

# Do's and Don'ts of Harassment

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## Do's:

- **DO investigate the complaint fully in as confidential a manner as possible**
- **DO make certain all employees have received written non-discrimination and harassment policies and procedures**
  - (employee handbook)

# Do's and Don'ts of Harassment

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## Do's:

- **DO host annual meetings regarding sexual harassment prevention**
- **DO follow company policies and procedures and apply them consistently and uniformly**
- **Do remove reporting barriers by appointing a female personnel officer as the representative to hear all initial sexual harassment complaints**

# Do's and Don'ts of Harassment

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## ***Don'ts:***

- **DON'T trivialize employee complaints**
- **DON'T attempt to “work out” harassment complaints on your own**
- **DON'T just shift employees around**

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## ***Don'ts:***

- **DON'T engage the complainant in lengthy discussions regarding the complaint. Keep the discussions and interviews formal.**
- **DON'T sit on a complaint hoping that it will simply blow over**

# Written Sexual Harassment Policy

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- **Statement that sexual harassment is against the law and against company policy**
- **Disciplinary action**
- **Examples of sexual harassment**
- **Complaint procedure**
- **Appropriate company officials to receive and investigate complaints**