

A Step-by-Step process to preventing sexual harassment

Individuals who react passively to sexual harassment inadvertently convey the message that the behavior is acceptable, which is often interpreted as consent to the unwelcome behavior.

A 1987 Merit Systems Protection Board Survey on the Prevalency on Sexual Harassment in the Federal Workplace disclosed that in 60% of the instances when the alleged victims took informal actions to stop the behavior, the situation improved.

Look the person who is sexually harassing you in the eyes and tell them to stop the behavior that is making you uncomfortable. Remain consistent and persistent in the message you send -- in your words and in your actions.

1. If your verbal request to stop does not get results, consider writing the individual a letter stating the specifics of their behavior (e.g., what happened, when and where it occurred), that you want it to stop, and how you expect to be treated in the future.
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3. If the behavior does not stop, get a supervisor or others involved. Be prepared to answer:
 - Who was involved?
 - What was the behavior that you found to be unwelcome of a sexual nature ...hostile ...offensive ...intimidating?
 - When did the behavior occur --- is this ongoing?
 - Where did it occur?
 - How many times (or how often) did it occur?
 - Why you think the behavior has occurred?
 - Who else may have witnessed the occurrence(s)?
 - To your knowledge, who else may have been subjected to the behavior?
 - What did you say or do in reaction to the offensive comment(s) or behavior(s)?
 - What was the reaction to your request for the alleged harasser to stop their behavior(s)?
 - What actions would you like taken in response to the incident(s)?
4. Future actions with specific time frames should be agreed upon by you and the supervisor as a result of your meeting. If the behavior does not stop, the following are additional options (not given in priority order) that you should take:
 - Talk to the manager/supervisor again.
 - Talk to the next level of supervision.
 - Talk to an EEO counselor or other agency official (e.g., human resources, labor union).
5. Document all conversations in regard to the situation.
6. Set a positive example by treating everyone with respect. Let others know you expect to be treated with the same common courtesies.
7. Do not go along with the crowd or be forced to accept behavior that you find unwelcome and of sexual nature --- make your feelings known.

Its A Fact	Its A Fact	Its A Fact
Research studies show that ignoring a sexual harasser will usually not stop the sexual harassment.	Research studies show that when victims of sexual harassment took basic proactive and positive informal actions to stop the harassment, they were successful more than 60% of the time	Research studies have shown that more than 65% of reported incidences of sexual harassment occur between and among coworkers.