# SEXUAL HARASSMENT IDENTIFICATION AND RESPONSE

| WHAT IT IS | Sexual harassment is a form of employment discrimination which consists of deliberate and/or repeated unsolicited requests for sexual favors, verbal comments, gestures, or physical contact of a sexual nature which are unwelcome. There are two types of sexual harassment:
| | - **Quid Pro Quo Sexual Harassment** involves demands for sexual favors in exchange for favorable, or to avoid unfavorable, employment decisions.
| | - **Hostile Work Environment Sexual Harassment** involves pervasive or severe unwelcome verbal or physical sexual behavior.
| WHAT IT INCLUDES | Unwelcome and sexually directed behavior:
| | 1. Assault
| | 2. Physical contact/intimidation (e.g., touching, pinching, cornering)
| | 3. Verbal abuse (e.g., propositions, lewd comments, sexual insults, gender-based comments)
| | 4. Visual abuse (e.g., leering, displaying pornographic material designed to embarrass or intimidate)
| | 5. Threats of demotion or termination if the person fails to engage in a sexual relationship with the harasser
| | 6. Placing gifts on a person’s desk after previously being told to stop
| WHAT IT IS NOT | A relationship freely entered into with consent given by both parties.
| WHAT TO DO | If you are sexually harassed:
| | 1. Point out the behavior as inappropriate to the harasser.
| | 2. If the harassment continues, go to your supervisor. If the harasser is your supervisor, go to your second-line supervisor.
| | 3. If the harassment continues or retaliatory actions occur, contact Human Resources immediately.
| | 4. Don’t wait for it to go away, because it may not.
| | 5. Don’t be embarrassed, ashamed, or discouraged in reporting this type of behavior because you are helping yourself, as well as others, in maintaining your self-respect.

*The best way to end sexual harassment is to prevent it.*