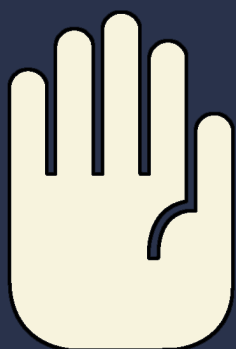


HOW TO COMBAT UNLAWFUL HARASSMENT AT WORK

STEPS YOU SHOULD TAKE TO MAKE UNLAWFUL HARASSMENT STOP

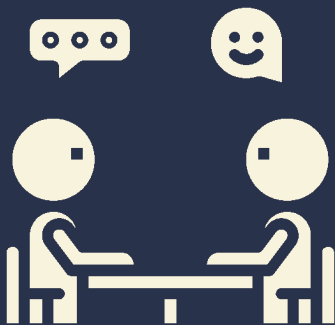
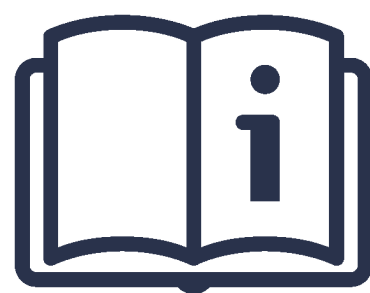


TELL THE PERSON TO STOP

If you feel comfortable speaking to the person harassing you, then a direct request asking them to stop is your first step. If you ask them via written / electronic communication, you have a record of your request, which could help you down the road.

DOES YOUR COMPANY HAVE AN ANTI-HARASSMENT POLICY?

Check your company's website or employee handbook, or ask a supervisor if such a policy exists. If so, follow the steps outlined in the policy. If not, talk with a supervisor.



SPEAK WITH A SUPERVISOR

This can be your supervisor, the supervisor of the person harassing you, or any supervisor in the company. Make sure you explain to the supervisor what has been going on, and to ask the supervisor to help make the harassment stop.

SPEAK WITH HUMAN RESOURCES

If speaking with a supervisor doesn't do the trick, go to your company's human resources department (if your company has one). Make sure you tell them any other supervisors you've spoken with, and explain how long the harassment has persisted.



IF HARASSMENT PERSISTS, SEEK OUTSIDE HELP

If after all that the harassment continues, seek help outside work from someone with expertise in workplace harassment. This could be an agency such as the California Department of Fair Employment and Housing, or legal counsel.

RETALIATION IS ILLEGAL

You may be retaliated against if you complain about unlawful harassment. That retaliation can come from the harasser, a supervisor or the company itself. But any retaliation based on a complaint of unlawful harassment is also unlawful.



KEEP THESE TIPS IN MIND ...

- Not all harassment is unlawful; this guide applies only to unlawful harassment
 - Harassment must be sexual or based on another protected class to be unlawful
- Keep all written/electronic records related to your case & file complaints in writing
- Keep lists of 1) all witnesses to any harassment and 2) all meeting attendees