



POWR Act Compliance Checklist (Colorado)

Updated for 2024–2025

1. Anti-Harassment & Anti-Discrimination Policy

- Policy is written and accessible to all employees.
- Defines harassment broadly (not limited to “severe or pervasive”).
- Includes examples of prohibited conduct.
- Explains protected classes under Colorado law.
- Clearly states zero tolerance for retaliation.
- Includes multiple avenues for reporting (not just a supervisor).
- Policy is distributed upon hire and reaffirmed annually.

2. Complaint Reporting & Investigation Procedures

- Employees can report complaints internally or externally (e.g., to CCRD).
- Designated individuals/roles are trained to receive complaints.
- Investigation process is prompt, neutral, and documented.
- Investigation outcomes are tracked and retained per state guidelines.
- Complainant and respondent are given written outcomes (as appropriate).
- Remedial action is taken where violations are found.

3. Training Requirements

- Annual anti-harassment training provided to all employees.
- Additional or enhanced training provided to supervisors and managers.
- Training content includes rights under the POWR Act, recognizing and reporting harassment, and protection from retaliation.
- Training is documented, with rosters and materials retained.

4. Recordkeeping

- Maintain records of complaints and investigations.
- Maintain records of disciplinary or remedial actions.
- Maintain records of policy acknowledgments.
- Maintain records of training rosters and dates.
- Retention policy meets Colorado’s requirements (minimum 5 years recommended).

5. Reasonable Accommodations (Disability, Religion, Pregnancy)

- Interactive process in place for accommodation requests.
- Decisions on accommodations are documented and timely.
- Policy includes rights related to pregnancy-related conditions.

6. Job Application & Hiring Practices

- Job postings and applications do not include discriminatory language.
- Selection and interview criteria are objective and job-related.
- All hiring personnel trained on unconscious bias and discrimination.

7. Leadership & Culture

- Company leadership models respectful behavior and sets expectations.
- HR or compliance contact is easily accessible and trusted.
- Periodic climate assessments or employee surveys are conducted.