

## SEXUAL HARASSMENT

+ SEXUAL HARASSMENT IS UNWELCOME VERBAL OR PHYSICAL ACTIVITY OF A SEXUAL NATURE THAT MAKES A PERSON FEEL OFFENDED, HUMILIATED, THREATENED, AND/OR INTIMIDATED.

# EXAMPLES OF SEXUAL HARASSMENT

### Physical Conduct

- PATTING
- PINCHING
- STROKING
- KISSING
- HUGGING
- PHYSICAL VIOLENCE
- SEXUAL ASSAULT
- REPEATEDLY STANDING OR SITTING VERY CLOSE TO SOMEONE



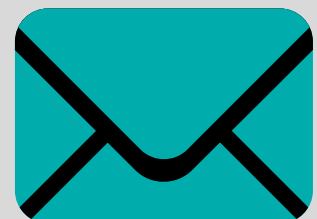
### Verbal Conduct

- SEXUAL COMMENTS ABOUT A COLLEAGUE
- SEXUAL STORIES OR JOKES
- ASKING COLLEAGUES FOR DATES REPEATEDLY
- INSULTING COLLEAGUES BASED ON GENDER



### Non-Verbal Conduct

- SENDING MESSAGES THAT HAVE SEXUAL LANGUAGE OR IMAGES
- DISPLAYING SEXUAL PICTURES OR VIDEOS
- SEXUALLY-SUGGESTIVE GESTURES
- WHISTLING AT PEOPLE



The term "harassment" includes, but is not limited to, jokes, slurs, or other verbal, graphic, or other physical conduct relating to a person's race, color, sex, religion, national origin, citizenship, age, or disability.

# Potential Consequences for Committing Sexual Harassment

## At Work:

- Verbal or written warning
- Transfer to a different department/position
- Unpaid Suspension
- Immediate dismissal from host employer
- Removal from housing

## On Your Program:

- Possible program termination
- Program is shortened
- Possible legal consequences

# How to Avoid Being Accused

- Treat everyone in a non-sexual manner
- Be careful about what you say
- If someone says "No" or "Stop," assume they mean "No" and stop what you are doing
- Do not use any kind of sexual language at work
- Avoid physical contact with co-workers
- Do not engage in physical contact, flirtation, or making sexual comments face-to-face, in writing, or via electronic media while at work
- Do not make any insulting comments about groups of people, for example, women, LGBTQ community, people of color, etc.

ANYONE CAN BE A VICTIM OF SEXUAL HARASSMENT, REGARDLESS OF THEIR GENDER AND THE GENDER OF THE HARASSER.

IF YOU FEEL YOU ARE IN DANGER, IMMEDIATELY CALL

**911**

# WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL HARASSMENT

IF YOU FEEL YOU ARE A VICTIM OF SEXUAL HARASSMENT, HERE ARE SOME STEPS YOU CAN TAKE:

- IF YOU FEEL SAFE DOING SO, TELL THE PERSON TO STOP
- KEEP A WRITTEN RECORD OF ALL INCIDENTS
- CAPTURE SCREENSHOTS OF TEXT MESSAGES OR IMAGES SENT TO YOU
- TELL YOUR SPONSOR SO THEY CAN HELP YOU
- REPORT THE BEHAVIOR TO YOUR MANAGER AND/OR TO THE HARASSER'S MANAGER
- TALK TO SOMEONE IN THE HR DEPARTMENT (IF THERE IS ONE)
- ASK A FRIEND OR CO-WORKER FOR SUPPORT
- TRY TO AVOID BEING ALONE WITH THIS PERSON
- IF YOU SHARE HOUSING WITH THIS PERSON, SPEAK TO THE HOUSING PROVIDER AND ASK TO AVOID LIVING WITH THIS PERSON