



Transition Statements to Address Workplace and Sexual Harassment

The following worksheet is designed to give you transition statements as you enter difficult or inappropriate conversations. We want to provide you with language that fits your communication style and gives you power to move away from uncomfortable workplace discussions. These are examples to give you the support you need to stand up for yourself and others. The color diagram below is designed to help you find transition statements within your comfort zone.

The Green Zone can be seen as miscommunication, inappropriate comments, or redirecting someone.

The Yellow Zone can be seen as a warning. Use these statements to help you transition out of the conversation and get back into a safe work environment.

The Red Zone can be seen as a danger zone and you need to be direct, report, and get away from the situation. In any of these incidents, we recommend you document everything and bring it up to HR or your employer to ensure that the behaviors or comments cease.



Green transition statements can be used when someone is being inappropriate or makes you uncomfortable at work. It can be a first time offense or maybe a remark that made you feel weird or uncomfortable.

You can use these statements when you feel uncomfortable, want to say no and be polite, or redirect inappropriate comments without creating conflict or being abrasive. Often, these statements are used when you are first approached and new to an environment. You want to establish your boundaries and create a respectful environment where you feel safe and heard.

- **I put boundaries between work and my personal life.**
- **I'd rather you use my name to refer to me.**
- **This goes against office policies, you should stop.**
- **I feel disrespected.**
- **You should stop saying this or doing that, it can be seen as offensive and inappropriate.**
- **I don't feel comfortable when you say this to me.**
- **This is not okay to say to someone.**
- **Please don't refer to me like that.**
- **No, I don't want to go out with you or go for a drink.**
- **I think we should end this conversation now.**
- **We might have miscommunicated, I don't think I heard you right.**
- **I would appreciate you don't use these words around me.**



Yellow transition statements can be used when someone is being inappropriate at work. This might have happened before and you are starting to feel threatened or unsafe.

You can use these statements when you feel unsafe, want to say no, and be more direct towards the inappropriate comments. Often these statements are used when you are approached again and feel more uncomfortable or unsafe. You want to re-establish your boundaries and create a respectful environment where you feel safe and heard.

- **I don't like to be addressed that way; I find it offensive.**
- **I am not being sensitive, this is inappropriate.**
- **I don't mix work with personal life. Stop asking me out.**
- **Those words are offensive and inappropriate.**
- **I would like you to stop this now. It's inappropriate.**
- **Every time this happens it makes me feel uncomfortable. Please stop!**
- **I don't feel safe right now with the door closed/please keep the door open.**
- **I want this person to be in the meeting.**
- **This is disrespectful, please stop.**
- **I am going to report you if you don't stop.**
- **It is not okay to talk to me this way.**
- **I don't respond to threats.**
- **No, I don't appreciate that.**
- **I am asking you to stop right now.**
- **This is making everyone uncomfortable.**
- **Please don't dismiss me or threaten me.**
- **Please stop staring at me, it is uncomfortable.**
- **I prefer handshakes over hugs.**
- **I like to have my personal space.**
- **Asking me out consistently is not going to change my mind.**
- **You might not know this, but you can't say or do this in the workplace.**
- **You can't comment on peoples looks like that.**
- **Those sounds or gestures are inappropriate.**
- **Please don't touch me.**
- **By making these sexual jokes you are make me and others uncomfortable.**
- **That is not funny.**
- **I don't see this as a joke or funny. Please stop.**



Red transition statements can be used when someone is being aggressive, unsafe, and inappropriate. This might have happened before and you are feeling threatened or unsafe. You want to get out of the situation and report the behaviors immediately.

You can use these statements when you feel unsafe and threatened. You have redirected or warned the person and the behavior or inappropriate comments still continue. You said no or stop and this is still happening. Often, these statements are used when you are approached again and feel unsafe or threatened. You want to feel safe and heard. You want the behavior to stop immediately.

- **I've asked you to stop several times. I am reporting your behavior.**
- **What you are doing is sexual harassment.**
- **This is sexual harassment.**
- **I'm not tolerating this behavior any further. I am reporting you to HR.**
- **I have said no or stop multiple times. This is no longer okay with me.**
- **I feel unsafe and I need you to leave.**
- **I would like you to know that I have been documenting the number of times this behavior has occurred and I have reported you to HR.**
- **I'm feeling disrespected and offended by your behavior.**
- **This is inappropriate and it needs to stop.**
- **I am uncomfortable and I am leaving.**
- **You can't dismiss me or put me down because I said no.**
- **Don't threaten me or give me absolutions.**
- **I have the right to say no.**
- **That is unacceptable language in our workplace.**
- **You are in my personal space I need you to back up.**
- **Keep your hands to yourself.**
- **I don't respond to aggression.**
- **Don't touch me or come any closer.**
- **I have documented all the incidents and its been reported.**
- **Do not hug me or touch me.**
- **You are in my bubble and I need you to back up.**
- **I am not being sensitive. What you are saying is offensive and inappropriate.**
- **That joke or comment is inappropriate and offensive.**
- **Don't use that word in the workplace or ever.**
- **Are you shaming me for standing up for myself?**
- **That is never okay to do or say.**

The statements are to give you words or ideas of how to approach situations that you feel uncomfortable or unsafe in. Oftentimes, we don't know what to do or say, so having some transition statements as back up can be helpful and give you a voice to say no and stop!



Small tips to help you feel safer or more comfortable:

- Keep the door open.
- Have your phone on you.
- Tell people in your office where you will be.
- If the offender is sitting down, stand up.
- Find an exit or way to leave the situation.
- Report it immediately.
- Document everything with dates, times, locations, and people involved and email it to someone.
- When you are feeling intimidated, speak up, diffuse the situation, or leave with confidence.
- Interrupt someone when you feel unsafe.