

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



69%

of women have been sexually harassed in a professional setting.

*Pew Research Center



72%

of workplace sexual harassment victims don't report it.

*Career Builder



36%

of organizations do not offer sexual harassment training.

*Hiscox



81%

of women have experienced some sort of sexual harassment in their lifetime.

*Stop Street Harassment



72%

were harassed by someone more senior in their organization.

*Coqual



57%

of employees have left a job because of their manager.

*DDI Frontline Leader Project

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



37%

of companies *haven't* implemented any new gender equality initiatives following the #MeToo movement.

*Have Her Back



51%

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

*Hiscox

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/>
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 *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
 *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
 *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/workforce360/workforceinsights/2017-national-bossc-day/543/>
 *SHRM - <https://www.shrm.org/about-shrm/press-room/press-releases/pages/new-survey-on-workplace-romance-2020.aspx>
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 *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/1.6-million-awarded-woman-harassed-raunchy-cardiac-surgery/story?id=15835342>