



Employee's Best Practices

Sexual Harassment

Have a Clear Understanding of:

- ✓ Your organization's written policy.
- ✓ What is expected of you as an employee of your organization.
- ✓ How to use your organization's complaint procedures to report harassment.
- ✓ How your organization address complaints.
- ✓ Your right as an employee

Be Proactive

- ✓ Follow your organization's policy and procedures at all times. No exceptions.
- ✓ If you need clarification on any policies, processes or inappropriate behavior, consult your supervisor or human resources personnel.
- ✓ Report harassment and retaliation to the appropriate supervisor or human resources personnel.
- ✓ Document details about incidents of harassment and keep all evidence.
- ✓ Say no clearly and firmly to make the harasser stop the harassing behavior.

Avoid

- ✓ Engaging in any type or form of sexual harassment.
- ✓ Inappropriate and unprofessional workplace physical interaction, verbal communication and behavior.
- ✓ Any bias about who can be a victim and who can be a harasser.
- ✓ Being absent during training. Take all training seriously.
- ✓ Lying or not telling the entire truth during a harassment investigation.

Never

- ✓ Ignore or tolerate any type or form of sexual harassment.
- ✓ Break confidentiality or privacy policies.
- ✓ Retaliate or allow retaliation against you.
- ✓ Blame yourself.

a safer workplace through education

Remember: your behavior is based on your perception. However, what one person perceives as acceptable might not be acceptable for another. So you should always be professional, respectful and polite.

The information provided is for informational purposes and to serve as a guide only, not for the purpose of providing legal advice, and should not be relied upon as legal advice. You should contact your human resources or legal representative to obtain advice with respect to any particular issue.