

## 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.

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**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](http://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

## 3 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**

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