SEXUAL HARASSMENT IN THE MEDIA

AFRICA REPORT

Women in News
Women in News is a media development programme of the World Association of News Publishers (WAN-IFRA). Its mission is to close the gender gap in news media.

It works with 80 media organisations from 17 countries in Africa, the Middle East and Southeast Asia thanks to support from the Swedish International Development Cooperation Agency (SIDA) and the Norwegian Ministry of Foreign Affairs.
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RESULTS AT A GLANCE: AFRICA

1 IN 2
Women have faced verbal or physical sexual harassment at work (47%).

21%
Just over one in five cases of all sexual harassment are ever reported to management.

VERBAL SEXUAL HARASSMENT

<table>
<thead>
<tr>
<th>Group</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women</td>
<td>56%</td>
</tr>
<tr>
<td>Men</td>
<td>25%</td>
</tr>
<tr>
<td>GNC</td>
<td>50%</td>
</tr>
</tbody>
</table>

Some 56% of women faced verbal sexual harassment at work, against 24% of men and 50% of gender-nonconforming individuals.

PHYSICAL SEXUAL HARASSMENT

<table>
<thead>
<tr>
<th>Group</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Women</td>
<td>38%</td>
</tr>
<tr>
<td>Men</td>
<td>15%</td>
</tr>
<tr>
<td>GNC</td>
<td>36%</td>
</tr>
</tbody>
</table>

38% of women faced sexual harassment at work, against 15% of men and 36% of gender-nonconforming individuals.

THE PERPETRATORS

<table>
<thead>
<tr>
<th>Source</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor/Executive</td>
<td>41%</td>
</tr>
<tr>
<td>Colleague</td>
<td>38%</td>
</tr>
<tr>
<td>Source</td>
<td>17%</td>
</tr>
</tbody>
</table>

ACTION

57%
When cases are reported, media organisations take action 57% of the time.

MANAGERS ARE VICTIMS TOO

<table>
<thead>
<tr>
<th>Manager</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>9%</td>
</tr>
</tbody>
</table>

Half of all managers had been victims of sexual harassment but only 9% reported it.

MANAGING SEXUAL HARASSMENT

Just over half of news organisations have a sexual harassment policy.

Less than a fifth of staff know the content of the policy.
BACKGROUND
The media industry in Africa has a sexual harassment problem, but to date, there has been a lack of credible data and research to guide interventions.

When the #MeToo movement against sexual violence and abuse took off globally in 2017, it triggered new research into the prevalence of sexual harassment in media. But much of the inquiry focused on the West, with almost no attention on the Global South and the countries where WIN operates. Indeed the only studies of any relevance remained a small survey of 119 women in media in sub-Saharan Africa and the Arab region conducted by WIN in 2017 and a City, University of London study, published in 2020, which looked at news personnel in Kenya, Nigeria and South Africa. Both studies have since yielded academic country-focused reports. However, WIN committed to exploring the issue further to bring greater regional and cultural diversity to the global conversation on sexual harassment.

Data is a benchmark for measuring change. It enables assessment of the impact of initiatives to improve the management of sexual harassment and, ultimately, newsroom safety, factors that directly impact equality.

WIN’s work in Africa and beyond requires data to drive its projects. These aim to build a more equitable and sustainable news media industry by developing current and future women media leaders. WIN provides support and resources to organisations to reduce the incidents of sexual harassment and manage incidents when they occur.

WIN has been engaging with journalists and media managers on sexual harassment for more than ten years. During that time, we have collected plenty of anecdotal evidence of sexual harassment. But this is the first time we have been able to draw on large-scale data to support the belief that it is prevalent everywhere and is a significant impediment to a healthy media industry, regardless of country or context.

The results from our Africa research reported here, the first of the five regions we included in our research, provide the evidence to back that up.

The report will also contribute to a better understanding of the similarities and differences facing media in the Global South. A composite report that also considers trends from the Global North will follow the release of all other regional survey results.

Sexual harassment is a global societal problem, and WIN views it as such. Evidence from this research shows that the culture of sexual harassment needs to change regardless of country. Our mission is to advance and establish stable media environments that embrace equality in content and in the way people are treated, regardless of gender. This cannot be achieved if sexual harassment of any kind is tolerated. As such, we remain committed to work with media to eradicate harassment of any kind.

See “What organisations can do” on page 47 for concrete steps that media can take to address and improve the safety of their working environment.
Women are two times more likely to experience sexual harassment than men.

The first set of questions asked participants their experience of verbal and physical sexual harassment on a scale from never to five or more times.

For men, 25% of participants indicated they had experienced verbal sexual harassment at least once at work, and 15% experienced physical sexual harassment at least once.

For women, 56% of participants responded they had experienced verbal sexual harassment at least once—31% five times or more, and 38% stated they had experienced physical sexual harassment at least once—12% five times or more.

Gender non-conforming participants experienced verbal sexual harassment at a rate of 50% and physical sexual harassment at 36%.
REPORTING AND ACTION

WHY I DID NOT REPORT SEXUAL HARASSMENT

<table>
<thead>
<tr>
<th>Reason</th>
<th>Verbal</th>
<th>Physical</th>
</tr>
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<tbody>
<tr>
<td>Fear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organisational barriers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No evidence</td>
<td></td>
<td></td>
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<tr>
<td>Indifference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
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</table>

“Responses have been categorised as:
Fear: “I was afraid of losing my job”; “I was afraid I would negatively impact my job”; “I was afraid the perpetrator would retaliate”; “I didn’t want myself or others to be negatively labeled”
Organisational barriers: “I didn’t think my organisation would believe me”; “There are no reporting mechanisms at my organisation”; “I didn’t know how to report”;
No evidence: “I didn’t think I had evidence”
Indifference: “I didn’t think it was a big deal”
Other: “I was offered something by the perpetrator for not reporting”; “Other”

ORGANISATIONAL RESPONSE TO FORMAL COMPLAINTS

<table>
<thead>
<tr>
<th>Response</th>
<th>Value</th>
</tr>
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<tbody>
<tr>
<td>Perp Warned</td>
<td></td>
</tr>
<tr>
<td>Training was provided</td>
<td></td>
</tr>
<tr>
<td>Case Dismissed</td>
<td></td>
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</table>
PERSONAL ATTITUDES

I CAN TALK TO MY SUPERVISOR

I FEEL SAFE IN MY NEWSROOM

I FEEL LISTENED TO WHEN I SPEAK OUT AT WORK
To understand management perspectives on the prevalence of sexual harassment, WIN interviewed 32 executives from the sampled countries. The 16 women and 16 men interviewed held ranks from news editor to country director. The participants represented radio, print, television, and digital media.

Because of the relatively small sample of managers in each country, the findings are considered separately. Some individual responses are included below because they provide insight into attitudes and the scale of the challenge. All data was anonymised, so pseudonyms are used.

Firstly, the media organisation executives were asked about their personal experiences of sexual harassment. More than half, 14 women and three men had been verbally or physically harassed. Only three had reported this.

When asked if sexual harassment is an issue in the media industry, 17 executives responded yes, two stated previously but not now, and 13 said no.

Next, media executives were asked if any of their employees had reported cases of sexual harassment to them. Half had, half had not.

**Is sexual harassment a problem in the media industry?**

“If it were, I would have known. But as far as I’m concerned, we don’t have anything of that sort here.” - Martin, Botswana

“From what I’ve heard from other people that have been in other newsrooms, it’s actually real. It’s something that’s very common in the newsroom. I feel like it’s not a newsroom if there’s no sexual harassment.” - Lilian, Zimbabwe

On reporting

“I’ve never met anyone who has ever mentioned sexual harassment. I think they hide. Because you sort of feel ashamed. You don’t want to share with anyone. When I was verbally abused, I never told any of my friends.” - Melissa, Zambia
On organisational support

“Women get little organisational support. That is why they are leaving the industry - they go to the corporate world and get into public relations for peace of mind. Or they opt for organisations where they will not be in close conversations with the male folk.” - Winifred, Kenya

On the employer’s responsibility

“It is an individual thing. When you are abused, how do you react? There are some people who are very reactive and very quick and very sensitive. There are some who are more tolerant not just to this matter but to general complaining or raising issues. But what I want to say is that as an employer, one should have the responsibility of encouraging people to come out and not in any way try to suppress that.” - Kevin, Zimbabwe
On organisational barriers to reporting

“I think it’s about repercussions. I think it’s more of ‘what’s the worst thing that can happen if I report?’ So, depending on how senior or how popular the person (perpetrator) is, I think they will probably think twice.” - Christopher, Rwanda

“I have realised that sexual harassment is never an issue of priority. That’s why these behaviours still exist today. Please help so that we share such information with everybody. So that everybody can internalise it. It’s happening.” - Tabitha, Botswana

Almost 70%, or 22, of the executives were aware of a sexual harassment policy at their media organisation. Fifteen had been personally trained on the policy. When asked if they were aware of how their policies had been enacted, there were eight warnings, six dismissals and three suspensions in total. Furthermore, only one participant stated that sexual harassment is commonly discussed amongst senior management, while 12 stated rarely and 19 never.

Finally, media executives made suggestions for eliminating sexual harassment in the media industry. Most commonly, 17 participants suggested staff training, followed by eight who stated that women need to report, two thought better policies were necessary and two thought better pay for women would help.
On the need for change

“The overall newsroom environment needs to change in Kenya. One of
the main reasons why women leave is because they feel unwelcome in the
newsroom. It's like a vicious cycle because you are in an environment where
you are probably one woman among six men, so you already feel threatened,
unwelcome and can't quite fit in that situation. And sometimes it also comes
with harassment and just basically being bullied.” - Priscilla, Kenya.

“It's difficult for managers to respond. I don't think I have anywhere where I
can report sexual harassment. I don't know what the remedy can be. But these
are things that we need to change because if it is so unfortunate that if I am
in this position and feel like this, what about my juniors? How do they feel?” -
Maria, Zambia

The interview results point to a perception gap between management and staff
over the scale and frequency of sexual harassment. There is also a gap in their
faith in organisational systems and processes to deal with harassment. That
half of managers have been harassed yet only 9% chose to report it speaks to
a deeper, cultural and societal problem. Yet only by little victories will larger
change be effected. Reporting matters.

The next section focuses on country by country findings.
DEMOGRAPHICS

Women 87.1% (27) and men 12.9% (4)
Gender of supervisor: Men 45.2% (14), Women 45.2% (14), other 3.2% (1), not applicable 6.5% (2)
Sexual harassment policy: No 64.5%, yes, but not aware what it is 32.3%, yes, I am aware what it is 3.2%

FINDINGS

Botswana is the smallest of the countries surveyed, and its sample size reflects this. Of the four male participants, three experienced verbal sexual harassment and one physical sexual harassment. For women, 56% experienced verbal sexual harassment and 48% physical sexual harassment. On average, only 35% of those who experienced harassment chose to report it, which resulted in action on average 55% of the time. Action taken was often weak, most commonly warning the perpetrator or dismissing the case.
Sexual harassment has become part of the culture, not just in newsrooms but in corporate culture in general. Male colleagues feel like they are the good faith possessor of their female colleagues’ bodies. At some point, one feels like they are living in the twilight zone where it’s like you are the one who thinks what is going on is wrong. Love affairs develop overnight as a result of sexual harassment. So when you don’t go along, you appear to be uptight and boring. I am uptight and boring.

We need to raise awareness and go beyond creating policies that are usually not fully implemented.

Sometimes editors ask women reporters to be nice to male sources, even when aware that they are making sexual advances.
DEMOGRAPHICS

Women 74.7% (62), men 24.1% (20), and gender non-conforming 1.2% (1)
Gender of supervisor: Men 74.7% (62), and women 25.3% (21)
Sexual harassment policy: No 37.3%, yes, but not aware what it is 43.4%, yes, I am aware what it is 19.3%

FINDINGS

Eighty-three participants from Kenya completed the survey. Examining sexual harassment frequencies, for men 30% experienced verbal sexual harassment and 20% physical sexual harassment. For women, 79% experienced verbal sexual harassment (55% five times or more) and 52% physical sexual harassment. One participant identified as gender non-conforming and reported experiencing verbal and physical sexual harassment one time. On average, only 22% of those who had experienced verbal or physical harassment chose to report it, resulting in action being taken in 40% of cases reported. The most common reasons for not reporting were being afraid it would negatively impact one's job (15.4%) and not having evidence (13.3%). Action taken by media organisations was limited; the most common response was warning the accused.
The challenge with reporting harassment in the newsroom as a woman is that the entire chain of command are men, and there are no clear structures on how to go about making such a complaint.

I lost interest in the media industry because anytime I did not show interest to my editor, it was always a rough day for me. My stay there was hell.

When my only female colleague left for another media house last October, my editor told me to be assured of her position; I needed to warm his bed. I quit after being harassed for ‘running to HR’. I felt so helpless and had no one to go to and ended up being demoted. I am still affected five years later.
COUNTRY FINDINGS

MALAWI
DEMOGRAPHICS

Women 52.3% (45), men 42.5% (37), and gender non-conforming 4.6% (4)
Gender of supervisor: Men 70.1% (61) and women 27.6% (24)
Sexual harassment policy: No 38.4%, yes, but not aware what it is 44.2%, and yes, I am aware what it is 17.4%.

FINDINGS

Eighty-six participants from Malawi completed the survey. Examining sexual harassment frequencies, for men 14% experienced verbal sexual harassment and 0% physical sexual harassment. For women, 58% had experienced verbal sexual harassment and 31% physical sexual harassment. Four participants identified as gender non-conforming who didn't report experiencing sexual harassment. On average, only 11% of all participants who experience verbal and/or physical harassment reported it, resulting in action on average 29% of the time. The most common reasons for not reporting were no reporting mechanisms available (25%) and afraid it would negatively impact one's job (17.5%). Action taken by media organisations was limited and the most common response was warning the accused.
NOTABLE QUOTES

- The newsroom is largely a boy’s club. Editorial management meetings are dominated by men who sometimes make uncomfortable sexual ‘jokes’ as if the women are not there. It leaves the few women feeling helpless.

- Our organisation is gender-free. There is no discrimination, no difference between women and men during work. This shows that we have a well-structured organisation.

- I feel uncomfortable when male bosses take out interns for a drive over weekends and or drinks after work. I think something wrong happens that we cannot quantify, and the girls may not disclose for fear of jeopardising their future job prospects.
COUNTRY FINDINGS

RWANDA
DEMOGRAPHICS

Women 57.3% (59), men 39.8% (41), and gender non-conforming 2.9% (3)
Gender of supervisor: Men 78.6% (81), women 14.6% (15), other 1.9% (2), not applicable 4.9% (5)
Sexual harassment policy: No 39.8%, yes, but not aware what it is 36.9%, and yes, I am aware what it is 23.3%

FINDINGS

A hundred and three participants from Rwanda completed the survey. Examining sexual harassment frequencies, for men 17% experienced verbal sexual harassment and 12.2% physical sexual harassment. For women, 41% experienced verbal sexual harassment and 29% physical sexual harassment. Three participants identified as gender non-conforming two of which experienced verbal harassment and one of which experienced physical harassment. On average, only 13% of those who experienced sexual harassment chose to report it, resulting in action on average 64% of the time. The most common reasons for not reporting were afraid of losing one’s job (21.3%) and afraid it would negatively impact one’s job (17.1%). Action taken by media news organisations was limited and the most common response was warning the accused (66.7%).
Editors and program managers always seem to want to have sex with other female colleagues and me. We lose opportunities and get punished because we don’t give them what they want, forcing us to leave.

The policy must be clear and give the same attention to men as is given to women. Sexual harassment happens to men too.

The sexual harassment policy in my workplace has done a great deal to curb sexual harassment. Every newsroom should implement it.

I am not alone in our organisation. We are harassed and afraid to denounce the perpetrators for fear of losing our jobs! Some of us accept it just to keep our positions!
COUNTRY FINDINGS

TANZANIA
DEMOGRAPHICS

Women 84.4% (76), Men 14.4% (13), and gender non-conforming 1.1% (1).
Gender of supervisor: Men 65.6% (59), women 31.1% (28), other NC 0.0% (0), not applicable 3.3% (3).
Sexual harassment policy: No 58.9%, yes, but not aware what it is 25.6%, and yes, I am aware what it is 15.6%.

FINDINGS

Ninety participants from Tanzania completed the survey. Examining sexual harassment frequencies, for men 15% experienced verbal sexual harassment and 23% physical sexual harassment. For women, 47% experienced verbal sexual harassment and 38% physical sexual harassment. One participant identified as gender non-conforming who reported experiencing sexual harassment. On average, only 21% chose to report which resulted in action in on average, 52% of the cases. The most common reasons for not reporting were no reporting mechanisms available (18.7%) and being afraid it would negatively impact one’s job (15.1%). Action taken by media organisations was limited, the most common response was dismissing the case or transferring the accuser (25%).
NOTABLE QUOTES

- Too often, this seems normal. All must know and understand it is not.
- Most women in the newsroom are given assignments or trips in exchange for something. Most sexual harassment involves top leaders in the organisation.
- Editors, especially men, harass women reporters, asking for sex to publish their stories.
- This challenge is big - women, especially girls in our newsroom, have been treated like a commodity. No sex, no good position. You won't get recognised unless you 'belong' to some managers.
COUNTRY FINDINGS

UGANDA
DEMOGRAPHICS

Women 69.1% (38) and Men 30.9% (17)
Gender of supervisor: Men 69.1% (38), women 29.1% (16), other 0.0% (0), and not applicable 1.8% (1)
Sexual harassment policy: No 40.0%, yes, but not aware what it is 38.2%, and yes, I am aware what it is 21.8%

FINDINGS

Fifty-five participants from Uganda completed the survey. Examining sexual harassment frequencies, for men 29% experienced verbal sexual harassment and 29% physical sexual harassment. For women, 63% experienced verbal sexual harassment and 53% physical sexual harassment. No participants identified as gender non-conforming. On average, only 15% of those who experienced harassment reported it to their organisation. This resulted in action on average 63% of the time. The most common reasons for not reporting were not having enough evidence (16.7%) and afraid of a negative impact (14.8%). Action taken by media organisations was limited, the most common response was warning the accused.
NOTABLE QUOTES

- I have had uncomfortable cases of some bosses touching me, forcing me to hug them, but reporting would not solve anything. I tell them off, and I distance myself from them.

- Men editors want to take advantage of female journalists by forcing them into sex from their offices.

- Some men touch your behind as you pass and make funny comments about your weight. One kissed my neck as a greeting while colleagues cheered and clapped. I am a supervisor. I warned the gentleman, but reporting him could have meant losing his job, so I let it go.

- Sexual harassment is becoming a tired topic. Challenges in the newsroom today are low salaries, access to technology, training, education and a decent work environment.
ZAMBIA
DEMOGRAPHICS

Women 69.1% (47), men 25% (17), and gender non-conforming 5.9% (4)
Gender of supervisor: Men 70.4% (50), women 26.8% (19), and not applicable 2.8% (2)
Sexual harassment policy: No 61.8%, yes, but not aware what it is 29.4%, yes, I am aware what it is 8.8%

FINDINGS

Sixty-eight participants from Zambia completed the survey. Examining sexual harassment frequencies, for men 59% experienced verbal sexual harassment and 35% physical sexual harassment. For women, 70% experienced verbal sexual harassment and 36% physical sexual harassment. Four participants identified as gender non-conforming, two of which reported experiencing sexual harassment. On average, only 19% of those who experienced sexual harassment reported it to management, resulting in action on average 90% of the time. The most common reasons for not reporting were afraid it would negatively impact one’s job (19.6%), afraid of being negatively labelled (13.2%), and no reporting mechanisms available (12.5%). Action taken by media organisations was limited, the most common response was warning the perpetrator and providing training by the organisation.
Women who make it big are considered to have had sexual relationships with male supervisors. Editors usually want sexual favours if they assign a female journalist to a big event.

Women journalists tend to fall prey to sources because of the media salaries and payments in my country.

A senior government official offered me a lift to the office after an assignment. Instead of dropping me at the office first, he directed his driver to take him to his office instead. During the ride, he kept passing comments about my appearance. When we arrived at his office, he asked me to accompany him in the building even though it was a Sunday. I declined. He was irate, got out of the car and instructed his driver to take me to my office. He never spoke to me again.
DEMOGRAPHICS

Women 83.1% (49), Men 15.3% (9), and gender non-conforming 1.7% (1)
Gender of supervisor: Men 80.0% (48) and women 20.0% (12)
Sexual harassment policy: No 42.4%, yes, but not aware what it is 35.6%, yes, I am aware what it is 22.0%

FINDINGS

Fifty-nine participants from Zimbabwe completed the survey. Examining sexual harassment frequencies, for men 11% experienced verbal sexual harassment and 0% physical sexual harassment. For women, 41% experienced verbal sexual harassment and 27% physical sexual harassment. One participant identified as gender non-conforming who reported experiencing sexual harassment once.

On average, just under half chose to report (47%), which resulted in action in an average of 73% of cases. The most common reasons for not reporting were fear of negative impact (16.7%) no reporting mechanisms available (14.9%) and not knowing how to report (13.1%). Overwhelmingly, the action taken by media organisations was limited to warning the accused (81.3%).
NOTABLE QUOTES

- I was sexually harassed in one organisation and stood up to my perpetrator. I left eventually for other reasons. When a new position arose in that organisation, I sought to return and made it to the interview but was turned down as a troublemaker because I call out sexual harassment.

- Of the cases that I heard of, but not witnessed in our newsroom, the victim is most often not believed. I am yet to see a person who has been reprimanded or fired for such. This perpetuates harassment in the newsroom.

- I was a junior reporter when the Editor-in-Chief told me that he wanted to have a sexual relationship. He gave me 10 hours to give him a response. I didn't go to work for two weeks because I was afraid of his reaction if I said no. I eventually told one of the line editors, who then confronted him.

*Responses have been categorised as:
Fear: “I was afraid of losing my job”; “I was afraid I would negatively impact my job”; “I was afraid the perpetrator would retaliate”; “I didn’t want myself or others to be negatively labeled”
Organisational barriers: “I didn’t think my organisation would believe me”; “There are no reporting mechanisms at my organisation”; “I didn’t know how to report”
No evidence: “I didn’t think I had evidence”
Indifference: “I didn’t think it was a big deal”
Other: “I was offered something by the perpetrator for not reporting”; “Other”*
4 WHAT ORGANISATIONS CAN DO
WHAT MEDIA ORGANISATIONS CAN DO TO MANAGE SEXUAL HARASSMENT

To manage and reduce sexual harassment, clear rules and procedures are needed. Here are some guidelines.

THE PRINCIPLE OF CONFIDENTIALITY:

A very central and important aspect of managing sexual harassment is guaranteeing confidentiality. This principle is considered a moral standard as well as a legal commitment and a part of professional ethics. Confidentiality aims to protect all individuals involved in sexual harassment complaints as well as the information that they disclose; only the personnel assigned by the organisation to investigate and manage should be allowed to access this information. Confidentiality protects all people involved, including the person who experienced harassment, the person accused of harassment, witnesses and any other involved party. This principle also acts as a motivation to report harassment cases by building trust. And in order to maintain confidentiality, an organisation must make sure that its data storage systems are safe and that the laws related to information and data protection in the country are followed.

1. TAKE ALL COMPLAINTS SERIOUSLY

Consider all sexual harassment complaints seriously and deal with them as soon as possible.

2. ADOPT COMPLAINTS PROCEDURES

Give employees the options of filing official and non-official complaints. The steps and results of these two methods can vary, as do the procedures for each.

3. ALLOW ANONYMOUS REPORTING

In fighting harassment, it is useful to allow people to report cases anonymously. This gives employees the ability to expose such cases without having to reveal their own identity. But to perform a proper investigation, the organisation would need to know the identities of all involved parties.
ASSIGN TEAM TO INVESTIGATE

Clearly assign a person or a team to investigate and deal with sexual harassment cases. This person should preferably be from the HR department and have knowledge of guiding laws. It is imperative that they receive specialised training for conducting investigations.

HIRE EXPERTS WHEN NEEDED

In some cases, it may be necessary to seek external help from someone experienced in managing investigations with objectivity, fairness and integrity.

CONSIDER TEMPORARY SUSPENSION

In grave cases of sexual harassment, including physical assault, it may be necessary to suspend the employee accused of harassment until the investigations (internal or external) are done. Temporary suspension is considered a procedural measure, and not a disciplinary one.

ALERT AUTHORITIES IN SOME CASES

If the case under investigation contains sexual assault (including rape), the authorities must be notified in accordance with law, and the survivor may need immediate medical attention. The organisation needs to cooperate fully with any official investigation by the police, and may require legal assistance or consultation.

CLARIFY PROCEDURES TO ALL

Policies to counter sexual harassment inside the organisation should include clear procedures on how the received complaints are dealt with. This is very important for both managers and employees to avoid any ambiguity about the essence of these procedures. It is always preferable to adapt a step-by-step detailed approach for even higher clarity.

WIN SEXUAL HARASSMENT TOOLKIT

- Practical guide for employers and employees
- Awareness poster (A2) to put up in newsrooms and offices
- Sample sexual harassment policy
- Sample sexual harassment survey
- Sample communications templates
- Sample for interviews during an investigation
- Sample for feedback on a decision
- Informal complaints procedures
- Formal complaints procedures

sexualharassment.womeninnews.org/en/resources