

TRAINING COMPLIANCE

Supervisor Onboarding

When to use: You are promoting an employee into a supervisory role.

BEFORE DAY ONE

- ☐ **1 Confirm a background and reference check appropriate to the role.**
- ☐ **2 Prepare the supervisor-specific policy packet.**
Anti-harassment, anti-retaliation, and complaint-handling duties.

TRAIN AND EQUIP

- ☐ **3 Provide supervisor-level harassment-prevention training on or near the start date.**
Include any state-mandated supervisor content.
- ☐ **4 Cover how to recognize, receive, and escalate complaints.**
- ☐ **5 Cover the prohibition on retaliation and how to avoid it.**
- ☐ **6 Explain personal liability where it applies.**
In Texas, for example, supervisors face potential individual liability under SB 45, with courts still defining its scope.
- ☐ **7 Explain mandatory-reporting duties where relevant.**
For example, minors, healthcare settings, or ministry contexts.

SET EXPECTATIONS & DOCUMENT

- ☐ **8 Review boundaries and conduct standards.**
Include the two-adult rule where it applies.
- ☐ **9 Walk through every reporting channel, including the neutral hotline.**
- ☐ **10 Have the supervisor sign a dated acknowledgment of policy and training.**
- ☐ **11 Record completion in the training roster.**
- ☐ **12 Schedule a follow-up check-in and a periodic refresher.**