

# Some Examples of Sexual Harassment

## VERBAL

- Referring to an adult as a girl, hunk, doll, babe or honey
- Whistling at someone, cat calls
- Making sexual comments about a person's body
- Making sexual comments or innuendos
- Turning work discussions to sexual topics
- Telling sexual jokes or stories
- Asking about sexual fantasies, preferences, or history
- Asking personal questions about social or sexual life
- Making sexual comments about a person's clothing, anatomy or looks
- Repeatedly asking out a person who is not interested
- Making kissing sounds, howling and smacking lips
- Telling lies or spreading rumors about a person's personal sex life

## NON-VERBAL

- Looking a person up and down (elevator eyes)
- Staring at someone
- Blocking a person's path
- Following the person
- Giving personal gifts
- Displaying sexually suggestive visuals
- Making facial expressions such as winking, throwing kisses or licking lips
- Making sexual gestures with hands or through body movements

## PHYSICAL

- Giving a massage around the neck or shoulders
- Touching the person's clothing, hair or body
- Hanging around a person
- Hugging, kissing, patting or stroking
- Touching or rubbing oneself sexually around another person
- Standing close or brushing up against a person

# Impact of Harassment in the Workplace

## ON THE RECIPIENT

- Stress-related illnesses
- Deterioration of personal relationships
- Refusal to talk about incident
- Verbal expressions of frustration
- Nervousness, loss of sleep
- Absenteeism (avoidance)
- Requests for a transfer
- Lowered self-esteem
- Lowered self-image
- Self-blame
- Self-loathing/hate for not doing anything to stop harasser
- Feeling of powerlessness
- Fear of personal safety and/or of going to certain workplaces alone
- Anger
- Decreased quality of work

## ON THE WORKPLACE

- High turn over rate
- Increased training/retraining requirements
- Absenteeism
- Safety violations
- Lowered concentration of job-related tasks
- Lowered morale
- Divisiveness - creates a “them vs. us” atmosphere
- Lowered cooperation/teamwork
- Perception that flirtation, not work, gets recognition
- Sabotage of work
- Time spent on harassment instead of doing job
- Resentment of women/men who do not go along with harassing behavior in their workplace

# Investigating Your Harassment Complaint

## Meet with the Person

- Offer to talk to the person privately
- Listen carefully
- Take notes (even if you believe the complaint is unjustified)

## Avoid

- Joking about the problem
- Making excuses for the harasser
- Suggesting the person attempt to get even
- Telling the person to ignore sexual comments or propositions

CONTACT HUMAN RESOURCES AND INFORM HUMAN RESOURCES OF THE SITUATION

FOLLOW THE INSTRUCTIONS OF HUMAN RESOURCES

## If directed by Human Resources, meet with the alleged offender

- Take notes
- Inform the harasser that there will be an investigation
- Tell him/her if any acts were committed they must stop