

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).

(continued on back)

EMPLOYER CHECKLIST



Prevent Sexual Violence in Your Workplace (continued)

- 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): _____