

How to Respond to Harassment

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

KEY POINTS:

- Harassment of any type is strictly prohibited.
- Firmly inform the harasser that his or her conduct must stop.
- Immediately report any harassing conduct to a supervisor or manager.
- You won't be punished for truthfully reporting harassing behavior.

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. It may not be published or sold.

What is harassment?

- You may have heard the term "harassment" or "harassing behavior." Harassment is unwelcome physical, verbal or non-verbal conduct that we strictly prohibit in our workplace.
- Some examples of harassment include:
 - slurs or jokes about a person's race or national origin
 - unwelcome sexual advances or requests for sexual favors
 - unwanted staring/leering at a person of the other sex or same sex
 - belittling comments about a person's race, color, sex, religion, national origin, age or disability
- Harassment can also be graphic. For example, displaying a sexually suggestive calendar may be viewed as harassment.
- Anyone can be a harasser. A harasser could be a co-worker, manager, supervisor, farm labor contractor, vendor, customer or other visitor.
- Harassers can either be male or female, and harassing behavior may be directed by a male or female at a person of either sex.

We do not tolerate harassment

- Harassment based on a person's race, color, sex, religion, national origin, citizenship, age or disability is illegal according to federal law.
- Federal law also prohibits same-sex sexual harassment.
- In addition, some states prohibit harassment based on other factors, including, for example, sexual orientation or marital status.
- We strictly prohibit harassment of any type against job applicants, employees, managers, vendors, customers or other visitors.
- It's important that you immediately report any harassing conduct to your supervisor or another manager.

Note to trainer: Be sure that your operation has designated at least one female who can respond to sexual harassment complaints from females. Let trainees know who that person is.



Harassment may be directed by one male against another male.



Be sure to immediately report any harassing behavior.

(Continued on back)

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

How to Respond to Harassment

What to do if you are harassed

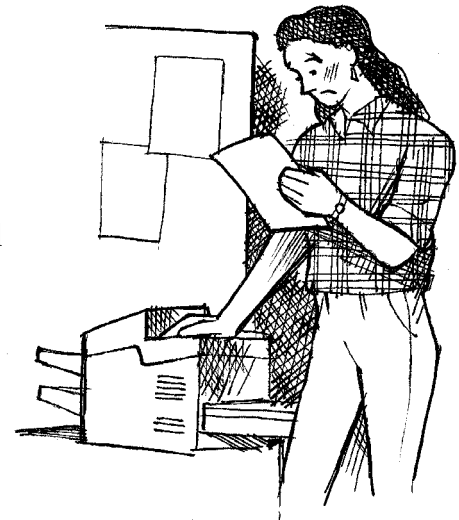
1. Firmly inform the harasser that his or her conduct must stop. Do this without being nasty or apologetic.
2. Report the behavior to your supervisor or another manager as soon as possible. If you believe a supervisor displayed harassing behavior, report it to a higher manager.
3. Know that you will not be punished in any way for truthfully reporting harassing conduct.



If you are harassed, firmly tell the person that the conduct must stop.

More important information

- Know that harassment can occur in person, by telephone, fax, e-mail, or via any other electronic communication means. For example, viewing pornographic material on a web site could be construed as harassment and is strictly prohibited in our workplace.
- We take all reports of harassment very seriously, and will promptly investigate all complaints. Complaints of harassment will be handled as confidentially as possible under the circumstances.
- We strictly prohibit retaliation against anyone who reports harassing conduct. Immediately let your supervisor or another manager know if you feel you were punished for reporting harassing behavior.
- Never let a supervisor or other manager convince you that submitting to such harassing behavior as a request for sexual favors will affect your job. Promptly report any such incident to another manager.
- Know that any employee, farm labor contractor, supervisor or other manager who engages in harassing conduct will be subject to discipline, up to and including immediate termination when warranted.



Know that harassment can occur by fax or any other means of communication.

Are there any questions?

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

HARASSING BEHAVIOR DO'S AND DON'TS

DO:

- Firmly tell anyone engaging in harassing behavior to stop.
- Talk to your supervisor or another manager if you think you are being harassed.
- Know that we encourage the reporting of harassing behavior, and that reporting such conduct will not negatively affect your job.

DON'T:

- Allow a farm labor contractor, co-worker, supervisor or manager to convince you that submitting to sexual favors or other harassing behavior will affect your job.
- Do nothing if you are harassed. It's important that you report such behavior.
- Engage in harassment yourself. In many cases, it's against the law and will subject you to discipline.

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