

Respectful Workplace and Bias Response Guide

Toolkit 4, Chapter 3 Downloadable Tool CIIS Employer HR Resources



Purpose: Help employers prevent and respond to exclusion, bias, microaggressions, harassment, and discrimination.

How to use: Complete with HR, managers, or leadership teams. Use notes and action fields to document next steps.

1. Respectful Workplace Standards Review

Standard	Is it clear?	Where is it communicated?	Gap
Harassment and discrimination			
Microaggressions and exclusion			
Reporting and non-retaliation			
Manager response expectations			

2. Bias Response Log

Concern or pattern	Immediate response	Follow-up required	Owner

3. Action Planning Notes

Priority Issue	
Action Required	
Owner	
Timeline	
Follow-Up Date	