

ON SEXUAL HARASSMENT

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- I. Achievable Goal
- II. Be especially conservative in situations where:
 - A. You are communicating one-on-one, rather than in a group.
 - B. You are communicating in a non-public or “low traffic” situation.
 - C. You are communicating with a subordinate.
 - D. You are communicating with someone who is substantially younger than you are.
 - E. You are off site, especially in a hotel.
 - F. You are in water. (e.g., hot tub or swimming pool.)
 - G. There is alcohol.
- III. High risk situation in which to stop and seek help.
 - A. You are accused of doing something wrong.
 - B. You are being misunderstood.
- IV. Seeking help:
 - A. First choice, go to the HR department if you have one. Be mindful that you may have so much clout in your organization that you may need to follow C.
 - B. Second choice, if you don't have an HR department, go to a trusted female colleague in the organization who is at your level on the organization chart or higher.
 - C. Third choice, get help from outside of the organization (typically from a consultant).