

# What Every Manager Needs To Know About Sexual Harassment

**4 Types of Sexual Harassment**

- Verbal/Written**
  - Remarks of a sexual nature about a person's clothing, personal behavior, or body.
  - Sexually explicit statements, questions, jokes, or anecdotes.
  - Requesting sexual favors or dates.
  - Spreading rumors about a person's personal or sexual life.
  - Coercion of sexual activity by threat of punishment.
  - Excessive and unwelcomed flirting.**
- Physical**
  - Impeding or blocking a person's physical movement.
  - Inappropriate and unwanted touching of a person and/or their clothing.
  - Other inappropriate touching including kissing, hugging, patting, stroking, or rubbing.
  - Playing music with offensive or degrading language.
  - Purposefully brushing up against another person.
- Non-Verbal**
  - Looking a person's body up and down.
  - Making derogatory gestures or facial expressions of a sexual nature.
  - Frequently following or standing too close to a person on purpose.
  - Whistling or staring in a sexually suggestive or offensive manner.
- Visual**
  - Displaying sexually suggestive objects, pictures, cartoons, posters, calendars, or computer screens.
  - Showing other people sexually suggestive text messages or emails.
  - Sharing sexually inappropriate images or videos, such as pornography, with co-workers.

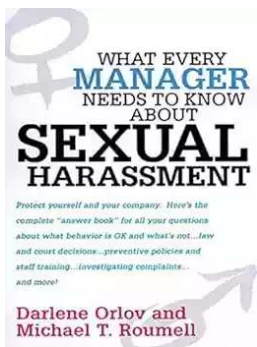
The law defines sexual harassment as unwelcome verbal, visual, non-verbal or physical conduct of a sexual nature or based on someone's sex that is severe or pervasive and affects working conditions or creates a hostile work environment.  
For more information: U.S. Equal Employment Opportunity Commission (EEOC) / [www.eeoc.gov](http://www.eeoc.gov)

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Sexual harassment is a serious issue that affects workplaces across industries and can have devastating consequences for both employees and organizations. It is crucial for managers to have a comprehensive understanding of sexual harassment and the measures they can take to prevent and address it.

## Understanding Sexual Harassment

Sexual harassment refers to unwanted sexual advances, requests for sexual favors, or any other verbal, non-verbal, or physical conduct of a sexual nature that creates a hostile or intimidating work environment. It can occur between individuals of any gender and may target employees or job applicants.



## What Every Manager Needs to Know About Sexual Harassment by Darlene Orlov(Kindle Edition)

★★★★★ 5 out of 5

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Enhanced typesetting : Enabled  
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Print length : 241 pages



The effects of sexual harassment can be far-reaching, impacting not only the victim but also the overall productivity, morale, and reputation of the organization. It is, therefore, essential for managers to be aware of their responsibilities in preventing and addressing such behavior.

### Preventing Sexual Harassment

Managers have a crucial role in establishing a safe and inclusive work environment. Here are some key steps they can take to prevent sexual harassment:

1. **Educate themselves:** Managers should familiarize themselves with laws and regulations related to sexual harassment in their jurisdiction. They should also understand the different forms of harassment and their impact on victims and the workplace.
2. **Promote a culture of respect:** Managers should actively promote a culture of respect and zero tolerance for harassment. This includes fostering an

environment where employees feel comfortable reporting incidents and concerns.

3. **Develop and enforce policies:** Managers should work with HR departments to establish clear policies against sexual harassment. These policies should outline reporting procedures, investigation processes, and disciplinary actions.
4. **Train employees:** Managers should organize regular training sessions to educate employees about sexual harassment, its consequences, and ways to prevent it. This fosters awareness and empowers employees to recognize and address inappropriate behavior.
5. **Lead by example:** Managers should set a positive example by treating everyone with respect and professionalism. They should actively intervene if they observe or receive reports of sexual harassment.

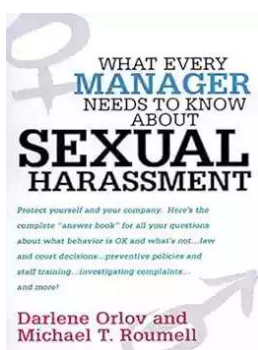
## Addressing Sexual Harassment

Despite preventive measures, incidents of sexual harassment may still occur. Managers must be prepared to address such situations promptly and effectively. Here's how they can handle reports of sexual harassment:

1. **Listen to the victim:** Managers should provide a safe and confidential environment for victims to share their experiences. They should listen attentively, show empathy, and reassure the victim that their report will be taken seriously.
2. **Investigate:** Managers should promptly conduct a thorough and unbiased investigation into the allegations. This may involve interviewing witnesses, collecting evidence, and documenting the findings.

3. **Take appropriate action:** If the investigation confirms the presence of sexual harassment, managers should take appropriate disciplinary action against the perpetrator. This might include reprimand, suspension, termination, or legal action if necessary.
4. **Support the victim:** Managers should provide support and resources to the victim, such as counseling or access to Employee Assistance Programs. They should also ensure that retaliation against the victim is not tolerated.
5. **Learn from the incident:** Managers should analyze the incident to identify any systemic issues within the organization and take necessary steps to prevent future occurrences of sexual harassment.

Sexual harassment is a complex issue that can have far-reaching effects on individuals and organizations. Managers play a crucial role in preventing and addressing such behavior by educating themselves, promoting a respectful culture, establishing strong policies, training employees, leading by example, and promptly addressing incidents. By actively combating sexual harassment, managers can contribute to creating safe, inclusive, and thriving workplaces for all employees.



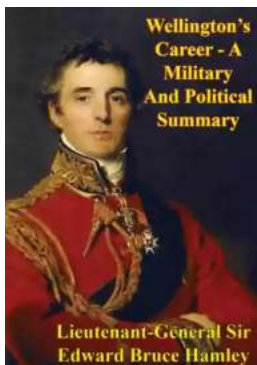
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Can you say anything about sex at the office anymore? Yes, maybe, but read this first. Sexual harassment is a malign specter hovering over workplaces everywhere. One touch of its foul breath can devastate businesses, causing them to lose millions of dollars, not to mention waste bundles of time and energy. Needless to say, organizations are running scared. This book provides managers with vital information to protect themselves and their companies from lawsuits, bad publicity, decreased employee morale, and other associated miseries. Topics covered include: \* laws and court decisions (including the most recent Supreme Court rulings) \* what behavior is acceptable--and what isn't \* preventive policies and staff training \* investigating complaints, and more. With one of every three cases filed with the EEOC involving a sexual harassment claim, managers need help. This complete "answer book"--with real-life scenarios, self-help quizzes, checklists, and thoughtful analysis--gives them just the guidance they need.



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