

## **RECOGNIZING SEXUAL HARASSMENT**

Threats and rewards for sexual actions are often cleat cut--and clearly wrong .. Sexual harassment is often related to power on the job--someone forcing someone else to put up with or do something they don't want. It can be:

### PHYSICAL

- Touching the person's clothing, hair, or body
- Holding--long or inappropriate hugs
- Massaging a person's neck, shoulders, etc.
- Hugging, kissing, patting, or stroking
- Brushing up against another person, "accidental collisions"
- Goosing, caressing, or fondling
- Exposing oneself
- Physical assault or rape

### VERBAL

- Turning work discussions to sexual topics
- Calling a person a hunk, doll, babe, or honey
- Asking personal questions about social or sexual life
- Asking about sexual fantasies, preferences, or history
- Making sexual comments about a person's clothing, body, or looks
- Making kissing sounds, howling, smacking lips
- Telling lies or spreading rumors about a person's sex life

### NON-VERBAL

- Staring at another person's body
- Leaning over someone at a desk or standing closer than appropriate
- Offensive gestures or motions
- Circulating letters or cartoons
- Blocking a person's path
- Facial gestures such as winking, throwing kisses, or licking lips
- Letters, gifts, or materials of a sexual nature
- Sexual and/or derogatory comments about men/women on coffee mugs, hats, clothing, etc.

Inasmuch as any of the conduct listed above has a high potential for being unwelcome to at least some employees, it all runs a high risk of being ruled sexual harassment. Whether an action constitutes harassment depends largely on how it is viewed by the person receiving the attention. As a result, the prudent and best course of action is to avoid such behavior in the workplace.