


APPENDIX J

PREVENT SEXUAL HARASSMENT IN THE WORKPLACE: TIPS FOR GROWERS BY GROWERS*

1. Provide a clear standard operating procedure (SOP) manual, describing policies regarding sexual harassment, work rules and expectations.
2. Create and facilitate a consistent onboarding process for employees, that includes a SOP manual and sexual harassment policies.
3. Keep in mind, most conflicts in the workplace are because of miscommunication:
 - a. Be clear about ways to communicate with one another in order to avoid miscommunication.
 - b. Respect and acknowledge different cultural perspectives.
 - c. Be mindful of your own implicit bias and attitudes toward factors such as: gender, age, ethnicity, religion, education, skills, income, weight, sexual orientation, physical appearance, etc., and how this bias may influence your decision making or treatment of others.
4. Refer to employees by their legal or preferred names and require employees and supervisors to use an individual's preferred name. Nicknames assigned by others can be negative and disrespectful.
5. To help facilitate your employee trainings and onboarding, hire an experienced bilingual facilitator or interpreter who has worked in agriculture to help facilitate training sessions with employees so everyone may fully understand policies, expectations, and guidelines.
6. When providing training on sexual harassment to your employees, ask someone who has experience leading sexual harassment trainings, preferably someone who is bi-lingual and who has expertise. This individual may need to be someone outside of your organization, not your staff. If needed, contact your local Grower's League or EEOC for recommendations.
7. Conduct annual sexual harassment training for everyone, including supervisors/crew leaders.
8. Keep sexual harassment training for employees and supervisors separate.
9. Improve power dynamics at the worksite by appointing multiple crew leaders rather than one person.
10. Host regular supervisor meetings to improve worksite communication, discuss any potential problems, and ensure that crew leaders are clear about knowledge and enforcement of policies.

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11. Utilize services and expertise from organizations such as the Equal Employment Opportunity Commission (EEOC) and the Washington Grower's League. They can help you navigate policies and regulations.
 12. Consider how the physical work environment and social environment may influence sexual harassment in the workplace and make adjustments:
 - Consider crew structure and how it may influence harassment (e.g. creating family crews).
 - Strive to reduce worker isolation.
 - Consider implementing some kind of alert system for workers in the field.
 - Include posters (from the Toolkit) in the workplace at drinking spots or bathrooms as reminders.
 - Encourage bystander support for reporting sexual harassment.
 - Avoid alcohol on site; provide limit of drinks for work events.
 - Prohibit photos, pictures and posters displayed in the workplace that may contribute to a hostile work environment.
 - During onboarding, emphasize that taking or viewing sexually-oriented images, videos or text during working hours is prohibited.
 13. Establish and maintain clear processes for addressing problems in the workplace, including sexual harassment reporting and investigation:
 - Post the company's sexual harassment policy somewhere where everyone can read it (in multiple languages as needed).
 - Appoint someone in the workplace (e.g. HR rep., trusted employee, promotora, etc.) who is not a supervisor, owner, or manager to serve as a contact person or advocate for employees to report concerns or incidents.
 - Provide a confidential/ safe place at the worksite to discuss employee matters of a private nature.
 - Provide employees with an incident reporting form that includes information such as the time of incident, date, place, employees involved, and witnesses.
 - Ensure reporting and investigation process ensure objectivity and confidentiality.
 - Ensure there is follow-up with the employee after a report is filed, by appointed the HR representative or assigned advocate or third party to keep the employee updated about the status of the investigation.
 14. Provide equal enforcement of policies among all employees:
 - a. Do not give preferential treatment or uphold policy for some but not others.
 - b. Set the example for your employees as a leader and uphold workplace policies.
 15. Listen. Take every complaint or concern seriously and follow established processes for investigation.
 16. Strive to create a sense of community and a healthy, supportive work environment for all employees.

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