



# We can help.

- Confidential counseling
- Onsite crisis response
- Staff training programs
- Consultation services



## ***SEXUAL HARASSMENT TIP SHEET FOR EMPLOYERS***

1. **Encourage your employees to let you know** if they have concerns about harassment in the workplace. This suggestion may make you cringe, but would you rather hear directly from an employee about a concern now (giving you the opportunity to address it), or avoid the issue altogether until larger, more complex issues surface?
2. **Make sure your staff know who they can go to** if they have concerns regarding workplace harassment. We recommend that you identify both male and female managers who can handle these initial discussions.
3. **Don't ever retaliate** against an employee who alleges harassment. More cases of retaliation wind up in court today (and damages paid) than initial cases of harassment.
4. If someone alleges harassment of any kind within your organization, **be careful about the steps you take to try to resolve the issue.** Many actions employers take in a sincere attempt to protect the alleged victim from additional harassment (such as switching them to another position, shift, or work location) can be interpreted in court as retaliation.
5. **Communicate your organization's expectations regarding harassment in the workplace.** You might assume your employees know that it won't be tolerated, but have your organization's top leaders ever directly communicated that to your staff and managers?
6. Is there any mention in your employee handbook of harassment being prohibited? If not, **consider updating your handbook now.**
7. If your organization has allowed harassment to go on, **now's your opportunity to revisit the issue. Make the business case to top leaders.** Discuss the potential impact of harassment in your workplace including: lowered employee morale and productivity, higher employee turnover costs, damage to organizational reputation, potential lawsuits, etc...
8. **Get training for your staff on the issue of harassment.** Specific training for those in leadership roles is also advisable.

***Disclaimer:*** This information should not be construed as legal advice. Please consult your organization's legal counsel for advice or guidance when addressing specific allegations of workplace harassment.