

## SEXUAL HARASSMENT IS NOT YOUR FAULT

Sexual harassment is not about sex. It's about **power**. Typically such behavior is designed to humiliate and control. Here are some steps to take if you are being sexually harassed on the job:

1. ***So No Clearly***. Inform the harasser that his attentions are unwanted. Make clear you find the behavior offensive. If it persists, write a memo to the harasser asking him to stop; keep a copy.
2. ***Document the Harassment***. Write down each incident including date, time, and place. Detail what happened and include your response. Keep a copy at home. This information will be useful if you need to take legal action.
3. ***Get Emotional Support*** from friends and family.
4. ***Document Your Work***. Keep copies of performance evaluations and memos that attest to the quality of your work. This harasser may question your job performance in order to justify his behavior.
5. ***Look for Witnesses and Other Victims***. You are probably not the first person who has been mistreated by this individual. As around; you may find others who will support your charge. Two accusations are much harder to ignore.
6. ***Explore Company Channels***. Use any grievance procedures or channels detailed in your employee handbook. If you're in a union, get the union steward involved right away.
7. ***File a Complaint***. If you need to pursue a legal remedy, contact your state discrimination agency or the federal Equal Employment Opportunity Commission (look in your phone book for the field office closest to you. The federal agency covers workplaces of 15 or more. State law may protect you in you're in a smaller workplace).
8. ***Attorneys***. You do not need an attorney to file a claim, but you may want to speak with a legal service or private attorney specializing in employment discrimination.

*Under the new Civil Rights Act of 1991, victims of sexual harassment are entitled to damages for pain and suffering as well as to any lost pay. If you win, you may also recover legal fees.*

-- Obtained from "Sexual Harassment: What every working woman needs to know from 9 to 5" By. 9 to 5, Natl Association of Working Women --