

Reporting Sex Harassment in 5 Steps

Step 1: Quickly Call Out Your Coworkers' Behavior/Language

State clearly and confidently that it is inappropriate, unwanted, or makes you uncomfortable. Call it out *every time* the harassment happens. This person will continue to act this way if it is not called out; you are not an isolated case. This is the best time to have/be an ally.

Step 2: Track Abuses

Send yourself an email, voice recording, or video every time it happens. Memories are fallible and harder to believe than documented, timed/dated testimony. State what happened including time, place, witnesses, and what was said/done. Avoid collecting/sending these emails in your work email address.

Step 3: I Need Help - Who do I(We) Report This to?

1. Supervisor
2. HR (if applicable) and/or your Employer*
3. Your Union (if applicable)
4. An Employment Lawyer who may recommend the...
[US Equal Employment Opportunity Commission](#) (EEOC) or
[Minnesota Department of Human Rights](#) (MDHR)
5. Board of Directors or Media? (consult a lawyer first)

Step 4: What Do I/We Say?

Your first communication should be informal and approachable; assume good intentions. Your statement can be more effective if you are in a group of people, including allies and victims. Summarize what is happening; explain what you expect to happen now. Include a reasonable date in the future when you expect a follow-up. If you meet in-person, send an email to them immediately afterward reiterating what was said.

Step 5: The Follow-up

A lack of follow-up from supervisors, HR, or your employer is unfortunately very common. Continue resisting, calling out, tracking, and reporting abuses; cooperate fully with the investigation. If you sent a request for follow-up, check in at the agreed time. If they do not seem to be proceeding to your satisfaction, return to Step 3.^

Footnotes:

* Your employer may be your production manager, operations manager, or executive director. If the company that you work at/for is different than the company that pays you (as in the instance of an outside payroll company), your "employer" is likely the payroll company (who typically has an HR department). When reporting harassment in this circumstance, it may be useful to contact both companies. Local examples of this classification system are the Walker Art Center, Ames Center, Mill City Summer Opera, and StageCall.

^ At any point, you have the option to quit your job. If your health is significantly at risk, you may need to. Depending on how far into these steps you progressed, this “constructive discharge” may nullify your ability to prosecute the abuser, potentially allowing future victims to be at risk. That said, your safety should come first.