30-Day Action Checklist

A dated list of what to do in the first month, and what to repeat each year.

Tick each step when it is done and write the date. None of these steps is a legal requirement. Most come from Acas guidance and some are our own practical suggestions (such as naming at least two people to report to and booking a three-month review). You decide which are reasonable for you. If you decide a step is not reasonable, write down why on the Review and Actions Log.

Week 1: decide who is responsible and look at the risks

- [ ] Name one senior person who is responsible for this (the owner, a director or the manager). Write the name and date: _____
- [ ] Complete the Sexual Harassment Risk Assessment. Ask your staff what situations make them uncomfortable (a short chat or an anonymous note box)
- [ ] Write down which risks involve customers, clients, suppliers, contractors or the public (the Third-Party Harassment Procedure uses this)

Source: Acas: Steps for employers to prevent sexual harassment; Acas: Harassment law changes, third party harassment (from 30 October 2026)

Week 2: write it down

- [ ] Adapt the Anti-Harassment Policy. If you already have a bullying or equality policy, add the same content there. Make sure it says how to report and what happens next
- [ ] Check other policies agree with it (discipline, grievance, social media, dress code, work events)
- [ ] Offer staff at least two people they can report to, so nobody has to go to the person who is causing the problem
- [ ] Adapt the Third-Party Harassment Procedure and decide where the customer notice goes (till, door, website, booking email, contracts)

Source: Acas: Creating a sexual harassment policy; Acas: Steps for employers to prevent sexual harassment; Acas: Harassment law changes, third party harassment (from 30 October 2026)

Week 3: tell people and train them

- [ ] Give every employee the policy. Run the 10-minute Staff Briefing and have everyone sign the sheet
- [ ] Brief anyone who manages people on how to take a report (use Handling a Report) and on the Acas Code for grievances
- [ ] Add the policy to your induction so every new starter gets it on day one
- [ ] Tell the customers and suppliers who matter most what you will not accept (notice, email wording, contract terms)

Source: Acas: Steps for employers to prevent sexual harassment; Acas: Harassment law changes, third party harassment (from 30 October 2026); Acas Code of Practice on disciplinary and grievance procedures; Acas: Handling a sexual harassment complaint

Week 4: set up records and the first review

- [ ] Start the Reports and Incidents Log. Record every report, including from customers and visitors and including ones you decide not to pursue
- [ ] Log the briefing in the Training and Briefing Log

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- [ ] Book the first review in the diary (three months) and write it in the Review and Actions Log
- [ ] Put the dated documents in one folder, paper or digital, so you can show them if asked

Source: Acas: Steps for employers to prevent sexual harassment; Acas: Harassment law changes, third party harassment (from 30 October 2026)

Every year, and after any incident

- [ ] Re-do the Risk Assessment when something changes: new premises, new services, more late shifts, work events, new staff in higher-risk roles
- [ ] Refresh the briefing for everyone and add new starters
- [ ] Look at the log for patterns: the same person, place, shift, event or type of customer
- [ ] After a report, ask what would have stopped it, and change something. Write the change down

Source: Acas: Steps for employers to prevent sexual harassment; Acas: Harassment law changes, third party harassment (from 30 October 2026)

> If you write a specific sexual harassment policy, Acas says you should consult any recognised trade union or, if there is none, other worker representatives.

Source: Acas: Creating a sexual harassment policy

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