



# 4 steps to report sexual harassment

## Know your rights! What to do if you experience sexual harassment



### Take Notes

It is very important that you take detailed notes of the harassment if you are a victim or witness. These notes must include the name / names of the perpetrators or victims. The location of the incident, the date, the time the event took place and the details of what happened.



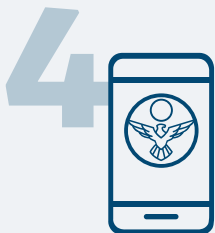
### Inform Your Supervisor

If available, follow the guidelines on how employees should report sexual harassment. If you feel comfortable, inform your supervisor or the human resources department. Report sexual harassment to your employer in written form. This creates a written record of when you complained.



### Confide in Family & Friends

Communicate with a trusted friend, trusted family member, and organizations in your area that can provide support and assistance. It is important to approach others to feel comfortable, respectful and help you or others face the trauma that sexual harassment brings to all victims.



### Contact Equal Employment Opportunity Commission

If you try to report an incident of sexual harassment but your employer is non-responsive or slow to respond to your complaint, you have the right to contact the Equal Employment Opportunity Commission (EEOC) to file a complaint or seek advice and resources.

*The EEOC is available by calling 1-800-669-4000 and emailing [info@eeoc.gov](mailto:info@eeoc.gov) or in person at your local EEOC office.*





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