Prevent Sexual Violence in Your Workplace

We’ve provided this list of items to help you craft a strong sexual harassment policy in your workplace. You may already have a policy that includes many of these items. If not, think of this as a list of suggestions to assist you in future planning efforts.

☐ I have educated myself about sexual harassment, and I know:

- Sexual harassment includes **unwelcome** jokes, vulgar language, sexual innuendoes, pornographic pictures or images, sexual gestures whether by email or face to face, physical grabbing or pinching, and other offensive physical touching or contact.
- It also includes sexual activity that is associated with employment decisions or benefits.
- It can result in overall lower productivity, increased staff turnover, and increased absenteeism.
- Women and men may be victims of sexual harassment, and the harasser can be of the same or opposite sex, can be a supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- My company may be held liable for sexual harassment that happens in this workplace.

☐ My company has (or is working on) an up-to-date sexual harassment policy that includes:

- A clearly stated commitment to prevent sexual harassment.
- Anti-harassment language with definitions of both quid pro quo and hostile work environment forms of harassment.
- Clear communication to employees that sexual harassment will not be tolerated, and a detailed explanation of the consequences (including termination) for perpetrators.
- Statement that any complaints of sexual harassment at your workplace will be investigated immediately and thoroughly.
- Detailed instructions on what an employee should do if he/she is a victim of sexual harassment at work.
- A clause that protects the victim’s privacy and ensures that no retaliation from the perpetrator will be tolerated.
- Contact information for:

  1. Local rape crisis center.
  2. Any other individuals on staff that can provide guidance and support (e.g., staff guidance counselor; trained human resources representative, Employee Assistance Program).

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Managers and supervisors at my company are trained to recognize sexual harassment, how to prevent it, and what to do if sexual harassment is reported to them.

My company’s sexual harassment policy has been distributed to all staff and to vendors and third-parties with whom employees interact.

My company’s sexual harassment policy has been posted in a communal location, visible to all staff.

My company holds regular trainings on sexual harassment and appropriate workplace behavior for staff with an expert (e.g., from the local rape crisis center).

Disclaimer: The items above are presented as suggestions only. They do not represent legal requirements or advice. We encourage you to seek legal counsel when writing a sexual harassment policy. For more information, please visit the National Sexual Violence Resource Center at www.nsvrc.org/saam.

Helpful Numbers:

Local Contact Information

Rape Crisis Center:

Company Lawyer:

Victim Legal Advocate:

Labor Union Representative:

Hospital (especially with Sexual Assault Nurse Examiner program):