

# STEPS TO TAKE WHEN FACING SEXUAL HARASSMENT

**REMEMBER THAT YOU ARE NOT AT FAULT! DO NOT SELF-BLAME, FEEL GUILT OR SHAME**



**TRY TO FILE A COMPLAINT TO THE INTERNAL COMMITTEE WITHIN THREE MONTHS OF THE INCIDENT**

**BE PRESENT FOR ALL OFFICIAL ENQUIRY MEETINGS WHEN SUMMONED**



**IF THE WORK ENVIRONMENT IS HOSTILE, ASK FOR A TRANSFER, OR TRANSFER OF RESPONDENT. YOU CAN ALSO AVAIL LEAVE UP TO THREE MONTHS**

**IF RESPONDENT IS YOUR REPORTING AUTHORITY, YOU CAN DEMAND FOR THE REPORTING AUTHORITY TO BE CHANGED**



**YOU ARE ENTITLED TO COPIES OF ALL PROCEEDINGS OF THE ENQUIRY COMMITTEE INCLUDING DEPOSITION OF RESPONDENT AND WITNESSES**