

If You are the Accused Harasser

- The act of harassment, by itself, is an unlawful act.
- The harasser can be held personally liable for damages.
- A victim may be entitled to damages even though no employment opportunity has been denied and there is no actual loss of pay or benefits.
- Take the complaint seriously.
- In all cases, STOP THE OFFENDING BEHAVIOR IMMEDIATELY.
- Be aware that sexual harassment may result in disciplinary actions, up to and including termination.

Sexual Harassment: What Should I do?

What Should I Do If I Receive a Complaint of Sexual Harassment?

- **Inform the alleged harasser that the company does not tolerate or condone sexual harassment**
- **Inform the alleged harasser that the company takes complaints of sexual harassment very seriously**
- **Inform the alleged harasser that the company will immediately investigate the matter**
- **Document the complaint and all your future actions, events, and interviews related to the complaint.**

IMMEDIATELY REPORT IT TO THE APPROPRIATE PERSON IN MANAGEMENT!