

# Sexual Harassment Is a Serious Matter

Editor's note: Our Tailgate Training Tip Sheets are [available in Spanish at www.gemplers.com](http://www.gemplers.com).

## KEY POINTS:

- Sexual harassment is against the law.
- We prohibit sexual harassment by employees, supervisors, managers, customers, vendors or farm labor contractors.
- We will not retaliate against anyone who complains of sexual harassment.

*Note to trainer: Follow this script or use it to help guide you through a 10- to 15-minute training session for your ag/hort workers. You may photocopy this sheet for your employees' personal use. However, it may not be published or sold.*

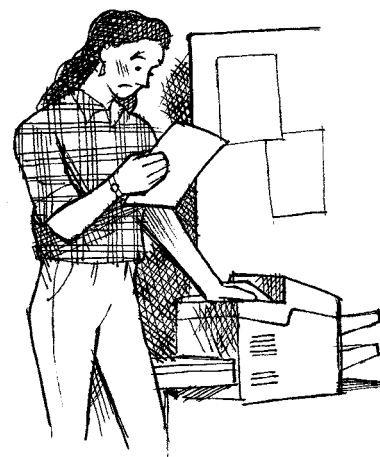
*We suggest that you have a female supervisor, office manager, personnel manager, executive secretary or other female employee participate in conducting this training session. Having both a male and female trainer will enable trainees to ask questions to someone of their own gender during or after the session.*

## What is sexual harassment?

- Sexual harassment is a form of sex discrimination that is against the law.
- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment occurs when:
  - there is a promise or implied promise that submitting to or rejecting such behavior will affect your job;
  - the behavior unreasonably interferes with your work performance; or
  - the behavior creates an intimidating, hostile or offensive work environment.
- Sexual harassment can take many forms. Among them are:
  - unsolicited sexual comments, including comments via telephone, fax or E-mail
  - unwelcome sexual advances
  - requests for sexual favors
  - offensive touching, patting, pinching, or brushing against a person's body
  - unwanted staring or leering
  - sexual jokes or insults
  - the display of sexually suggestive or degrading materials

## When might sexual harassment occur?

- Sexual harassment may involve either men or women. A person of either sex may be the harasser or may be the target of sexual harassment.
- Sometimes, sexual harassment occurs between members of the same sex.
- A sexual harasser may be a co-worker, supervisor, manager, customer, vendor or farm labor contractor.
- We prohibit sexual harassment by **anyone**, including visitors to our operation.



**Sexual harassment by phone, fax or E-mail is prohibited.**



**Sexual harassment may occur between members of the same sex.**

(Continued on back)

See our [full line of safety supplies](#), including [respirators](#), [eye](#) and [ear protection](#), [coveralls](#), [first aid](#) and more.

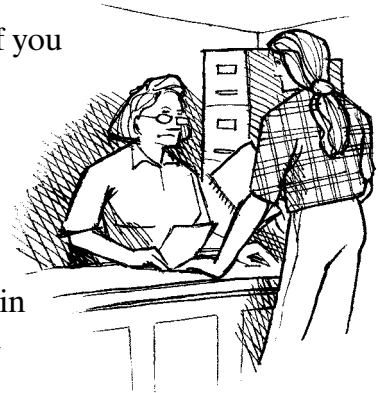
# Sexual Harassment Is a Serious Matter

## Our policies on sexual harassment

- We do not tolerate sexual harassment by employees, supervisors, managers, farm labor contractors or anyone else.
- We urge you to immediately notify your supervisor or another manager if you feel you are being sexually harassed or have knowledge of any sexually harassing behavior.

*Note to trainer: Give trainees the name of a female employee to whom they can report complaints of sexual harassment.*

- We will immediately investigate any reports of sexual harassment that come to our attention. Complaints will be handled discreetly.
- Employees, supervisors, managers or farm labor contractors who engage in sexually harassing behavior will be subject to strict discipline — up to and including termination.
- You will not be punished in any way for reporting sexually harassing behavior.



**It's important to report any sexually harassing behavior.**

## Steps to take if you are harassed

- 1. Say “no.”** It's important that you inform the harasser that his or her conduct is unwelcome and that it must stop. Speak firmly without being nasty, apologetic or judgmental. The person may not realize that his or her behavior offended you.
- 2. Take notes.** As soon as possible after the incident, write down exactly what was said or done along with the date, time and place. Also write down how you felt about the behavior.
- 3. Report the behavior.** We urge you to report any sexually harassing behavior to your supervisor or another manager as promptly as possible. It might also help to talk to a co-worker who is a friend. You may learn whether there were any witnesses to the behavior or whether anyone else has been harassed.
- 4. Immediately notify your supervisor or another manager if the harassing behavior persists.**
- 5. Never allow a supervisor or other manager to convince you that submitting to sexual favors or other harassing behavior will affect your job.** Immediately report any such promises or implied promises to another manager.



**It may help to talk to a co-worker who is a friend.**

## Are there any questions?

*Note to trainer: Take time to answer trainees' questions. Then review the Sexually Harassing Behavior Do's and Don'ts.*

### SEXUALLY HARASSING BEHAVIOR DO'S AND DON'TS

#### DO:

- Know that sexual harassment is a serious matter and is against the law.
- Report any sexually harassing behavior as soon as possible.
- Know that we will not punish you for reporting sexually harassing behavior.

#### DON'T:

- Ever allow a supervisor, manager, farm labor contractor or co-worker to convince you that submitting or not submitting to sexual favors will affect your job.
- Be afraid to report sexually harassing behavior.
- Listen to sexual jokes or allow anyone here to pinch you or make comments about your body or sex life.

See our [full line of safety supplies](#), including [respirators](#), [eye](#) and [ear protection](#), coveralls, [first aid](#) and more.