Responsibilities of Supervisors

Supervisors should do the following to attempt to curb sexual harassment:

- Establish a code of conduct for the employees in the company or organization and make sure that everyone follows it.
- Recognize the misconduct of an employee toward a fellow employee and handle the problem in an effective way.
- Create a work environment that is safe and secure.
- Address the problems of employees in the early stages and document each and every problem properly. This prevents further harassment.
- Encourage upward communication among the employees.
- Report the complaint through internal supervisory channels so that the complaint is kept confidential.
- Take any complaint seriously.
- Investigate the complaints that are received and ensure that they are addressed.
- Take disciplinary action against employees who violate the sexual harassment policy.
- Take punitive action against the culprit if the investigation proves the offender guilty.
- Take necessary measures to prevent sexual harassment in the future.
- Conduct awareness programs or periodic training for all employees on sexual harassment so that employees are aware of how to maintain discipline and follow a certain code of conduct in the organization.

Responsibilities of Employees

Employees should do the following to prevent sexual harassment:

- Recognize that sexual harassment is a crime.
- Recognize the liability of the company.
- Motivate other employees to be aware of sexual harassment and create a complaints committee.
- Formulate an anti–sexual harassment policy or develop complaint procedures, such as the following:
  - A clear statement should be made concerning the commitment to a workplace free of unlawful discrimination and harassment.
  - A statement should be made that the harasser will be subject to disciplinary action if he or she is found guilty after the investigation.
  - The complaints committee should ensure that the harasser is penalized.
  - The complaints committee should ensure that the victim and witnesses are protected from the harasser through confidentiality.
- Follow the working policies that are set by the supervisor.
- Discuss and publish the policies with newly recruited employees and existing employees.
- Avoid participating in or encouraging activities that are perceived as sexual harassment.
- Condemn the behavior of the harasser.
- Do not give a response to the harasser’s excuses.
- Keep track of all the records (letters, e-mails, notes, or documents) that the harasser sends.
- Give an honest report about the harasser’s acts to a supervisor.

Complaint Procedures

The following are the complaint procedures for sexual harassment:

1. **Victim prepares a complaint**: The victim must document the incident whenever he or she prepares a complaint. The report should contain the name of the respondent. It should also include the date, time, place, and details of the harassment. The victim should prepare an unbiased and confidential report.