

How To Prevent Sexual Harassment and Hostile Work Environment Claims

You have some important obligations:

- Show respect for your co-workers' rights to their dignity and their jobs.
- Don't jump to conclusions based on someone's dress, actions, or physical appearance.
- Make sure you're not involved in any inappropriate behavior.
- Understand that "No" means "No!"
- Act professionally and respectfully

Understand that sexual harassment can be:

- 1- A one-time event that is clearly wrong and harmful, such as a threat of being fired or a physical assault (rape).
- 2- Repeated behavior of a sexual nature that someone finds offensive.

If you remain unclear about your behavior then ask yourself the question --would I want my spouse, child, or other loved one to experience this behavior?

REMEMBER:

***"SEXUAL HARASSMENT IS
ILLEGAL BEHAVIOR!"***

When Actions are Unwanted by Others They Can Create a Hostile Environment.

If you feel you are the target of Sexual Harassment:

- **Respond:** Ask that the behavior STOP!
- **Record:** Note the time and place of the incident(s).
- **Report:** Report the behavior according to the policy.

If your supervisor is the harasser. Go to Human Resources and your Human Relations Office and report the behavior.



City of Anderson
Human Relations Department
120 East 8th Street Rm. 300
Anderson, Indiana 46016

If you have questions or concerns come to the address above and /or Call:
765/648-6137

HOW TO RECOGNIZE SEXUAL HARASSMENT

[HOSTILE WORK ENVIRONMENT]



***Sexual
Harassment:***

"Is Illegal Behavior"

What is Sexual Harassment?

Sexual harassment is unwelcomed, offensive conduct of a sexual nature that makes someone uncomfortable or embarrassed.

This Conduct may be:

- Male to female
- Female to male
- Male to male
- Female to female
- Between managers, supervisors, co-workers, vendors and customers.



According to the Equal Employment Opportunity Commission guidelines sexual harassment has TWO types:

1. “Quid pro quo (an exchange of “something for Something”)

This is when submission to, or rejection of sexual advances is used as a basis for employment decisions such as:

- Hiring or firing
- Pay increases
- Performance Appraisals
- Promotions



For Example:

A secretary is told she will get a raise if she goes away for the weekend with her boss.

2. Hostile Environment

A hostile environment is one where there are regular and repeated un-welcome and offensive words, actions, or displays of a sexual nature. These create an intimidating, hostile, or “offensive” work environment, or “unreasonably interferes” with the ability of a reasonable person to perform their job.

This may include:

- Sexually explicit pictures, calendars, graffiti, or objects
- Offensive graphic language, jokes, gestures, or comments



For Example:

- A female mechanic is offended by sexually graphic pinup calendars that she has repeatedly asked to be taken down.
- A male clerk is frequently asked about his sex life and has his body commented on by co-workers.

How is a hostile environment determined?

Courts have determined this by what a reasonable person would think is “out of bounds” or interferes with work.

How to Recognize Sexual Harassment

Is there an abuse of power?

If it is a supervisor then clearly there could be an abuse of power because of the control they have over another’s employment.

Is the behavior unwanted?

- Physical: touching, holding, grabbing, kissing, hugging, “accidental collisions”, and other unwanted offensive physical contact.
- Verbal: sexually graphic jokes and language, threats, comments about a person’s body, or suggestions of a sexual nature.
- Nonverbal: leering at a person’s body, whistling, leaning over someone at a desk, offensive gestures, and circulating graphic letters, pictures, or cartoons.

