

WHAT IS SEXUAL HARASSMENT IN THE WORKPLACE

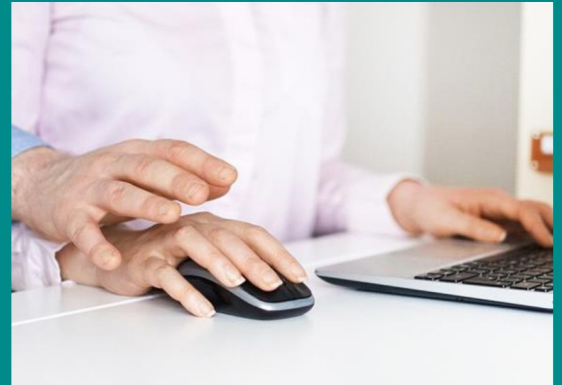
- **Physical:** Unnecessary touching, patting or pinching, brushing against another employee's body, assault, coercing or sexual intercourse
- **Verbal:** Unwelcome sexual advances, propositions or pressure for sexual activity
- **Non-verbal:** Display of pornographic or sexually-suggestive picture, object or written materials, leering, whistling, or making sexual suggestive gestures
- **Sex-based:** derogatory or degrading abuse or insults which are gender-related and offensive comments about appearance or dress

ERADICATION OF SEXUAL HARASSMENT IN THE WORKPLACE

In Malaysia, 24% of the female respondents and 6% of the male respondents have been sexually harassed in the course of their work*

*The International Bar Association's (IBA) 2019 report.

WHAT TO DO IF YOU ARE SEXUALLY HARASSED AT WORK



1

TELLOFFTHE HARASSER

Firmly object to the unwanted conduct

2

RECORD EACH INCIDENT IN WRITING

Describe each incident in full detail, specifying the date, time, location, witnesses, and evidence if any

3

GET EMOTIONAL SUPPORT AND STAY STRONG!

Talk to trusted friends and family about the situation, and how to overcome it

4

START THE COMPLAINT PROCEDURE

a) Lodge a formal complaint on the harassment through the designated persons in the Firm. This could be your HR Manager, or any other persons as designated by your company

b) Lodge an "informal complaint", e.g. verbally to facilitate discussions between both parties to achieve an acceptable resolution

5

INVESTIGATE

Firm to investigate into the complaint. The Firm should either appoint a designated investigator or conduct interviews with the relevant persons. The purpose of the investigation is to gather evidence on the accused or the incident.

6

TAKE DISCIPLINARY ACTION

Firm to commence disciplinary investigation process which includes interviewing witnesses, recording witness statements, and domestic inquiry process. Firm/ committee to decide on action to be taken

7

COUNSELLING

Firm to make available an external/panel counsellor (to both complainant and alleged harasser)

8

TRAIN AND REPORT

a) Firm to conduct yearly or bi-annual training on best practice for sexual harassment by an external counsellor/qualified personnel

b) Firm to prepare an annual report on compliance of policy and data gathered. The firm then evaluates the effectiveness of the policy and make necessary changes if needed.