws (20 employees in age discrimination cases). Most labor unions and employment agencies are also covered. The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits.

<https://www.eeoc.gov/employers/small-business/small-business-requirements>

This resource outlines the responsibility of small business owners as it refers to Federal Employment Anti-Discrimination Laws.

https://www.eeoc.gov/sites/default/files/migrated_files/eeoc/publications/small_business_english.pdf

This is the Small Business Fact Sheet from the EEOC. It tells you what small business owners should be doing.

National Women's Law Center

NWLC fights for gender justice in the courts, in public policy, and in our society, especially for women and girls facing multiple forms of discrimination.

<https://nwlc.org/issue/workplace-justice/>

Learn about issues that affect workplace justice for women such as equal pay, pregnancy, childcare, and sexual harassment.

American Psychological Association

APA is the leading scientific and professional organization representing psychology in the United States, with more than 122,000 researchers, educators, clinicians, consultants, and students as its members.

<https://www.apa.org/topics/racism-bias-discrimination>

This link has provides resources for understanding racism, bias, and discrimination.

ACLU

The American Civil Liberties Union is a nonprofit organization founded in 1920 "to defend and preserve the individual rights and liberties guaranteed to every person in this country by the Constitution and laws of the United States".

<https://www.aclu.org/other/resources-lgbt-equality#2>

Learn about ending employment discrimination for LGBTQ+ Americans.

<https://www.aclu.org/know-your-rights/discrimination-on-the-basis-of-race-ethnicity-or-national-origin/>

Learn more here about one's right to be free from discrimination based on race, ethnicity, or national origin, and how the law protects people.

Anti-Harassment Resources

Project WHEN

Project WHEN (Workplace Harassment Ends Now) is an organization that exists to elevate awareness of workplace harassment to create a sense of urgency and a call to action for organizations to commit to proactively preventing harassment and fostering a culture of respect in the work environment.

<https://projectwhen.org/resources/combating-workplace-harassment/>

This resource explains harassment, provides examples, lists the anti-harassment laws, and has suggestions for companies and workers for when harassment happens

<https://projectwhen.org/research-on-workplace-harassment/>

This explains different types of workplace harassment. This explains the different ways you establish a culture of respect. Explains different things that influence behavior in the workplace.

<https://projectwhen.org/research-on-workplace-harassment/harassment-in-the-alcohol-industry/>

This resource has a lot of examples of breweries that had problems with sexual harassment and explains why we have such a problem in the alcohol industry.

National Women's Law Center

NWLC fights for gender justice in the courts, in public policy, and in our society, especially for women and girls facing multiple forms of discrimination.

<https://nwlc.org/issue/sexual-harassment-in-the-workplace/>

Learn about sexual harassment in the workplace.

https://nwlc.org/wp-content/uploads/2021/05/2021.05.13_SHKYR-English.pdf

This is a Workplace Sexual Harassment Fact Sheet.

<https://nwlc.org/resources/the-be-heard-in-the-workplace-act-addressing-harassment/>

Learn about the BE HEARD in the Workplace Act to help combat workplace harassment.

National Sexual Violence Resource Center

NSVRC provides research & tools to advocates working on the frontlines to end sexual harassment, assault, and abuse with the understanding that ending sexual violence also means ending racism, sexism, and all forms of oppression.

<https://campus.nsvrc.org/course/index.php?categoryid=13>

In this recorded webinar, experts talk about their experiences preventing and responding to sexual violence in the workplace and engaging employers as partners in these efforts. The webinar also introduces the Sexual Violence and the Workplace information packet developed by the National Sexual Violence Resource Center (NSVRC).

RAINN (Rape, Abuse & Incest National Network)

RAINN is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

<https://www.rainn.org/laws-your-state-north-carolina>

Learn more about the laws in NC.

<https://www.rainn.org/articles/practicing-active-bystander-intervention>

Learn about active bystander intervention. This is how you can help someone you believe is being harassed.

Hollaback!

Hollaback! is a global, people-powered movement to end harassment — in all its forms. They believe that we all deserve to be who we are, wherever we are. They believe we all have a role to play in disrupting harassment and building a culture where it is no longer seen as “just the price you have to pay” for being a woman, LGBTQ+, a person of color, or any other marginalized identity. They teach people to take action and to reach across their own identities to ally with others and establish a united front against harassment each time we witness it.

<https://www.ihollaback.org/bystander-intervention-in-the-workplace/>

Learn about bystander intervention and sign up for a free mini-course.

The Safe Bar Network

The SAFE Bar Network partners with bars and other alcohol-serving venues and harnesses the power of their teams to create a workplace culture focused on giving everyone a safe night out. We focus not on building individual bystander intervention skills but teaching the entire staff how to have a continuous conversation about noticing concerning behavior, interrupting effectively, and offering support to increase safety.

<https://www.safebarnetwork.org/post/obstacles-what-obstacles-3-full-proof-everyday-active-bystander-steps>

This gives some tips for how to be an active bystander to disrupt concerning behavior.

Anti-Retaliation Resources

Project WHEN

Project WHEN (Workplace Harassment Ends Now) is an organization that exists to elevate awareness of workplace harassment to create a sense of urgency and a call to action for organizations to commit to proactively preventing harassment and fostering a culture of respect in the work environment.

<https://projectwhen.org/resources/combating-retaliation-in-the-workplace/>

This resource defines retaliation, gives examples of retaliation, explains the law regarding retaliation, and tells you what you should do when retaliation happens or how to prevent it from happening.

US Equal Employment Opportunity Commission

<https://www.eeoc.gov/retaliation-making-it-personal>

This explains the problem of retaliation and what can be done about it.

<https://www.eeoc.gov/laws/guidance/get-facts-series-mediation>

Get information about the EEOC's FREE mediation service.

Honesty Resources

6Q

This is a blog full of articles on engaging employees and improving company culture.

<https://inside.6q.io/open-communication-in-the-workplace/>

This article is about how to encourage open communication in the workplace.

Klemchuk LLP

This is a business law firm.

<https://www.klemchuk.com/ideate/importance-of-honesty-in-workplace>

This article provides tips for encouraging honesty in the workplace and the legal implications of honesty in the workplace.

Legal Aid

Legal Aid exists as a provision to help people who are unable to afford legal representation.

<https://legalaidthatwork.org/factsheet/workplace-defamation/>

This explains 'defamation' and what you can do if a defamatory claim has been made against you in the workplace.

SHRM

The Society for Human Resources Management is a professional human resources membership association that promotes the role of HR as a profession and provides education, certification, and networking to its members, while lobbying Congress on issues pertinent to labor management.

<https://www.shrm.org/resourcesandtools/tools-and-samples/how-to-guides/pages/howtoconductaninvestigation.aspx>

This video and resource tool includes an explanation of investigating employee misconduct. This can help you determine the truth in a situation.

Accountability Resources

EmpowerWork

This is a free service you can utilize to get help if you are being mistreated at work. Their text line (514-674-1414) provides immediate, confidential support at critical work moments. Their trained peer counselors utilize their robust training not just on the line, but in their workplaces, and their aggregate, anonymous data from the conversations can inform new approaches, tools, training, and policies for systemic workplace change.

<https://www.empowerwork.org/worried-about-work>

Equal Employment Opportunity Commission

This links to the EEOC's website and explains exactly how to file a charge of discrimination against your company.

<https://www.eeoc.gov/filing-charge-discrimination>

RAINN (Rape, Abuse & Incest National Network)

RAINN is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

<https://hotline.rainn.org/online>

This page has an online, phone, and mobile app solution for getting help with sexual assault.

#NotMe

#NotMe is a mobile solution that empowers people to safely and quickly report racism, harassment, discrimination, or any form of misconduct including safety and compliance issues — whether they've experienced or witnessed them. In turn, #NotMe offers organizations access to insights needed to take action and create an accountable, safe, and thriving culture — for everyone.

<https://not-me.com/en/>

Brewer's Association

Code of Conduct: Links to guide for conduct for members.

<https://cdn.brewersassociation.org/wp-content/uploads/2020/08/BA-Code-of-Conduct-Final-8-6-2020.pdf>

Complaint Procedure: Links to guide for how to complete a complaint against a member of the Brewer's Association

<https://cdn.brewersassociation.org/wp-content/uploads/2020/09/ba-code-of-conduct-complaint-procedures.pdf>

Confidentiality Resources

Confidentiality Institute

Confidentiality Institute offers unmatched expertise on a wide range of survivor privacy and organizational practice issues.

<https://www.confidentialityinstitute.org/learn-about-confidentiality>

This is a link where you can learn about confidentiality.

RAINN (Rape, Abuse & Incest National Network)

RAINN is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

[https://apps.rainn.org/policy/policy-state-](https://apps.rainn.org/policy/policy-state-laws.cfm?state=North%20Carolina&group=6&_ga=2.89689373.706243208.1630690377-1176725524.1630465180)

[laws.cfm?state=North%20Carolina&group=6&_ga=2.89689373.706243208.1630690377-1176725524.1630465180](https://apps.rainn.org/policy/policy-state-laws.cfm?state=North%20Carolina&group=6&_ga=2.89689373.706243208.1630690377-1176725524.1630465180)

This link explains North Carolina's Confidentiality Laws.

Procedural Resources

Indeed

Indeed is a hiring website.

<https://www.indeed.com/hire/c/info/grievance-procedures-for-a-workplace>

This link explains workplace grievance procedures—what they are, the benefits of having them in place, and the process.

Insperty

This is an HR solutions company

<https://www.insperity.com/blog/how-to-create-an-employee-grievance-policy/>

This article explains how to create an employee grievance policy.

Workable

Workable is a hiring platform.

<https://resources.workable.com/grievance-procedure>

This explains what a company grievance procedure is, elements, and procedures of one.

Victim Support Resources

The goal of the Safer Workspaces Initiative is *prevention*, but if you or your staff member needs support in dealing with the after-effects of workplace misconduct, here are some resources that can help.

RAINN (Rape, Abuse & Incest National Network)

RAINN is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

<https://www.rainn.org/>

Infinite Ingredient

Infinite Ingredient is a non-profit whose mission is to actively support the mental and physical well-being of individuals working in the craft beverage industry through outreach, education, and access to resources. This is a start-up and resources are coming soon to their website.

<https://www.infiniteingredient.org/>

NCDOJ (North Carolina Department of Justice)

<https://ncdoj.gov/public-protection/victims-resources/>

This link supplies a list of nonprofit groups that help victims in NC, and it offers information on getting financial help for victims.

NCVAN (North Carolina Victims Assistance Network)

This organization helps people who have been directly and indirectly affected by violent crime.

<https://www.nc-van.org/resources-for-victims-of-loved-ones>

It offers recommended reading, a handbook, information about support groups and therapists, financial resource information, criminal justice information, information about the Victim's Right Act, information on what to expect in court, and information about legal assistance.

NCDOA (North Carolina Department of Administration)

<https://ncadmin.nc.gov/advocacy/women/interactive-programs-directory>

This is a catalog of North Carolina's domestic violence and sexual assault programs funded by the NC Council for Women & Youth Involvement office and domestic violence intervention programs certified by the NC Domestic Violence Commission. You can sort these resources by type, location, language, and availability of a shelter.

NCCASA (North Carolina Coalition Against Sexual Assault)

<https://nccasa.org/get-help/survivor-resources/>

This offers local resources for survivors of sexual assault.

ADDITIONAL RESOURCES

Here are some other programs that can help you create a safer workspace. These involve a cost.

[WeVow](#)

a non-profit organization working to help those affected by sexual abuse and assault to find their voice and move forward. WeVow equips organizations to communicate how much they value their people.

[SafeBars.org](#)

Safe Bars helps bars, restaurants, breweries, and other alcohol-serving spaces create safe and welcoming cultures for patrons and safe and respectful workplaces for staff.

[The Safe Bar Network](#)

The SAFE Bar Network partners with bars and other alcohol-serving venues and harnesses the power of their teams to create a workplace culture focused on giving everyone a safe night out. We focus not on building individual bystander intervention skills but teaching the entire staff how to have a continuous conversation about noticing concerning behavior, interrupting effectively, and offering support to increase safety.

[ServSafe Sexual Harassment Training](#)

This interactive training program addresses and aims to help prevent sexual harassment and the harmful impact it has on individuals and businesses. Developed specifically for the restaurant industry, this modern, engaging course is a direct response to the changing conversation around sexual harassment post #metoo. Scenario-based learning focuses on the impact on individuals and emphasizes the responsibility each employee has to maintain a respectful and inclusive workplace

[Table HR](#)

We understand that most small businesses do not have a dedicated HR department. Most often an owner of the business is handling HR matters along with juggling everything else going on in the business. Enter Table HR, your new HR department. We provide your business with the tools necessary to be in compliance and up to date with the latest labor laws, provide a safe space for your employees to voice HR concerns, and advise your business on hiring practices, culture building, and job development.

[Society for Human Resource Management](#)

The Society for Human Resource Management creates better workplaces where employers and employees thrive together. As the voice of all things works, workers, and the workplace, SHRM is the foremost expert, convener, and thought leader on issues impacting today's evolving workplaces. With 300,000+ HR and business executive members in 165 countries, SHRM impacts the lives of more than 115 million workers and families globally.

[HR Uprise](#)

HRuprise is a community of HR professionals on a mission to flip HR on its head. Founded by Rebecca Weaver, a 20-year HR veteran who's worked for Fortune-50 companies and startups, HRuprise exists to provide honest, unbiased HR coaching directly to employees. Whether you're dealing with harassment, discrimination, impending layoffs, or a career change, we understand things from the company's perspective and can help you predict its most likely response.



SAFER WORKSPACES NEXT STEPS

First Steps:

- Have everyone in your organization thoroughly read and sign the pledge.
- Closely examine your company culture and identify areas for improvement.
 - *What are you doing to create a positive, inclusive culture at your business?*
 - *What might you be doing to create a toxic, negative culture at your business?*

Next Steps:

- Come up with a plan.
 - *How will you improve your company culture?*
 - *What would that look like?*
- Do you need to add tone-setters to your space to let/remind staff/customers know what you believe in?
- Have you given your staff clearly defined company policies/expectations?
- Do you need to give your staff access to phone numbers and or email addresses for the appropriate people to contact in a variety of situations that might arise?
- Do you have stocked first aid kits for staff and customers?

- Have you empowered your staff with the ability to stand up for themselves to customers/other staff members who are behaving inappropriately?
- What areas could your staff use training in to make your workspace safer?
- How could you change your own personal behavior to create change?
- Is everyone committed to these policies and on the same page?

Ongoing Steps:

- Train your staff. If you're not having regularly scheduled meetings with staff, this is something you should consider how to implement.
 - training should not be "one and done", it should be ongoing
- At these regularly scheduled meetings—monthly, bi-monthly, quarterly, whatever works for you—pick one topic to discuss which could make your workspace safer.
- Also, if you have not done so already, consider implementing staff performance reviews. This will help you identify individual areas that need improvement and give you an opportunity to address these with staff.
- Stay in contact. Make sure you check in with your staff. Keeping the lines open for communication will make it more likely they will communicate with you when things are going wrong.

Free, Reproducible Marketing Materials

This artwork can be used to create printable signs, coasters, or stickers. Or you can use these images freely in your digital marketing. Add your own color and flair to these designs.

IN THIS
BUSINESS,
WE BELIEVE
***KINDNESS
IS KEY &
RESPECT***
IS A GIFT THAT
SHOULD BE
GIVEN FOR
FREE.





**WE SUPPORT
SAFER WORKSPACES**