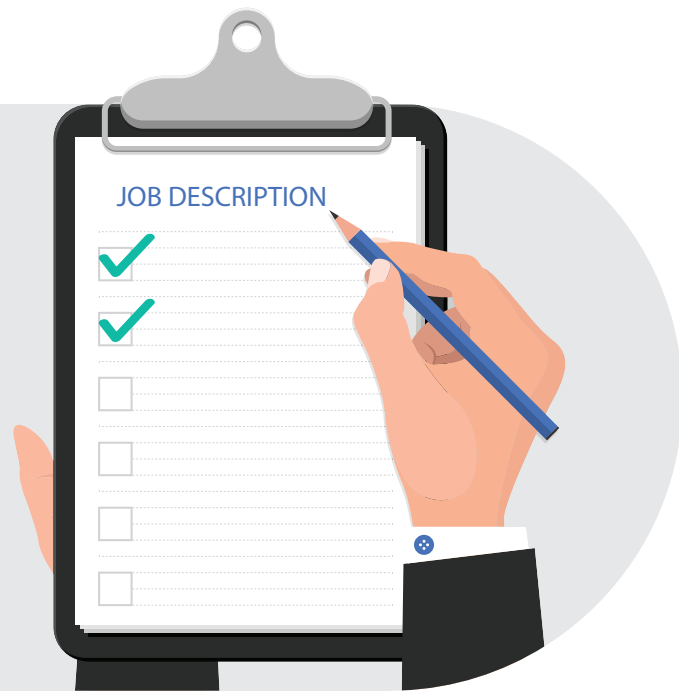


HOW TO PROTECT YOURSELF FROM SEXUAL HARASSMENT CHARGES



6 Indispensable Tips for Managers

Sexual harassment in the workplace is a complex issue with widespread effects. Using common sense and extra caution in interactions with employees are the best ways for managers to protect themselves from sexual harassment complaints.



1

Base all employment decisions and personnel actions on performance and job-specific factors.

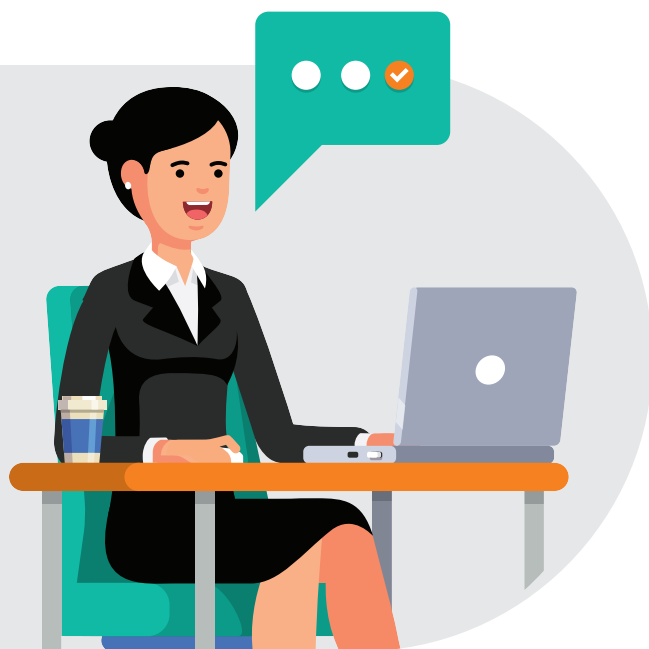
2

Keep all workplace interactions professional and respectful. Don't allow relationships to become too familiar, sexual, or romantic.



3

Filter your words and actions and ensure employees do the same. Build a culture free of inappropriate jokes, stories, comments or gestures.



4

Avoid situations that can be misconstrued. Keep your office doors open. If holding a closed-door meeting, open the blinds.



5

When traveling with employees or colleagues, always meet in public spaces. Share meals or have drinks in public—not in your hotel room.



6

Keep your personal and professional lives separate. Avoid socializing/friendships with employees outside of work.



Infographic courtesy of Media Partners, a leading provider of compelling, behavior-changing compliance and soft-skills training content. For complete training on how managers can create a culture of respect and set the right example, see *Once & For All: Stopping Sexual Harassment at Work*, Manager Version.