

# TRAIL MAP TO ADDRESSING SEXUAL VIOLENCE

## FOR SUPERVISORS AND MANAGERS



### STEP 1 GET THE LAY OF THE LAND

Assess the Situation. Do you see any:

- Unwanted touching
- Hear sexual comments or pressure for dates
- Hear language that could be considered offensive
- See pictures or text messages that degrade or humiliated
- Sense that an employee feels uncomfortable



### STEP 2 SAFETY FIRST

Options to make it safe right now

- Separate the people involved.
- Ask the harassing person to leave for now.
- Remove the inappropriate item (pictures, text message, email)
- Name the behavior and request that it stop. "That is not ok. Quit talking like that."



### STEP 3 KNOW BEFORE YOU GO

Find out what happened

- Have private one on one conversation with the person you think experienced any of the above behaviors.
- And then what happened and if they felt uncomfortable with the behavior.
- Tell them there are laws in place to help keep them safe at work.
- Ask them how you can help



### STEP 4 LEAVE IT BETTER THAN YOU FOUND IT

Emphasize that harassment is not tolerated and provide support

- Inform all individuals that this behavior is not ok and against company policy and your personal values.
- Ask if the individuals need information and resources to help them feel safe and supported.
- Share how the incident is being handled with the harasser and what the victim can expect in the future.
  - Publicly state your commitment for zero tolerance to harassment and discrimination. A strong message about zero tolerance to harassment from the top management and at all levels in the workplace is key.



#### HELPFUL RESOURCES:

- [Workplacesrespond.org](http://Workplacesrespond.org)
- [Tetonjustice.org](http://Tetonjustice.org)
- [BetterBrave.org](http://BetterBrave.org)
- [ACTjh.org](http://ACTjh.org)
- [CSNJH.org](http://CSNJH.org)



307.733.SAFE  
COMMUNITY SAFETY NETWORK  
CSNjh.org 

# ACTJH: CREATING A RESPECTFUL WORKPLACE

You may be experiencing sexual harassment in the workplace if these things have occurred and it has impacted your ability to do your job, your employment opportunities or creates a hostile work environment.

## Any of the following unwanted behavior may constitute sexual harassment:

- sexual references, direct and indirect
- comments about women's bodies
- 'accidentally' brushing sexual parts of the body
- talk about sexual exploitation
- descriptions of pornography
- pressure for dates
- sexually explicit gestures
- unwelcome touching and hugging
- sexist jokes and cartoons
- hostile put-downs of women
- obscene phone calls or texts
- displaying pornography in the workplace
- inappropriate gifts (ex. lingerie)
- sexual assault
- soliciting sexual services
- stalking
- flashing or showing private parts

## Some important facts to remember about sexual harassment are:

- People of any gender can be victims of sexual harassment.
- The person complaining of sexual harassment does not have to be the person at whom the conduct was directed – it can be someone else who was affected by the conduct.
- Harassment can occur at work, at company-sponsored events, or between coworkers away from work.
- Harassment situations can be peer-against-peer, supervisor-against-employee, or third-party-against employee (such as when a customer or supplier harasses a worker).

## Sexual harassers count on fear and silence. Do the unexpected. Derail the harasser with one of these effective tactics:

- **Use the all-purpose statement.** "Stop harassing people. I don't like it – no one likes it. Show some respect." Use a matter-of-fact tone.
- **Name the behavior.** Two steps: Describe out loud whatever they're doing, then give a serious command. "Your hand is on my body. Step back now." This shifts the power dynamic in the moment.
- **Use an interruption tactic.** Put your hands in a time-out T, or put your palm up in a stop sign. Look straight at the harasser and say, "Stop right there."
- **Document the incident** on the spot via video, writing it down or asking a witness to document.
- **If you're a bystander, speak up.** Tell the victim you don't agree with the behavior; tell the abuser you will take action. Help document the behavior.
- **Recruit allies.** Nonviolent action changes the rules; Don't assume others like what the harasser is doing. Challenge them to intervene.

## Often people choose to stay at work even when harassment has occurred. Here are some ways to limit your exposure to future unwanted behaviors:

- Think about the possibility to work at a different location, or time than the offenders.
- Consider sharing what has happened to you with a trusted coworker or supervisor so you have someone watching out for you.
- Insist that all future contact be over email or with a third person present.
- Talk to a lawyer about your options. For free legal advice contact Teton County Access to Justice in Jackson.
- Contact Community Safety Network at 307-733-3711 to get support and information about your unique situation.