

## MODEL PROCEDURE

### Encourage Employees to Complain About Harassment

Here's an example of a sexual harassment complaint procedure based on the U.S. Equal Employment Opportunity Commission's guidelines, which you can give to your employees. In keeping with suggestions in the guidelines, the procedure encourages employees who are victims of harassment to complain, asks employees who observe harassment to report it; gives harassed employees a choice of accessible individuals to whom they can complain; says that any complaints or reports will be kept confidential to the greatest extent possible; and takes a stand against retaliation. Check with your attorney about adapting this procedure at your community.

#### SEXUAL HARASSMENT COMPLAINT PROCEDURE

If you are the victim of sexual harassment, ABC Site strongly encourages you to tell us about the problem by making a complaint.

- 1. Don't wait to complain.** You shouldn't wait until harassment becomes severe or persistent to bring a complaint. If you complain right away, we can stop the harassment before it gets worse.
- 2. Report sexual harassment of fellow employees.** If you see another employee being sexually harassed, please report this to the director of human resources or to any other management-level employee, including the president.
- 3. Where to complain.** You may complain directly to your supervisor, the director of human resources, or any other management-level employee, including the president. You do not have to complain first to the person who is harassing you.
- 4. Confidentiality of complaints and reports.** If you make a complaint or report the harassment of another employee, we will protect the confidentiality of your complaint or report to the greatest extent possible.
- 5. No retaliation for good-faith complaints or reports.** No reprisal, retaliation, or other adverse actions will be taken against any employee for making in good faith a complaint or report of sexual harassment, or for assisting in good faith in the investigation of any such complaint or report. If you suspect someone is engaging in retaliation or intimidation, report it immediately to human resources or a manager.