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# SEXUAL HARASSMENT AT WORK PLACE

**FACE TO FACE COURSE  
FOR YOUNG EMPLOYEES**



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**2023**



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# #NOT ME

## SAY NO TO GENDER BASED DISCRIMINATION, SEXUAL HARASSMENT AND SEXUAL ASSAULT!

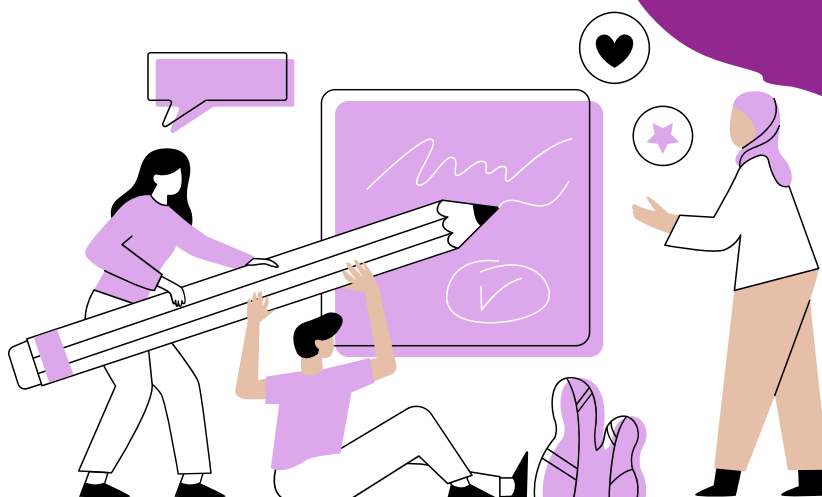


More Info

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# Introduction

Training and education clearly rank among the most common tools for preventing sexual harassment. Raising awareness of this phenomenon and its harmfulness is a necessary prerequisite to prevent harassment from happening. And if it is already happening, the victim/survivor should be able to defend his/her rights, as well as bystanders know how to intervene and the situation can be rectified quickly, in-time and without secondary harms.

An important obstacle to reduce the phenomenon of sexual harassment at work place is the fact that victims/survivors, especially those among young employees do not report it to organizational authorities. There is big taboo and misunderstanding connected with the phenomenon. Victims/survivors feels guilt, shame, humility. And because of work environment, there exists also clear power disbalance.

Thus, this course is intended to change the attitudes in between the employees. It is targeted to wide audience and focus on 5 priorities to be tackled. Participants:

- will get wider understanding of the sexual harassment as it could be present on the workplace
- will be able to tackle the situation of the harassment and sexual harassment
- will get tips how to prevent such situation
- will be able to intervene into the situation
- will know the ways how to help to the victim/survivor or where to reach for professional help





# MODULE 1: UNDERSTANDING OF SEXUAL HARASSMENT AT WORKPLACE



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# Materials and Equipment

- Pen
- Pencil
- Printed materials

## Duration

1 hour

## Theoretical Part

The term “**workplace**” refers not only to the specific location where work is being performed, such as an office or factory, but also to locations where work-related business may be conducted. These could include, but are not limited to (Bon, Binh, Thanh, Quang, Ngan, Minh, Huyen, Hoang, Van, Nhuanm, 2015):

- Work related social activities, such a reception organized by the enterprise for staff or clients, etc.;
- Conferences and training sessions;
- Official business travel;
- Business meals;
- Work related telephone conversations; and
- Work related communications through electronic media.

**Sexual harassment** is “any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation to another. Such harassment may be, but is not necessarily, of a form that interferes with work, is made a condition of employment, or creates an intimidating, hostile, or offensive work environment” (The World Bank, 2013).



## **Common Myths About Sexual Harassment in the Workplace:**

Sexual harassment is not always physical, not always obvious and not always right in front of your own eyes. People often get confused between sexual harassment and sexual assault, with sexual assault a much more severe and unlawful act. However, when it comes to sexual harassment, there are many common incidents that occur in the workplace that are passed off as lame, careless or stupid behaviour, when in fact they are incidents of sexual harassment and should be identified as such by employees and brought to the attention of the person responsible, or to a manager or an HR representative.

Taking a closer look at workplace sexual harassment, we have compiled an easy to understand yet comprehensive list of all the common notions regarding sexual harassment in the workplace, including identification, prevention and how to make complaint about an incident of sexual harassment. As an employer, it is important for your employees to identify and report workplace sexual harassment. Only then can their supervisor, or an HR representative can aid in a resolution and to prevent further incidents occurring. In this blog, we help you understand the difference between myths and facts when it comes to workplace sexual harassment.

### **Myth #1 - Sexual Harassment is only physical in nature:**

It can be direct, indirect, verbal and non-verbal. A colleague writing explicit content about another on the office whiteboard is considered as sexual harassment. It doesn't necessarily need to be physical. Other common subtle sexual behaviour are: whistling, unwelcome complimenting, inappropriate brushing against you, gesturing, commenting on things of sexual nature.

### **Myth #2 - It's ok as long as humiliation was not intended:**

Sexual gesturing and comments directly or indirectly towards another in the name of a bit of fun, or just being friendly just a joke is still sexual harassment. So when the offender apologises and says that they did not mean it to cause humiliation, that does not mean that the behaviour was ok!

### **Myth #3 - But it was only a one-off incident, I'm sure it will never happen again:**

Unlike workplace bullying which is repeated unreasonable behaviour towards another person or group which creates a risk to health and safety, sexual harassment can be a one-off incident where conduct is unwelcome, of a sexual nature and the kind of behaviour that a reasonable person would think would offend, humiliate or intimidate the person who was harassed. So just as the law defines sexual harassment, any victim should not think that it just happened once, that is ok, and it probably won't happen again. You should always seek to report such incidents, either bringing it to the attention of the person if you feel comfortable or reporting that behaviour to your manager, an HR representative or a senior person within the business, to whomever you feel most comfortable with.

**Myth #4 - If unwelcome conduct of a sexual nature** is carried out by a work colleague outside of the workplace it is not workplace sexual harassment: If an employee is off-site for work-related activities, for example, at an office party in a bar, if they misbehave in a way that is sexual in nature and that causes another to be offended, humiliated or intimidated, then it is considered as workplace sexual harassment.

**Myth #5 - Lewd commenting, tagging** or any behaviour on social media is not workplace sexual harassment if it happens outside of the hours of work: Regardless of the time of day, if an employee is tagged in inappropriate pictures by another employee without consent, or is bad-mouthed using sexually explicit slurs, through social media, messaging or emailing the victim and it is sufficiently related to the workplace, this behaviour is considered to be workplace sexual harassment. Workplace compliance courses on the appropriate use of Internet and Social Media deliver further understanding of what to do and not to do when it comes to the internet, email and social media.

**Myth #6 - Sexual harassment** only happens to women: Men and women can be victims and perpetrators as well. Read more here. Sexual harassment happens to all genders and could be from a man to a woman, man to man, woman to woman or woman to man.

**Myth #7 - Unreasonable state of mind** is excused: Misbehaving when drunk, or under pressure, or when angry can't be used as an excuse for incidents of sexual harassment and do not stack up in a court of law! Sexual Harassment in workplaces has been increasing, and not only the employees but also businesses, on the whole, are at a huge risk. An organisation that has a reliable workplace compliance system in place are able to demonstrate that they have taken all reasonable steps to train and also disseminate policies, and that such training and policies have been read and understood, at induction and on an ongoing basis thereafter. Such organisations also train their supervisor and managers in how to identify, report and resolve matters pertaining to bullying, harassment and discrimination.



# Type of activity and brief description of the activity

## **Sexual Harassment In The Workplace: Europe**

Rebecca McDonald returned to her office in Leverkusen Germany still angry from her meeting with Bertina Knies in Human Resources. Rebecca had presented an open-and-shut sexual harassment complaint, clearly supported both by company policies and the Law, and Frau Knies had not only refused to do anything about it, but had not very politely insinuated that the whole thing was Rebecca's fault. The next step would probably be to appeal to Human Resources back in Detroit, since the Germans clearly had no understanding of the way things should work in a modern society.

Rebecca had grown up in Flint, Michigan, where her father was a supervisor for General Motors. As a first generation college student, Rebecca had received a scholarship from the University of Michigan, where she majored in mechanical engineering and then went to work for one of the major auto companies as a design engineer.

While women design engineers were a distinct minority in the auto business, there were enough that Rebecca did not feel out of place.

While she was a student, she had taken classes which covered the history and legal issues involving women's advancement in what had historically been male professions, and she had been happy to find that the company was sensitive to women's needs, and that sexual harassment was not a problem.

After five years in Detroit, she was given the opportunity to work on a joint venture with Opa GmbH, a German subsidiary of her company. The new position would be a promotion, working with a team of German and American engineers designing a new sports car. The opportunity was especially attractive, since she was considering a career shift into management, taking advantage of the company policy to pay for an MBA for engineers whom it felt had the potential to be effective technical managers. The program was highly competitive, and the two years of international experience would significantly improve her chances, especially given the increasing number of multinational mergers in the auto industry, and the need to work with international partners. Besides, she had never been outside of the United States except for visits to company plants in Ontario.



Living in Germany had turned out to be a stressful experience. While everyone at work spoke English, it was difficult to get through the small problems of day to day life, since store clerks, plumbers, and most of the other people with whom she dealt spoke little if any English, and she spoke no German. Neighbors and other people with whom she dealt seemed often to be impolite, and life seemed to be governed by rules of which she was not aware. For example, one of her neighbors scolded her (in very poor English) the first week for the way she put out her trash – one was required to separate out glass, paper, and cans, and dispose of them separately. Outside of CNN, there was little English available on television, only one English newspaper was available, and bookstores had a very limited selection in English. Fortunately most road signs were in the form of symbols, so at least driving was possible.

Another stressful aspect of living in Germany was the lack of respect for modesty. People sunbathed nude in parks; television and print advertisements featured nudity as well. Worst, because it impacted her work environment, was that unlike the United States, co-workers flaunted pictures of nude women at work – it was like a return to the bad old days of the 1950's where women couldn't enter male workplaces without being regarded as sexual objects.

The problem was not that her co-workers put up nude pictures, but rather that they brought objectionable material to work and read it in front of her. The most popular newspaper, Bild, had a picture of a nude woman on the front page every day (and probably worse inside). Other newspapers were no better; one of her colleagues even commented that he preferred to read Express because the nude pictures were of local girls. The final straw came when she went into her supervisor's office for a meeting and saw a copy of the magazine Der Spiegel on his desk, the cover of which reproduced a French painting of a topless woman waving a flag. At that point, she made an appointment with Human Resources to complain formally about having to work in an offensive work environment.

At her meeting with Bertina Knies in Human Resources, Rebecca cited the American company policy on sexual harassment (reproduced below). She pointed out that it clearly prohibited “posters, cartoons, pictures, or drawings” which had the “effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.” Being exposed to pictures such as those in Bild or Der Spiegel in her opinion clearly met the definition of sexual harassment.



To Rebecca's dismay, Bertina was not at all supportive. She pointed out that in Germany unwelcome sexual advances or requests for favors were clearly unacceptable, but that Rebecca should not expect Germans to cater to her Puritan hang-ups. Bild, which Bertina personally deplored for its right-wing Christian politics, was after all, the most popular newspaper in Germany, and as Rebecca had observed, its competitors also featured nudity. The painting on the cover of Der Spiegel was one of the best known symbols of liberty in the world; no one who knew anything about art could consider it obscene. And basically, the Germans did not consider nudity offensive, and so long as no one asked Rebecca to do anything which she found unacceptable, she should not try to impose her values on others. For example, Turkish employees sometimes objected to working with women who did not wear head coverings or who wore short sleeves; imposing their religious strictures on those who did not share them would be a violation of freedom of thought and religion. Rebecca's request was no different than requiring women to wear headscarves so as not to offend Islamic immigrants. As an immigrant to Germany, Rebecca could dress however she liked, but should not expect Germans to adapt her old-fashioned values.

Clearly there was no point pursuing the issue with Human Resources in Leverkusen. Equally clearly, American courts long ago decided that depiction of nudity in the workplace (or anyplace else outside the home) was unacceptable. An appeal to Human Resources in Detroit would be the next step.

However, before doing that, Rebecca had to consider both the chances of success, and the possible impact on her future.



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**Excerpts from company policy on sexual harassment:** Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to discipline, ranging from a warning to termination.

Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

When is conduct unwelcome or harassing? Unwelcome sexual advances (either verbal or physical), requests for favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training, timekeeping or overtime assignments)
- submission to or rejection of the conduct is used as a basis for making employment decisions (hiring, promotion, termination)
- the conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.



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## Questions for discussions

1. In a US work environment, would reading a newspaper or magazine with nude pictures on the cover be sexual harassment?
2. If so, would it be sexual harassment in Germany when working for the same company? Why or why not?
3. Frau Knies argues that Rebecca's request to prohibit Germans from reading newspapers which offend her is no different than prohibiting German women from dressing in ways which offend Islamic immigrants working in the plant. Is this a valid argument? Why or why not?
4. What should Rebecca do?
5. What should Rebecca's company have done to prevent this problem?



# Assessment method

Individual evaluation in 10 points scale

Ask students evaluate their training results on 10 points scale:

1. I understand what workplace means

1 2 3 4 5 6 7 8 9 10

2. I am able to define sexual harassment at work place and understand the motivation behind these behaviours

1 2 3 4 5 6 7 8 9 10

3. I am able to deal with myths about sexual harassment

1 2 3 4 5 6 7 8 9 10



# Resources for a deeper understanding

- Human Resources Professionals Association (HRPA). (2020). Doing Our Duty Preventing Sexual Harassment In The Workplace. <https://hrpa.s3.amazonaws.com/uploads/2020/10/Doing-Our-Duty.pdf>
- Equality and Human Rights Commission. (2020). Preventing sexual harassment at work: a guide for employers. <https://www.equalityhumanrights.com/en/publication-download/preventing-sexual-harassment-work-guide-employers>
- Learning Network. (2015). Sexual and Gender-Based Harassment. Newsletter Issue 13, June 2015. Centre for Research & Education on Violence Against Women & Children. [https://www.vawlearningnetwork.ca/our-work/issuebased\\_newsletters/issue-13/index.html](https://www.vawlearningnetwork.ca/our-work/issuebased_newsletters/issue-13/index.html)
- Diversity Council Australia. (2019). Myth Busting Sexual Harassment at Work, Sydney, Diversity Council Australia, 2019. <https://www.dca.org.au/research/project/myth-busting-sexual-harassment-work>
- Gender, Equality and Diversity and ILOAIDS Branch, Conditions of Work and Equality Department International Labour Office (ILO). (2019). Sexual harassment in the world of work. [https://www.ilo.org/wcmsp5/groups/public/---dgreports/---gender/documents/briefingnote/wcms\\_738115.pdf](https://www.ilo.org/wcmsp5/groups/public/---dgreports/---gender/documents/briefingnote/wcms_738115.pdf)



# MODULE 2: SEXUAL AND NON-SEXUAL HARASSMENT AT WORKPLACE



# Materials and Equipment

- Pen
- Pencil
- Printed materials

## Duration

1 hour

## Theoretical Part

Most frequently reported type of workplace harassment is sexual harassment. However, there are other types of harassment at the workplace, based on employee's characteristics, such as their colour, gender, age, disability, race, religion, pregnancy status, etc. These forms of harassment can become illegal, when they create a hostile work environment that makes it difficult for the victim to do his or her job.

Non-sexual harassment includes any behaviour, action, or comment that is intimidating, insulting, discriminatory, or threatening and makes the workplace environment to become hostile.





**Some examples of non-sexual harassment at workplace are the following:**

- Using racist slang, phrases, or nicknames.
- Negatively commenting about an individual's ethnic traits or skin color.
- Telling offensive jokes or remarks about religious, ethnic, or racial characteristics.
- Offensively talking about negative racial, ethnic, or religious stereotypes.
- Making offensive gestures to a particular ethnic or religious group.
- Displaying racist drawings, or posters that might be offensive to a particular group.
- Wearing clothing that could be offensive to a particular group.
- Mocking someone's religious beliefs or trying to convert them to a certain religious ideology.
- Making inappropriate comments to an older or younger worker because of his/ her age.
- Sharing inappropriate images, videos, emails, letters, or notes to mock someone.
- Making offensive remarks or comments to a person's mental or physical disability.
- Verbal abuse, insults and name-calling.
- Slandering or harming another individual's reputation by gossips and rumours.
- Notes, messages or calls that are abusive, threaten, insult, attempt to coerce, humiliate or intimidate.
- Shouting and aggressive behaviour.
- Putting pressure on a person to participate in political or religious discussions of groups.
- Hostility demonstrated through sustained unfriendly contact or exclusion.
- Repeatedly isolating, ignoring or excluding someone.

These are only some examples, but non-sexual harassment forms are not limited to them.



### Examples of sexual harassment at workplace:

Sexual harassment represents the specific type of harassment and refers to unwanted sexual behaviour that happens in a professional environment and causes an individual to feel uncomfortable, scared or humiliated. Unwelcome sexual comments, unwanted touching, unwelcome advances, and other similar types of inappropriate behavior based on the gender, sex, or sexual orientation of a victim represent sexual harassment. Workplace sexual harassment does not have to be directed at a specific person, general comments and actions that make an environment feel unsafe or toxic also count.

Here are some concrete examples of sexual harassment at workplace:

Examples of verbal sexual harassment:

- Inappropriate jokes or comments of a sexual nature.
- Telling jokes or sharing stories about sexual experiences – even if this is not directed at someone, but done in their presence which cause their discomfort.
- Making insulting comments or remarks about someone's gender identity or sexual orientation or asking about someone's sexual orientation.
- Making sexual comments about an employee's body, clothing, or appearance.
- Unwanted sexual advances or propositions
- Repeatedly asking for dates despite being refused or asking for sexual favours.
- Asking intrusive sexual questions.
- Spreading rumours of a sexual nature.



### Examples of visual sexual harassment:

- Sending unwanted suggestive or lewd emails, letters or other communications or sharing images of a sexual nature around the workplace.
- Displaying posters, images, videos or screensavers of a sexual nature.
- Sharing explicit content such as pornography.
- Sending explicit or inappropriate messages.

### Examples of physical sexual harassment:

- Non-consensual physical contact, as inappropriate and suggestive touching, kissing, rubbing or caressing of a person's body and/or clothing.
- Sexually suggestive staring or looking at someone's body.
- Following them around or paying excessive attention.
- Making sexually offensive gestures, remarks or facial expressions.
- Leering, catcalling, or whistling at someone.





# Type of activity and brief description of the activity

## Creative writing

Teacher divide participants into 3 groups and give one scenario for each group.

Task for each group: Read your scenario, recognize, is it sexual or non-sexual harassment and rewrite it on opposite version.

**Scenario 1:** A male employee to a fellow male employee as he enters an open plan office full of co-workers: "Patting the buttocks and saying Nice ass big guy, it pays to keep fit hey!"

**Scenario 2:** A female employee to another female employee, who is known to be a close co-worker and friend: "I love your outfit, makes you look pretty, where did you get it from?"

**Scenario 3:** A female manager to a new male employee about an upcoming performance appraisal: "How about we go for a drink after work at the bar down the road to discuss your performance over the past couple of months. You've done well and I think we should celebrate if you know what I mean?"

Scenarios adapted after:

<https://www.sentriment.com.au/blog/the-difference-between-a-compliment-and-sexual-harassment>



# Questions for discussions

1. Was it friendly talking or sexual harassment in your scenario? Why?
2. Was it difficult to re-write scenario?
3. How should a victim of sexual harassment act in real life?



# Assessment method

Individual evaluation in 10 points scale

Ask students evaluate their training results on 10 points scale:

1. I understand the difference between sexual and non-sexual harassment

1 2 3 4 5 6 7 8 9 10

2. I am able to recognise sexual harassment at work place

1 2 3 4 5 6 7 8 9 10

3. I am able to deal with sexual harassment

1 2 3 4 5 6 7 8 9 10



[pexels.com](https://www.pexels.com)

# Resources for a deeper understanding

- Boland, M. L. (2005). Sexual harassment in the workplace. Naperville: Illinois.
- Mishra, V., & Davison, H. (2020). Sexual harassment training: A need to consider cultural differences. Industrial and Organizational Psychology, 13(2), 163-167.
- Smith, M. D. (2020). Contemporary World Issues: Sexual Harassment, Santa Barbara: California.
- UN WOMEN. (2019). What will take? Promoting cultural change to end sexual harassment: [chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/Library/Publications/2019/Discussion-paper-What-will-it-take-Promoting-cultural-change-to-end-sexual-harassment-en.pdf](https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/Library/Publications/2019/Discussion-paper-What-will-it-take-Promoting-cultural-change-to-end-sexual-harassment-en.pdf)
- <https://swartz-legal.com/examples-of-sexual-and-non-sexual-harassment/>
- <https://www.talk-law.com/sexual-vs-non-sexual-harassment-at-work/>
- <https://www.sentrient.com.au/blog/the-difference-between-a-compliment-and-sexual-harassment>
- <https://walkerlawsd.com/10-examples-of-sexual-harassment-that-you-didnt-realize-were-sexual-harassment/>
- <https://klinglerlaw.com/faq/compliment-sexual-harassment/>



# MODULE 3: SEXUAL HARASSMENT PREVENTION



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# Materials and Equipment

- Sufficient space,
- Scene
- Measures for performance

## Duration

1 hour

## Theoretical Part

Sexual harassment is unwanted, offensive behaviour of a sexual nature directed at a specific person. Such conduct has the purpose or effect of harming a person's dignity, in particular by creating an intimidating, hostile, humiliating or offensive environment. Sexual harassment can be verbal, written or physical.

The Equal Opportunities Act requires employers to ensure that employees are not sexually harassed.

Sexual harassment at workplace can include discussing the body, sending sexual pictures, jokes, messages or letters, lewd looks, making sounds with an allusion to a sexual act, obscene gestures, whistling, allegedly unintentional or not at all hidden touching of various parts of the body, such as legs, buttocks, chest, torso.

The list of examples is not final, as the assessment of the situation depends on each person individually. The main aspect that distinguishes harassment from flirting is its undesiredness to the person experiencing it. The same actions may be troubling to one person and seem trivial to another, so the concept of sexual harassment between these people will also differ.



# Type of activity and brief description of the activity

## Creative drama

1. Teacher asks participants to sit in a circle.
  2. Task for participants: create a story on sexual harassment at work place topic, where each participant says one word, logically related to the words spoken before it. Teacher can write words or remember all of them.
- When all participants said their words and circle ends, the teacher repeated a story, created by participants.
3. Teacher divided participants into groups from 4 to 6 participants. Each group must perform this story and come up with an ending that reflects the theme of the workshop: sexual harassment prevention.
  4. Participants vote for the best performance
  5. Discussions



# Questions for discussions

1. What form of harassment was in this story?
2. Whether all prevention measures achieve their goal?
3. Which preventive measure was the most appropriate?
4. What other preventive measures could be applied in this situation?



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# Assessment method

Individual evaluation in 10 points scale

Ask students evaluate their training results on 10 points scale:

1. I understand the difference between sexual and non-sexual harassment

1 2 3 4 5 6 7 8 9 10

2. I am able to recognise sexual harassment at work place

1 2 3 4 5 6 7 8 9 10

3. I am able to use preventive measures at work place

1 2 3 4 5 6 7 8 9 10

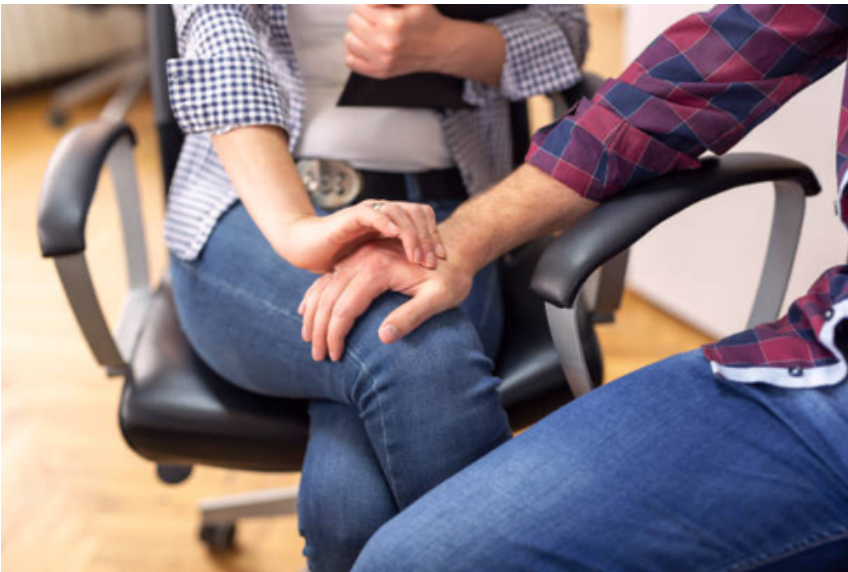


# Resources for a deeper understanding

- <https://eur-lex.europa.eu/EN/legal-content/glossary/equal-opportunities.html>
- <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=LEGISSUM:c10940>
- <https://lygybe.lt/data/public/uploads/2015/11/metodines-rekomendacijos-del-seksualinio-priekabiavimo-ir-priekabiavimo-del-lyties-bei-nurodymo-diskriminuoti-prevencijos.pdf>
- European Commission, "Diversity within small and medium-sized enterprises: best practices and approaches for moving ahead", Luxembourg: Publications Office of the European Union, 2015
- European Social Partners ETUC, BusinessEurope, CEEP and UEAPME, "A Toolkit for Gender Equality in Practice: 100 initiatives by social partners and in the workplace across Europe", Employers Resource Center



# **MODULE 4: SEXUAL HARASSMENT AT WORKPLACE AND BEHAVIOUR**



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# Materials and Equipment

- Pens
- Role play scenario
- Space to move

## Duration

1 hour

## Theoretical Part

### **How to react when witnessing sexual harassment.**

As a bystander or witness to harassment, you can play an essential role in supporting the person targeted by harassment. There are a multitude of ways in which we can respond to the situation. As bystanders, we have the power to make a difference.



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If you are witnessing a situation which you think may be sexual harassment, consider to carry out immediate intervention to support someone who is being harassed.

**1. Direct:** If you feel that directly addressing harassment is safe and may be effective, you can confront the harasser and call out the behavior in the moment. Let them know you find their behavior inappropriate, intimidating or hostile, and ask them to stop. This approach may escalate the situation, so consider whether you and the person being harassed are safe and whether you believe the person being harassed wants someone to speak up.

**2. Distract:** You can stop an incident by simply interrupting it. Rather than focusing on the aggressor or action, this subtler intervention allows you to engage the person being targeted through a distraction – ask a question, start an unrelated conversation, physically interrupt the incident, or find a reason to call the person out of that space.

**3. Delegate:** Find an appropriate third party to intervene, such as a supervisor, human resources officer, security officer or another colleague.

**4. Delay:** If you aren't able or choose not to intervene in the moment, you can still support the person who has been harassed by following up with them afterwards. You can offer acknowledgement and empathy, and can ask whether they need additional support, resources or documentation of the incident. You can also confront the harasser later and let them know that you found their behavior inappropriate.

**5. Document:** Depending on the circumstances and whether other interventions are more urgent, it may be most helpful to document what you are witnessing. If you are able to record an incident or jot down details, be sure to follow up with the targeted individual and ask them what they would like done with the documentation; do not share it without their consent.



# Type of activity and brief description of the activity

## Role play exercise

Create groups of 5 people.

Each group is given the scenario and they will have about 15 minutes to prepare for playing the scenario.

The **scenario** is the following:

Jane, Mark and Lionel work for the same company, in the same department. They even share the same office room. Jane's desk is just in front of Mark and Lionel. Usually they all get along well most days, in fact Jane feels comfortable enough in telling her private life to the other two. However, during the last weeks, the two men have started joking about Jane's approach to dating (she told the guys that she dated a few guys recently), laughing and making fun of her. Some days they even call her names and mention how "slutty" she is to go out with more than one guy at the same time.

Jane tried to ignore it even if the jokes make her feel uncomfortable: she feels uneasy and wishes for them to stop behaving like this, however she is afraid to talk to her boss since she does not have any proof.

In the same office there is another employee: Carl. He has been witnessing these behaviours silently for weeks, wondering what to do and how to help.

### Task:

Each group plays the scenario entirely, however the end will be different for everyone: each group will decide how Carl can react to the situation in order not to be a bystander. More characters can be inserted in the scenario (other employees, the boss, authorities...).

You can write at the end of the scenario the following questions to guide the groups:

- Do you think Carl should intervene?
- What can Carl do to report these behaviours? To whom he should talk?
- How can the situation be solved?



# Questions for discussions

1. Was it easy to play your role?
2. Was it difficult to find a solution?
3. Which group do you think found the most appropriate solution?
4. How would you feel if you were Carl?



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# Assessment method

Individual evaluation in 10 points scale

Ask students evaluate their training results on 10 points scale:

1. I have clear what to do and how to react when witnessing harassment or discrimination

1 2 3 4 5 6 7 8 9 10

2. I feel at ease in reporting sexual harassment

1 2 3 4 5 6 7 8 9 10

3. I know who to talk to when witnessing sexual harassment

1 2 3 4 5 6 7 8 9 10



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# Resources for a deeper understanding

- <https://www.awam.org.my/home/about-us/>
- <https://www.ncsl.org/research/labor-and-employment/sexual-harassment-in-the-workplace.aspx#:~:text=Employers%20must%20promote%20a%20workplace%20free%20of%20sexual%20harassment.&text=such%20advances%2C%20requests%2C%20or%20conduct,or%20sexually%20offensive%20work%20environment>
- <https://sci-hub.wf/10.1146/annurev-orgpsych-012420-055606>
- <https://www.allvoices.co/blog/the-state-of-workplace-harassment-202>
- <https://www.acas.org.uk/sexual-harassment/witnessing-sexual-harassment>
- <https://righttobe.org/>
- <https://alteristic.org/story/>



# MODULE 5: HELP IN CASE OF SEXUAL HARASSMENT



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# Materials and Equipment

- Pens
- Paper
- Printed scenarios

## Duration

1 hour

## Theoretical Part

To adequately tackle the phenomenon of sexual harassment, it is necessary to create wide and robust system of prevention, intervention as well as healing of the situation. You can do it when in leading position, but you can participate on it also from the position of regular employee: some policies are better drafted from bottom-up, because it brings more affiliation towards final outcome than.

If you are employer, responsible employee, manager or regular employee, in this regard you should focus on:

- **education and awareness rising**
  - including the setting the open culture
  - awareness rising of the phenomenon
  - campaign about how to report, when to intervene, when to search for a help
- **creating policies and specific procedures**
  - create/incorporate into the robust system of the antidiscrimination and prevention of sexual harassment
  - settle clear procedures and processes
    - how to tackle the phenomenon: whom to report to
      - + how to report (anonymously x un-anonymously)
      - + how the investigation will look like
      - + what is the timeframe of the steps towards the solution
      - + what are the possible determination and conclusion

- **creating support and assistance available in the workplace**
  - counselling prior, during and post the situation is very welcome and should consist from the empathetic and supportive professional/volunteer
- **healing after the reported case:**
  - Monitor the workplace for any signs of retaliation and take immediate action to address such behaviour.
  - Assure victims and witnesses that the organization is committed to ensuring their safety and well-being in the workplace.
  - Assure the bystanders that the wellbeing of the team is in the center of the attention. Work on the common understanding /even anonymously/ that negative behavior such as sexual harassment is harmful to whole team: and treat it to recover from this harm. Settle specific training if needed.

On the individual level, it is necessary to strengthen the softskills such as empathy, verbal and nonverbal communication. As a bystander or as a victim/survivor, we have two approaches to help:

- **Direct intervention** in the situation while it is still in progress: to express that the given situation/expressions are not welcome and we perceive them as offensive or as sexual harassment.
- **Delayed intervention** - sometimes we choose it when we cannot react to the situation immediately (which can happen). Later, however, we will rethink everything again and try to find the right response or intervention.

However it could be very difficult to stand for ourselves and to say NO. Therefore training is helpful.





# Type of activity and brief description of the activity

## Role play exercise

Create a group of 4 person.

When playing, participants can built on individual experiences or case studies added by the trainer (the role plays will be prepared focusing on the sexual harassment in the workplace).

Every participant will have a possibility to play all 4 parts:

- aggressor
- victim/survivor
- by-stander
- confidant

The role aggressor as well as victim/survivor is always present, while remaining two may change (bystander or confidant).

The task is to try to stop the negative behaviour: verbally, non-verbally.

The by-stander will observe the situation and will catch the moments when the situation get changed:

- What has worked verbally?
- Which phrases were assertive enough?
- What has worked non-verbally?
- Where was the turning point?
- When victim/survivor get known that this is really harassment and not just misunderstanding?



# Questions for discussions

1. Discuss the effective mechanisms and interactions between aggressor-victim/survivor.
2. Discuss the effective listening skills and interaction between the confidant - victim/survivor.
3. Discuss the borderlines of understanding of the harassment. Why it is so difficult to find “right time” to intervene?





# Assessment method

Individual evaluation in 10 points scale

Ask students evaluate their training results on 10 points scale:

1. I understand how the help in case of sexual harassment should be structured

1 2 3 4 5 6 7 8 9 10

2. I am able to provide help to the others in case of sexual harassment

1 2 3 4 5 6 7 8 9 10

3. I am more equipped to participate on creation of the preventive measures at work place

1 2 3 4 5 6 7 8 9 10



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# Resources for a deeper understanding

- Borg Anna a kol.: A Manual for Employers: Making Work Better for Organisations and for Employees. Employment & Training Corporation (Malta). 2006.
- Vodáčková, Daniela. 2002. Krizová intervence. Portál: Praha.
- Sexual Assault Awareness & Safety: <https://www.internationalstudentinsurance.com/explained/sexual-assault.php>
- Sexual Assault Kit Initiative (SAKI): <https://www.phoenix.gov/police/sexual-assault-kit-initiative>
- Non-violent crisis intervention: [Non-Violent Crisis Intervention Training with Richard Ovcharovich - YouTube](#)
- Victim or survivor terminology: <https://sakitta.org/toolkit/docs/Victim-or-Survivor-Terminology-from-Investigation-Through-Prosecution.pdf>
- <https://www.faceup.com/en>



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