FREE PACK · INSIGHTS

Reasonable steps evidence file

Eight kinds of evidence that show your harassment-prevention steps are working, with space for what you hold, the gaps and the owners.

For each line, record what you hold, its date, and the gap. A policy is the starting point; this file is the evidence that it worked.

Evidence	What good looks like	What we hold, and its date	Gap, owner, date
Risk assessment	Dated; where, when and from whom risk arises, including customers and other third parties; actions and owners		
Staff experience	Anonymous survey: experienced or witnessed, from whom, reported or not and why; by team, above a minimum group size		
Reporting routes	Named and anonymous routes; survey items on knowing how to report and feeling safe to; volume and sources of reports		
Complaint handling	Log: time to resolve, outcome, whether the person heard back, any detriment afterwards		
Training	Completion records, and a check that understanding and confidence to report changed		
Third parties	Reports from customer-facing staff; contract terms; notices; what happened when a customer crossed the line		
Leavers	Exit questions on harassment and conduct, and whether it was reported		
Review	Board or committee report: what the evidence shows, what changed, date of next review		

Who reviews this file, and how often

Next review date

The duty to take all reasonable steps to prevent sexual harassment, and liability for third-party harassment, apply from 30 October 2026 (England, Wales and Scotland; correct as at October 2026). This checklist is not legal advice; check the EHRC's current guidance and take advice on your own obligations.

Free to use and share with the credit intact. From great{with}talent · greatwithtalent.com/insights/duty-to-prevent-sexual-harassment-evidence/

Does any of this sound familiar?

The organisations we work with rarely come to us asking for a survey. They come with something that is costing them money, time or people. These are the ones we hear most often.

MAKING MONEY

"We hire well on paper and still get it wrong in the role."
Personality, leadership and competency assessment matched to the job, so interviews test what matters and offers go to people who will perform. (FindingPotential)

"Our best people leave and we only find out why afterwards."
Exit intelligence in the leaver's final weeks: what was avoidable, who would come back, and what to change first. (LastOpinion)

"Leaders get feedback once a year and nothing changes."
Forward-looking 360 feedback that lands as development rather than judgement, with the actions built in. (FeedForward)

SAVING MONEY

"Too many new starters are gone inside a year."
New-starter surveys at the points the first-year leak opens, so you act at three months instead of reading about it at exit. (OnBoarder)

"References take weeks and tell us nothing."
Automated referencing with questions that predict, most returned within 48 hours. (ReferenceExpert)

"We run an engagement survey and the results sit in a drawer."
Engagement reporting down to team level in plain English, with the three moves each team's own people chose. (WinningFormula)

SOLVING PROBLEMS

"The board wants evidence on culture, conduct and speaking up."
A confidential always-on channel and a harassment-prevention audit that give you the evidence before a regulator asks for it. (SafeSpace)

"We publish an inclusion statement and cannot show whether it is true."
Inclusion measured at every stage from hire to exit, so you can see where the experience differs and act on it. (ED&I)

"We have the data and cannot turn it into a decision."
Twenty years of UK benchmark data and analysts who turn results into a board paper, not a dashboard. (Workforce intelligence)

Who we are

great{with}talent is a UK workforce-intelligence consultancy, founded in 2003. We help organisations hire better, keep people longer, improve leadership, strengthen inclusion and reduce workplace risk, with a connected set of tools that turn employee data into clear, fast action across the whole employee lifecycle. Independent, GDPR-compliant and Cyber Essentials certified, hosted on Microsoft Azure.

Not on the list? It will not always be. If you are working on something you think we might be able to help with, drop us a note describing what you are trying to do and we will come back to you.

On the list or not, let's talk.

greatwithtalent.com/book-demo · +44 (0) 333 012 4649 · greatwithtalent.com/contact

Free to use and share with the credit intact. From great{with}talent · greatwithtalent.com/insights/duty-to-prevent-sexual-harassment-evidence/