A CHECKLIST for MANAGERS AND SUPERVISORS

What to Do If You Experience Sexual Harassment?

Sexual harassment is a very serious issue, which has negative effect upon the employee on the receiving end of the behavior as well as the workplace in general. Act now to help make the University of South Carolina a "zero tolerance" workplace. A recent Supreme Court ruling states that employers must exercise reasonable "...care to prevent or correct promptly any sexually harassing behavior."

____ Research.
Review and become familiar with the University’s Policy before an incident occurs in your department.

____ Disseminate.
Disseminate and communicate the University’s policy to all of your employees.

____ Respond.
Promptly respond to and deal with all complaints of harassment. (Minor incidents such as a single or repeated unwanted request for a date can be handled in your department, but still must be reported to the Office of Equal Opportunity Programs):

____ Meet with the victim, listening without judgment or evaluation. Inform the victim that you will be meeting with the harasser.

____ Meet with the harasser, listen without interruption as he/she tells you their version of the story.

____ Place the harasser on notice that the behavior is unacceptable and must be curtailed immediately.

____ Send both the victim and the harasser a brief note summarizing what happened and what was decided (Keep copies for your records).

____ Follow-up with the victim to ensure that the harassment has stopped.
Report the behavior to the Office of Equal Opportunity Programs.

*If the harassment is not a minor incident, and appears to constitute a violation of University Policy, it should not be handled in the local department, but reported to the Office of Equal Opportunity Programs for intake and potential investigation.*

____ Educate.
Educate your employees about the policy.

____ Monitor.
Carefully monitor your workplace for compliance with University policy and Federal and State law.