

DID YOU KNOW ?

Employees report
unwanted physical
touching only 8% of
the time.

EEOC



87% - 94%
of individuals who are
harassed do not file a
complaint.

EEOC June 2016

WHO IS AFFECTED:
40-70% OF WOMEN
AND
10%-20% OF MEN



5 ways to Prevent SEXUAL HARASSMENT ON THE JOB

created by www.myhrconcierge.com

1 *Clarify*

- DEFINE SEXUAL HARASSMENT
- EXPLAIN ZERO-TOLERANCE AND EXPECTATION
- SHARE EXAMPLES
- GIVE CONSEQUENCES

2 *Involve Management*

- PROVIDE TRAINING AND RESOURCES
- LEAD BY EXAMPLE
- COMMIT TO CONSEQUENCES

3 *Educate Continually*

- IMPLEMENT TRAINING
- EQUIP MANAGEMENT AND EMPLOYEES WITH SOLUTIONS
- BE AWARE OF INAPPROPRIATE BEHAVIOR

4 *Provide Bystander Training*

- PROVIDE AN ANONYMOUS HELPLINE
- REASSURE EMPLOYEES THAT THEIR WORD IS IN CONFIDENCE.
- TAKE ALL ACCUSATIONS SERIOUSLY

5 *Resolve the Situation*

- DON'T LET COMPLAINTS GO UNHEARD
- INVESTIGATE EACH COMPLAINT SERIOUSLY
- ZERO-TOLERANCE TO PREVENT LEGAL RAMIFICATION
- ENFORCE CONSEQUENCES IF NECESSARY!

THIS IS *Sexual Harassment!*



offering benefits for a sexual favor
unwanted sexual advancements
threats or retaliation to "no"



visual conduct such as **suggestive gestures**
verbal conduct including derogatory comments/bullying
physical conduct meaning **body position or touching**

To learn more about HR support and current
HR topics contact Chris Cooley at 855-538-6947 Ext. 108
or email ccooley@myhrconcierge.com

myHRconcierge®
WE PUT THE HUMAN IN HR™