

# A Guide to Workplace Sexual Harassment

## And 9 Actionable Tips to Stop It Now

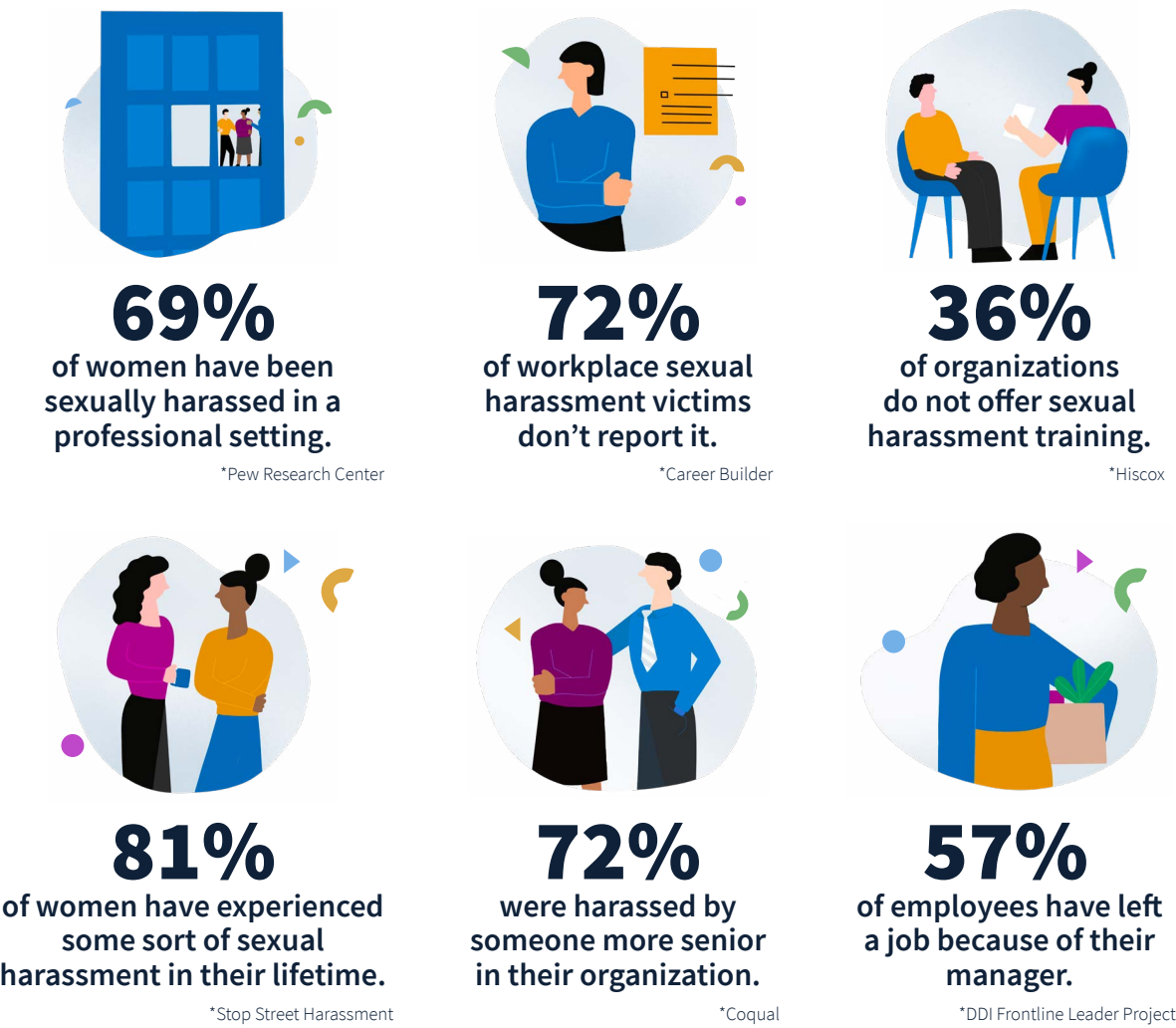
Sexual harassment is harassment based on the victim’s sex. It includes unwelcome sexual advances, requests for sexual favors and any other type of gender-based harassment including verbal, physical and psychological.

### There are two types of sexual harassment

- 1. Quid pro quo**  
An exchange of sexual services for gain (such as a promotion) or avoidance of loss (such as a demotion)
- 2. Hostile work environment**  
Any sexual harassment that fosters an intimidating environment for the victim. Not always sexual in nature, this type of harassment may also include stereotypical or offensive remarks about gender.

## SEXUAL HARASSMENT STATISTICS

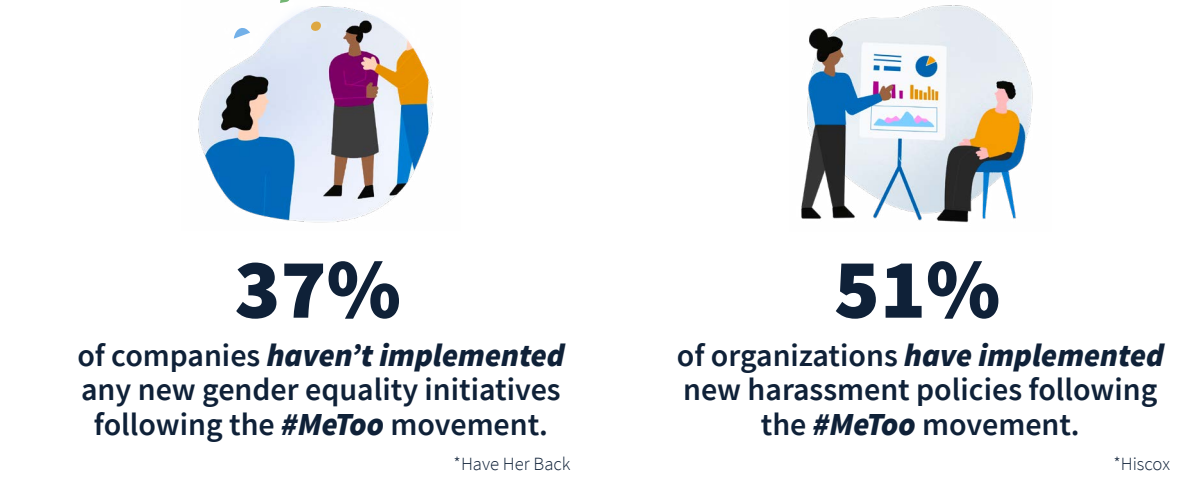
### PREVALENCE



**Bystander intervention** training reduces your organization's perceived tolerance for sexual harassment. \*Industrial and Organizational Psychology

**Retaliation** was the EEOC's most frequently filed charge in 2019. \*EEOC

### PREVENTION



Want even more insight?  
Download our free *10 Tips for Better Sexual Harassment Investigations* cheat sheet here:  
<http://bit.ly/tentipsSH>

Sources:  
\*Pew Research Center - <https://www.pewsocialtrends.org/2018/04/04/sexual-harassment-at-work-in-the-era-of-metoo/>  
\*Career Builder - <http://press.careerbuilder.com/2018-01-19-New-CareerBuilder-Survey-Finds-72-Percent-of-Workers-Who-Experience-Sexual-Harassment-at-Work-Do-Not-Report-it>  
\*Hiscox - <https://www.hiscox.com/documents/2018-Hiscox-Workplace-Harassment-Study.pdf>  
\*Stop Street Harassment - <http://www.stopstreetharassment.org/wp-content/uploads/2018/01/Survey-Questions-2018-National-Study-on-Sexual-Harassment-and-Assault.pdf>  
\*Coqual - <https://www.prnewswire.com/news-releases/the-pervasiveness-of-sexual-harassment-in-todays-white-collar-workplace-300679484.html>  
\*DDI Frontline Leader Project - <https://www.ddiworld.com/research/frontline-leader-project>  
\*Industrial and Organizational Psychology - [https://www.researchgate.net/publication/333111925\\_Incorporating\\_bystander\\_intervention\\_into\\_sexual\\_harassment\\_training](https://www.researchgate.net/publication/333111925_Incorporating_bystander_intervention_into_sexual_harassment_training)  
\*EEOC - <https://www.eeoc.gov/newsroom/eeoc-releases-fiscal-year-2019-enforcement-and-litigation-data>  
\*Have Her Back - [https://haveherback.com/static/downloads/Have-Her-Back-Consulting\\_MeToo-Survey.pdf](https://haveherback.com/static/downloads/Have-Her-Back-Consulting_MeToo-Survey.pdf)  
\*Hiscox - <https://www.hiscox.com/documents/2018-Hiscox-Workplace-Harassment-Study.pdf>

# 9 KEYS TO SEXUAL HARASSMENT PREVENTION

1

CLARIFY expectations with policy

98%

of U.S. organizations have a sexual harassment policy.  
\*Harvard Business Review (HBR) article

☐ Define sexual harassment.

☐ Explain zero-tolerance approach.

☐ Give examples of inappropriate conduct.

☐ Outline consequences.

2

INVOLVE leadership and upper management

only 1 in 3 employees feel inspired by their boss.  
\*Randstad survey Sep 2017

Tone from the top significantly influences employee behavior. Managers should:

☐ Show leadership and dedication to policy.

☐ Commit to consequences.

☐ Set an example with their own behavior.

3

REDUCE risk by taking precautions

27%

percent of employees have had a workplace romance.  
\*SHRM

Implement a consensual agreement form for relationship. Include:

☐ Confirmation that the relationship is consensual.

☐ Agreement that they will not be professionally linked.

☐ Acknowledgement of the sexual harassment policy.

☐ Agreement that there will be no retaliation if the relationship ends.

Be cautious while planning and hosting office parties:

☐ Limit or forbid alcohol.

☐ Refresh and circulate workplace policies.

☐ Influence positive behaviour (with games and food).

4

EDUCATE & implement training

Just 51%

of organizations implemented new harassment policies following the #MeToo movement.  
\*Hiscox

Make training more than just annual seminars. Training can help employees be:

☐ More aware of their own behaviour.

☐ Better equipped to detect incidents.

☐ More aware of inappropriate behaviour around them.

☐ Better equipped to prevent incidents.

5

DISCOURAGE bad behaviour

☐ Don't encourage bad behaviour

☐ Don't enable bad behaviour

☐ Punish bad behaviour

6

MONITOR the workplace

Employees report unwanted physical touching only 8% of the time  
\*EEOC

Keep an eye on behaviors at work:

☐ Know the warning signs of inappropriate conduct.

☐ Don't be afraid to ask or intervene.

7

OFFER a complaint system

89%

of companies consider their hotline effective.  
\*IBE Report

Provide an anonymous reporting mechanism

☐ Communicate which resources are available.

☐ Explain how to report.

☐ Reassure staff that issues will be as confidential as possible.

8

SUPPORT victims

75%

of employees who spoke out against workplace mistreatment faced retaliation.  
\*EEOC Report

Victims won't come forward if they fear retaliation:

☐ Acknowledge that retaliation is forbidden.

☐ Help employees feel comfortable reporting issues.

☐ Support victims who do come forward.

9

RESOLVE incidents

In what's potentially the largest settlement in U.S. history, a California jury awarded a sexual harassment victim \$168M.  
\*ABC News

☐ Don't let complaints go unacknowledged.

☐ Respond to complaints quickly and carefully.

☐ Investigate promptly.

☐ Enforce consequences if necessary.

Sources:  
\*Harvard Business Review (HBR) article - <https://hbr.org/2016/10/why-we-fail-to-report-sexual-harassment>  
\*Randstad survey Sep 2017 - <https://www.randstadusa.com/ workforce/insights/2017-national-bosses-day/543/>  
\*SHRM - <https://www.shrm.org/about-shrm/press-room/press-releases/pages/new-survey-on-workplace-romance-2020.aspx>  
\*Hiscox - <https://www.hiscox.com/documents/2018-Hiscox-Workplace-Harassment-Study.pdf>  
\*IBE Report - <https://www.forbes.com/sites/shephyken/2018/07/15/customer-experience-is-the-new-brand/?sh=267ec9d07f52>  
\*EEOC Report - <https://www.eeoc.gov/select-task-force-study-harassment-workplace>  
\*ABC News - <https://abcnews.go.com/US/1.68-million-awarded-woman-harassed-raunchy-cardiac-surgery/story?id=15835342>

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