



Anti-Sexual Harassment

Sexual Harassment: Myths & Facts



MYTH

Sexual harassment is usually invited by the victims through their behavior or way of dressing



FACT

- Sexual harassment is NOT an invite or a provoking act
- Statements such as “wearing provocative clothes” and “showed his/her consent” are neither acceptable nor accurate

Sexual Harassment: Myths & Facts



MYTH

**If ignored such
behavior/harassment
eventually stops**



FACT

**Simply ignoring such behavior
may:**

- **Encourage the harasser**
- **Be interpreted as consent or motivation**

Sexual Harassment: Myths & Facts



MYTH

Sexual harassment is a rare occurrence



FACT

- Sexual harassment is not a new phenomenon, nor is it a rare occurrence.
- Despite law, 70% victims don't report sexual harassment at the workplace

Module Objectives

After successfully completing this module, you will be able to:

- Define sexual harassment
- List the effects that sexual harassment has on employees
- Identify behaviours that can be considered as sexually harassing at the workplace
- List the role and responsibilities of an organization, manager and an employee to ensure safe workplace
- Explain the process of handling sexual harassment complaints in the workplace

What is Sexual Harassment at the Workplace?

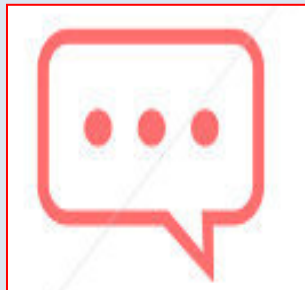
Sexual Harassment includes any **unwelcome act or behaviour of a sexual nature** that affects the **equality and dignity** of an employee, whether directly or by implication.



Deliberate
physical
contact or
advances



A demand or
request for
sexual favours



Making
sexually
coloured
remarks



Showing
pornography



Undesired
physical, verbal
or non-verbal
conduct

[View Examples](#)

*Click the **View Examples** button to view some examples of behaviour that constitute sexual harassment at the workplace.*

Some examples of behaviour that constitute sexual harassment at the workplace are:

- Making offensive or repeated remarks about a person's body or appearance.
- Cracking offensive jokes
- Asking inappropriate questions or making suggestions or remarks about a person's personal life
- Giving unwelcome social invitations, with sexual overtones commonly understood as flirting
- Invading someone's personal space such as getting too close for no reason, cornering or brushing against the person
- Persistently asking someone out, despite being turned down
- Stalking a person
- Spreading rumours about a person's private life

Knowledge Check!

Click the balls with instances of sexual harassment at the workplace to score goals.



Click the **View Scoreboard** button to view your total score.

View Scoreboard

Effects of Sexual Harassment at the Workplace

Click each image to explore how sexual harassment affects the employees and the organisation, respectively.



Employees



Organisation

Effects of Sexual Harassment at the Workplace

Click each image to explore how sexual harassment affects the employees and the organisation, respectively.



Employees

- Workplace turns into a hostile environment
- Severe distress and risk of developing mental health problems
- Low productivity, morale and motivation levels
- High levels of leaves or absenteeism
- Demoralizes the other employees
- Interferes with the career progression and productivity of the accused, resulting loss of income

X

Effects of Sexual Harassment at the Workplace

Click each image to explore how sexual harassment affects the employees and the organisation, respectively.

- Risk of developing signs of a negative work culture.
- Lower productivity and profits
- Higher rate of attrition, with the added expenses of hiring and training new hires
- Law suits cost the organization a significant amount of money
- Damage reputation and brand name



Organisation

Did You Know?



Today, all workplaces in India are mandated by law to provide a safe and secure working environment free from sexual harassment for all women.

*Click the **More Info** button now to know the law.*

More Info

Know the Law

Sexual Harassment of Women at Workplace Act, 2013.

X

Imposes prohibition,
prevention and redress
obligations on the
workplace

Provides a civil
remedy to women

Aspires to ensure women's
right to workplace equality,
free from sexual
harassment

Offers recourse of
both civil and criminal
proceedings

Forms of Workplace Sexual Harassment

**Sexual Harassment
of Women at
Workplace Act,
2013**

**'Quid Pro Quo
Harassment'**

**'Hostile Work
Environment'**

Quid Pro Quo Harassment

- Quid pro quo is the most commonly recognized form of sexual harassment at the workplace.
- Quid Pro Quo literally means ‘this for that’.
- This form of harassment includes:
 - Implied or explicit promise of preferential/detrimental treatment in employment
 - Implied or express threat about her present or future employment status

*Click the **View Example** button to view examples.*

View Examples

Quid Pro Quo Harassment

Dare you say that if you want to continue your employment



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X

Think it over as your this decision may affect your career in the organisation.



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Hostile Work Environment

- Hostile Work Environment
 - Creates hostile, intimidating or an offensive work environment
 - Humiliates the employee in such a way that it starts affecting her health or safety

*Click the **View Example** button to view examples.*

View Examples

Hostile Work Environment

I don't think you are the right person for this project Seema. I will have to assign this to Rajesh.



X

She is the one I was talking about....



Knowledge Check!

Choose the correct answer.

Q. Declining an employee's promotion just because the employee rejected the sexual advances falls under which form of sexual harassment?

- ☐ **Quid pro quo harassment**
- ☐ Hostile environment harassment
- ☐ Both of the above

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Knowledge Check!

Choose the correct answer.

Q. Using foul language while yelling at an employee falls under which form of sexual harassment?

- ☐ Quid pro quo harassment
- ☐ **Hostile environment harassment**
- ☐ Both of the above

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How to Handle Sexual Harassment at Your Workplace?



Eliminating Workplace Sexual Harassment Begins from You



Your
Responsibility



Respect Others



Speak Up



Report Harassment

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Managers & Team Leaders click here to know your additional responsibilities.

Eliminating Workplace Sexual Harassment Begins from You

X



- Maintaining a safe work environment

- Taking appropriate steps to eliminate unwelcome behaviour

- Identifying instances of sexual harassment and responding effectively

- Modelling appropriate behaviour

- Being fair and just in handling/reporting such complaints

- Being aware of the organisation's escalation matrix & reaching them in case of any doubt

- Maintaining confidentiality

Organization's Role in Eliminating Sexual Harassment



Knowledge Check!

Choose the correct answer.

Q. Sexual harassment includes only unwelcome physical contact and advances?

- ☐ Yes
- ☐ **No**

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Knowledge Check!

Choose the correct answer.

Q. If your behavior is making someone uncomfortable even when your intentions are good, it can be construed as sexual harassment.

- ☐ **Yes**
- ☐ **No**

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Knowledge Check!

Choose the correct answer.

Q. All Government organisations in India are mandated by law to provide a safe and secure working environment free from sexual harassment for all women.

- ☐ Yes
- ☒ No

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Knowledge Check!

Match the following responsibilities to the correct roles.

Identifying instances of sexual harassment
and responding effectively

Report Harassment

Constitute an ICC

Organisation

Manager

Employee

Submit

Key Players in Sexual Harassment Complaint Mechanism



Victim or Complainant



Alleged Harasser



Witness

*Click a **player** to explore the appropriate rights and responsibilities.*

Key Players in Sexual Harassment Complaint Mechanism



Victim or Complainant

Have the right to:

- File a complaint and have it dealt promptly, without fear of embarrassment or retaliation
- Be informed about the progress of your complaint
- Be informed of the type of corrective measures that will result from the complaint
- Receive unbiased treatment

Be responsible - report in good faith!

Maliciously filed complaints will be dealt with severely.

*Click a **player** to explore the appropriate rights and responsibilities.*

Key Players in Sexual Harassment Complaint Mechanism



Alleged Harasser

Have the right to:

- Be informed of the complaint
- Receive a copy of the statement along with all the evidence and a list of witnesses submitted by the victim or complainant, and to respond to them
- Be informed about the progress of the complaint
- Receive unbiased treatment
- Appeal in case you are not satisfied with the recommendations or findings of the investigation

X

Remain patient throughout the investigation!

Do not display any retaliatory action against the complainant or the victim.

*Click a **player** to explore the appropriate rights and responsibilities.*

Key Players in Sexual Harassment Complaint Mechanism



Witness

X

Have the right to:

- Support the victim through the complaint process if she chooses to report the harassment
- Make the harasser aware that you have witnessed the behaviour and you disapprove it
- Record the details of the incident that you witnessed

If you are hesitant about reporting such an incident, take the help of a colleague, HR or the ICC at your workplace.

Avoid overstating or understating anything regarding the incident.

*Click a **player** to explore the appropriate rights and responsibilities.*

Knowledge Check!

Choose the correct answer.

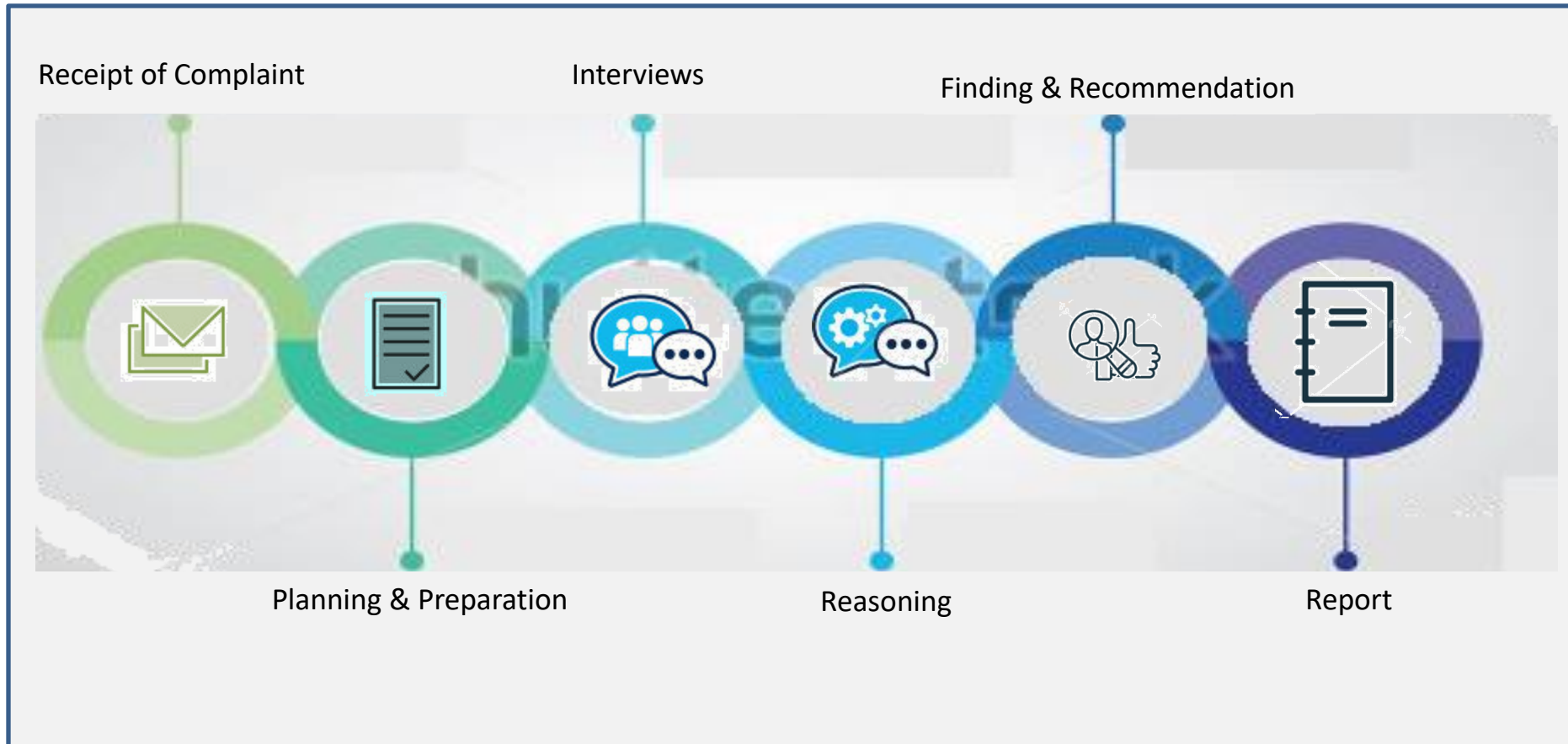
If you are an alleged harasser you do not have the right to:

- ☐ Appeal in case you are not satisfied with the recommendations or findings of the investigation
- ☐ Be informed of the complainant
- ☐ **Display any retaliatory action against the complainant even if the complaint is made in bad faith**

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Sexual Harassment Complaint Handling Process



Sexual Harassment Complaint Handling Process

Receipt of Complaint

Interviews

Finding & Recommendation



Stage I

Step 1: Receive and acknowledge receipt of the complaint

Step 2: Meet and talk to the complainant to explore options for formal or informal resolution

Step 3: Informal mechanism

Step 4: Formal mechanism

Step 5: Respondent and response

Sexual Harassment Complaint Handling Process

Stage II

Step 6: Prepare the file

Step 7: Look into considerations



Sexual Harassment Complaint Handling Process



Stage III

Step 8: Prepare an interview plan for the hearing – complainant, witness(es) and respondent.

Step 9: Assess the completeness of the information collected.

Sexual Harassment Complaint Handling Process

Stage IV

Step 10: Analyse and assess the information gathered during the inquiry.

Step 11: Create a timeline to help establish the sequence of events related to the complaints.

Step 12: Compare similarities and differences within each of the statements made by the interviewees.



Sexual Harassment Complaint Handling Process

Receipt of Complaint

Interviews

Finding & Recommendation



Stage V

Step 13: Finding

Step 14: Recommendations

Sexual Harassment Complaint Handling Process

Stage VI

Step 15: Writing the report.



Knowledge Check!

Choose the correct answer.

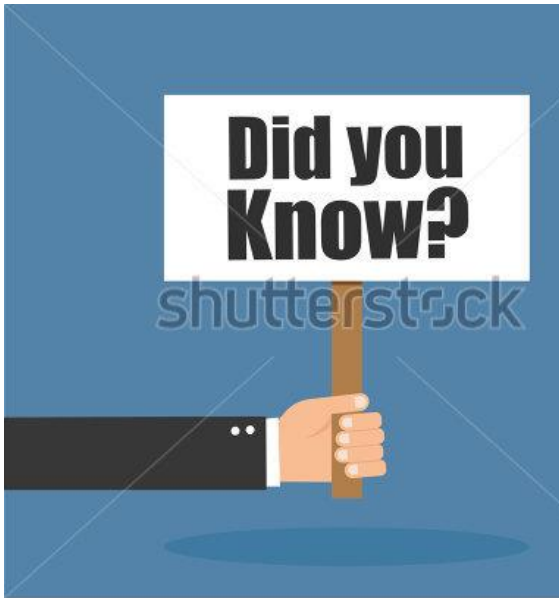
Q. During which stage of the complaint handling process does the ICC arrive at a conclusion that whether the complaint is upheld, not upheld or inconclusive.

- ☐ Planning and Preparation
- ☐ Reasoning
- ☐ Reporting
- ☒ **Finding and recommendation**

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Did You Know?



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The redress for workplace sexual harassment is a time bound process, wherein the employee has a right to expect information confidentiality, assurance of non-retaliation or other enabling support such as remedies for the victim and corrective action for harassers.

Click a highlighted term to know more.

Timelines as per the Act

Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

Information Confidentiality

- The Act prohibits the publication or making known the contents of a complaint and the inquiry proceedings.
- Any breach of confidentiality will result in specific consequences.
- The Act prohibits the disclosure of:
 - Contents of the complaint
 - Identity and address of complainant, respondent and witnesses; Information pertaining to inquiry proceedings or recommendations of the CC
 - Action taken by the employer



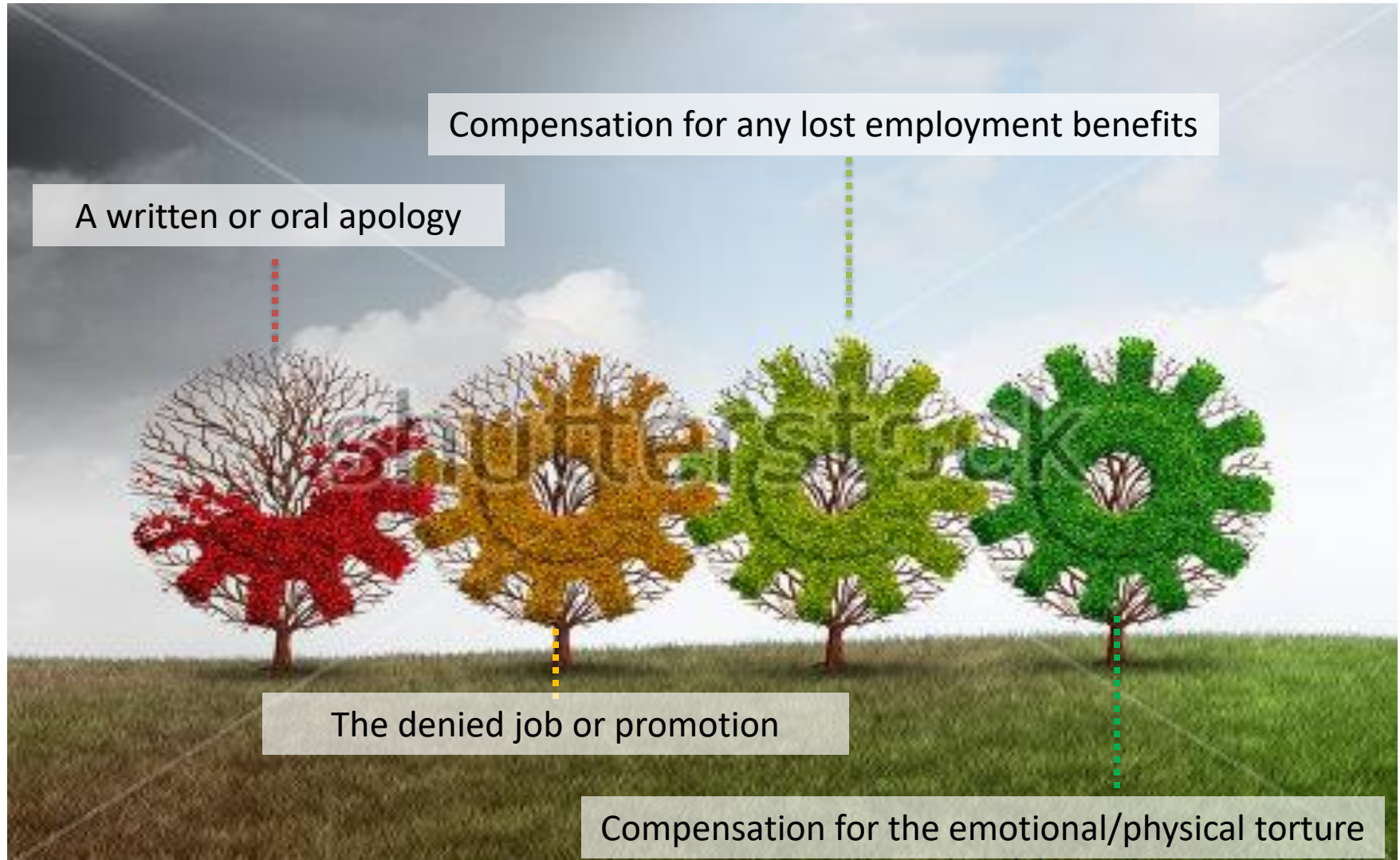
Assurance of Non-retaliation

As per the Act, organizations should prohibit taking any retaliatory action for reporting any alleged sexual harassment incidence.



It should be clearly stated in the organisation's policy document that retaliation is not permitted and will be subject to serious disciplinary action, up to and including termination.

Remedies for the Victim



Corrective Action for Harassers



- A written warning
- A suspension
- A demotion
- A transfer
- Dismissal

Knowledge Check!

Choose the correct answer.

Q. What is the timeline for completion of an inquiry as per the Sexual Harassment of Women at Workplace Act, 2013.

- ☒ **Within 90 days**
- ☐ Within 60 days
- ☐ Within 7 days
- ☐ Within 3 months

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Knowledge Check!

True or False.

Q. The Sexual Harassment of Women at Workplace Act, 2013 prohibits the publication or making known the contents of a complaint and the inquiry proceedings.

☐ True

☐ False

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Module Summary

This module enabled you to:

- Know and understand what is sexual harassment at the workplace
- List the effects that sexual harassment has on employees
- Identify behaviours that can be considered as sexually harassing at the workplace
- Know the role and responsibilities of an organization, manager and an employee to ensure harassment-free environment at the workplace
- Understand the sexual harassment complaint handling process in the workplace



Thank You!

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