

# RESPECT IN THE WORKPLACE

## A Zero-Tolerance Stance on Sexual Harassment for Supervisors



### DO SOMETHING

Respond to the heightened need for accountability and right action amid a culture of sexual harassment in the workplace.



### NO TOLERANCE

Reinforce how to behave as a supervisor to foster a climate of no tolerance for sexual harassment in the workplace.

*Power implies an even greater responsibility to act in an ethical manner!*

# P O W E R

#### PROVIDE

safe space and ample time to listen and respond to employee allegations and concerns



#### OBSERVE

the office climate and culture, noting how tone is maintained and intervening if/when it is not



#### WARNING SIGNS

be mindful of verbal and nonverbal cues, interrupting and rationalizing inappropriate behavior



#### ENSURE

that your behavior is an exemplar and model a zero tolerance stance



#### RESPOND

**SWIFTLY, CLEARLY, DEFINITELY** words, actions, and reporting consistent with company policy



### LISTEN UP

- Be approachable with an Open-door policy
- Listen up — time and attention (avoid interrupting)
- Take allegations seriously
- Report concerns accurately and timely
- Accessible policy and a reporting mechanism



### LEAD

- No biases or mixed motives
- Understand supervisors role
- Be an positive/approachable leader
- Speak up — encourage zero tolerance for inappropriate behavior
- Know your responsibility as a leader