

## **Sexual Harassment Not Allowed**

---

### Handout

---

#### **We all have a right to fair treatment at work.**

- Sexual harassment harms everyone, not just the victim.
- Both men and women on every level may be harassers or victims.
  - They may be of different sexes or both may be the same sex.
  - A harasser may be another employee, a supervisor, a supplier, or a client or customer.

#### **Civil rights laws define sexual harassment as sexual conduct that is unwelcome, harmful, or illegal.**

- Unwelcome conduct can include sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or displays of sexually explicit or suggestive materials.
- Harmful conduct can hurt either the physical or emotional health of the victim, or of witnesses to the conduct.
- It creates an unproductive, unpleasant, and sometimes even hostile working environment, and it is not allowed in our workplace.

#### **Sexual harassment may include tangible employment action—also known as quid pro quo or “this for that.”**

- Someone might be fired or given undesirable assignments because he or she refuses a sexual request.
- It could also work the other way around—someone may receive a promotion or raise in return for providing sexual favors.
- The employer is automatically liable if a supervisor takes tangible employment action against an employee.

#### **A hostile work environment is the other main form of sexual harassment.**

- Offensive conduct must be severe and may be directed at one person or may be general throughout the workplace.
- Examples of a hostile work environment include:
  - Posting sexually explicit pictures, calendars, graffiti, or objects around the work area.
  - Regularly using dirty words, making sexual jokes, using obscene gestures, or making rude comments of a sexual nature.

#### **Friendly contact between workers is allowed—the law only prohibits behavior that a reasonable person would find offensive.**

- One worker may invite another for a date or other social engagement.
  - Repeated invitations should not be made if they are refused.
- The person who is the subject of any unwanted sexual behavior should say that the behavior is unwelcome and ask that it stop.
- If it is not stopped, the behavior should be reported as sexual harassment according to the company's procedures concerning such matters.

**The company will investigate any complaints promptly to ensure that any offensive behavior is stopped at once. Sexual harassment is illegal and is not allowed in our workplace.**

