

Employee's Role Checklist

As an employee, your organization relies on you to report harassment when you are the direct target of harassment or witness harassment.

This "Employee's Role" Checklist will serve as a guide by providing a "To Do" checklist. This checklist is intended to aid you in your understanding of Sexual Harassment and your rights.

Have a Clear Understanding of:

- ✓ Your organization's written Sexual Harassment policy
- ✓ What is expected of you as an employee of your organization
- ✓ How to use your organization's complaint procedure to report harassment
- ✓ How your organization addresses complaints
- ✓ Your rights as an employee under Federal law and State law

Be Proactive:

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

Avoid:

- ✓ Engaging in any type or form of sexual harassment, even if its “just a joke”
- ✓ Inappropriate and unprofessional workplace physical interactions, verbal communication and behavior
- ✓ Situations that could be perceived as inappropriate
- ✓ Biases about who can be a victim and who can be a harasser
- ✓ Lying (or not telling the entire truth) during a harassment investigation

Never:

- ✓ Ignore or tolerate any type or form of sexual harassment
- ✓ Wait to report harassment
- ✓ Violate confidentiality or privacy policies
- ✓ Retaliate
- ✓ Allow retaliation against you

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

The information provided in the “Employee’s Role Checklist” is for informational purposes. This document does not provide 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.

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