# **IF YOU ARE BEING HARASSED:**



## What to say to address your safety needs:

- 1. State harmful behavior
  - "Your comments about my body are not welcomed."
- 2. Say how you feel with "I" statements (optional\*)
  - "I don't feel safe when you talk about my body."
- 3. Give a directive (state your needs & boundaries)
  - "Please do not say that to me"
- 4. Repeat #3 (be a broken record)
  - "Please do not say that to me."
- 5. End it (when it's going nowhere)
  - Leave it. Give a warning that you are gonna ask for help if they don't listen.
- 6. Report it
  - Talk with someone else, a coworker, manager. or someone outside your workplace



### What to do after an incident of harassment:

- 1. Connect with CRSH for support (267) 571-6720
- 2. Report incident within 300 days to:
  Philadelphia Commission of Human Relations (215) 686-4670

# **RESPOND TO HARASSMENT:**



- ALWAYS do what makes YOU feel safe.
- If you think something is **harmful**, it's ok if others disagree.
- LISTEN to your gut. What boundaries were crossed?
- Practice **assertive communication** (state behavior, give directive, repeat).
- You don't have to to say it in the moment, you can wait until you're ready.
- Sexual & gender violence are safety & health violations.
- Remember you're strong and you're not alone.

#### MIND YOUR TRIGGERS:

- Recognize your trauma response (flight, flight, free, fawn).
- Increased heart rate or trouble breathing?
- Are you **feeling** anxious? Frustrated, defensive?
- It's always ok to excuse yourself or walk away.
- No explanation is needed when practicing self-care.





# RESPOND TO HARASSMENT:



- Take **NOTES** on what is happening, with dates, words, witnesses, locations and actions. Keep all EVIDENCE.
- **SHARE** what's happening with a trusted coworker. Maybe they've seen something too.
- Brainstorm ways to ADDRESS harmful behaviors together.
- REQUEST a copy of your <u>workplace sexual harassment</u> <u>policy.</u>

#### **BARRIERS TO REPORTING:**

- Though sexual harassment is illegal, guilt, shame, and fear
   DISCOURAGE survivors/victims from feeling safe enough to report.
- RAPE CULTURE can lead to victim-blaming and denial by law enforcers like employers, police, lawyers;
   INTERSECTIONS such as RACISM, TRANSPHOBIA,
   MISOGYNY, etc. compound these issues.





# REPORT HARASSMENT:



- REPORT all incidents to your manager/employer.
- Consider taking a coworker with you when you talk to a supervisor about the harassment, so you have a witness.
- Ask a trusted ally to support you through reporting process.
- Call WOAR's hotline for free counseling: (215) 985-3333.

#### **RETALIATION IS ILLEGAL!**

- If you are retaliated against for filing a complaint or making a statement as a witness, you have a **legal claim** against your employer. If you fear retaliation because of prior workplace issues, consult with **CRSH** to learn other ways to report.
- If your employer **doesn't** take your complaint seriously, or doesn't <u>stop the harasser</u>, you can make a **legal claim**.

#### THE LAW REQUIRES EMPLOYERS TO:

- Maintain confidentiality and encourage reporting.
- If a report is made, an INVESTIGATION must be completed in a <u>timely manner</u>.
- Provide accommodations for survivors/victims and hold harm-doer(s) accountable. #LeadByExample







# REPORT HARASSMENT:



#### **ACCOMMODATIONS**



 For survivors of such behavior there must be ACCOMMODATIONS such as working on different days or areas to avoid contact with the harasser, days off to recover from the harassment, etc.

#### **AFTER YOU REPORT:**

- An ACTION must be taken towards the person who caused the harm:
  - Verbal or written warning
  - Demotion
  - Suspension
  - Termination of harm-doer's employment
  - · Sued or criminally charged for harmful conduct

#### RESTORATIVE APPROACHES

- **CENTER** <u>survivors' voices</u> and maintain space between the harm-doer and the harmed people.
- EDUCATE harm-doer on why their behaviors are harmful.
- Use direct communication and empathy to address the problem and work towards a solution.



## **HOW DO YOU SUPPORT SURVIVORS?**











- Question their story, ask why
- Ask for specific details
- Tell them what they could've done differently
- Blame or shame the victim
- Say:
  - "I understand"
  - "I know how you feel"
- Enforce stigmas and myths that encourage silence





- Use empathetic listening
  - Be supportive/concerned
- Be non-judgemental
- Alleviate guilt
- Assist them in getting the help they want
- Say things that reflect back their emotions:
  - "It sounds like..."
  - "What I'm hearing you say..."
  - "It seems as if you feel..."
- Say: "I believe you and it's not your fault."

## **HOW DO YOU SUPPORT SURVIVORS?**









## IN CASES OF SEXUAL ASSAULT:

- Research shows that the FIRST RESPONSE that a survivor receives when they disclose will affect the way they seek support and the way in which healing occurs.
- Encourage victims to receive medical care and complete a rape kit after the sexual assault.
- They may need treatment for STDs or pregnancy testing after the assault.
- Remind them that **collecting evidence** DOESN'T mean they must press charges against their assaulter.
- **Encourage**, <u>but do not pressure</u> victims to **report the attack** to police (or an available alternative). If the victim does not want to report the rape, <u>respect that decision as theirs to make</u>.
- Be aware of INSTITUTIONAL RACISM in all social systems that prevents Black, Brown, and Indigenous survivors from reporting.
- Survivors/victims can benefit from talking to a <u>trained</u> counselor or other therapeutic support.

## **BE AN ACTIVE BYSTANDER!**



#### If you witness harassment:

#### If it is safe for you, in the moment:

- Disrupt what is happening.
  - Distract? Delegate? Show your disagreement?
     Express your own emotions. Challenge and disagree with what is going on
- Check in with survivor if possible. Support them.
   Center their needs first.
- Engage others to get involved and help

#### It takes a community to disrupt sexual, physical, and emotional violence.

# What to Say..

- "Can you explain what you mean by that comment?
- "Ouch" / "No"
- "That's not ok" / "That's inappropriate"
- "You're being disrespectful"
- "Please respect my boundaries"
- "That's upsetting. Can we talk about this more later?"