

Harassment-Free Ship Checklist

A Comprehensive Safety Guide for Shipowners & Managers

1. Policy and Commitment

- Written Policy:** Create a clear, simple anti-harassment policy that lists behavior that is not allowed.
- Zero Tolerance:** Make it clear that no form of bullying or bad treatment will be accepted.
- Leadership Support:** Ensure top bosses sign the policy to show they care about this issue.
- Public Posting:** Put up posters in common areas like the mess room and bridge so everyone can see them.

2. Training and Awareness

- New Joiner Training:** Teach every new crew member about harassment rules as soon as they join.
- Regular Updates:** Hold short training sessions every year to remind everyone of the rules.
- Officer Guidance:** Give extra training to senior officers on how to spot problems and fix them early.
- Cultural Respect:** Help crew members from different countries understand and respect each other.

3. Reporting Procedures

- Easy Ways to Report:** Provide several ways to report problems, including a way to do it without sharing a name.
- Privacy:** Promise to keep all reports private to protect the people involved.
- Protection:** Ensure no one gets in trouble just for reporting a problem.
- Outside Help:** Give the crew contact details for groups on shore that can help them.

4. Investigation and Action

- Fair Process:** Use a standard set of steps to look into complaints fairly and quickly.
- Record Keeping:** Keep safe and private notes on all complaints and what was done about them.
- Consistent Rules:** Take the same action every time someone breaks the rules, whether it is a warning or sending them home.

A safe ship is a productive ship. Maintain respect at all times.