



5W's of Reporting Workplace Harassment

WHO

Report the behavior directly to HR or your supervisor.

WHAT/HOW

Document the situation & file a report.

WHEN

Immediately report the behavior when it occurs.

Harassment Defined:

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information, or any other protected class, as specified by state or local law.

Harassment Examples:

Offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or putdowns, offensive objects or pictures, & interference with work performance.

WHERE

Report the behavior in a confidential & safe space. Your company may even have anonymous reporting services.

WHY

Workplace harassment is intimidating, hostile, & abusive; it creates a toxic work environment.