

## THINK PREVENTION!

### What about confidentiality?

The Region/Chapter is committed to investigating fully all reported incidents of possible sexual harassment. Complaints may involve witnesses or other staff members who have experienced similar behavior, but only those with "a need to know" are included in the investigation process. We are committed to conducting the investigation as promptly as possible, in order to protect the privacy and rights of all concerned.

### Can I lose my job for reporting my concerns about sexual harassment?

The No Harassment Policy states explicitly our commitment to fair treatment and a work environment free of harassment and intimidation. Accordingly, retaliation in response to a report of a possible violation of the No Harassment Policy will not be tolerated.

**Further Questions?  
Call the Human Resources  
Department  
Extension 7010**

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## EMPLOYEES WANT TO KNOW

Sexual Harassment on the Job

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Sexual Harassment on the Job

LANGUAGES?  
PICTURES?  
COMPLAINTS?  
RETALIATION?

FLIRTING?

GESTURES?

CONFIDENTIALITY?

QUESTIONS?

OFFICE OF VOLUNTEERS

American Red Cross

CENTRAL MARYLAND CHAPTER

THE GREATER CHESAPEAKE AND POTOMAC REGION

**This brochure is intended for general information purposes.**  
For more specific information about the Region/Chapter's No Harassment Policy, please consult with a representative in the Human Resources Dept.

### **What is Sexual Harassment?**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment
- or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual
- or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to, verbal harassment or abuse, subtle pressure for sexual activity, patting or pinching, brushing against another person's body, and demands for sexual favors. Both men and women may be targets of sexual harassment.

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### **What about sexually suggestive language, gestures or pictures?**

Sexually oriented language, gestures, or pictures displayed in your work area may constitute sexual harassment. These may offend your co-workers, affect their performance and create a hostile and intimidating work environment. Therefore, our No Harassment Policy prohibits such pictures, language or gestures.

### **What is the difference between sexual harassment and flirting?**

Flirting involves a pleasant, friendly, and mutually enjoyable exchange of compliments that creates good feelings for both parties. Sexual harassment, on the other hand, may involve one-sided, unwelcome and repeated compliments or requests for dates, which creates feelings of frustration and powerlessness for the person to whom they are directed. Flirting is lawful; sexual harassment is unlawful.

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### **How can I prevent sexual harassment?**

You can prevent sexual harassment by being aware of the impact of your behavior on the person to whom it is directed. If there are no signs that your attentions are welcome, stop. The following may help:

If unwelcome, offensive behavior is directed at you, let the offender know clearly that you do not like his/her behavior and that you want it to stop. State also that you believe the No Harassment Policy is being violated, and that you are prepared to file a complaint, if the behavior continues.

### **How do I file a complaint?**

If you believe that you have been the target of sexual harassment (or any other type of unlawful harassment), you may contact your supervisor or the Human Resources Department. You should be prepared to describe exactly what happened, and respond to a series of questions aimed at more fully determining what has occurred. Your complaint will be evaluated carefully and thoroughly.