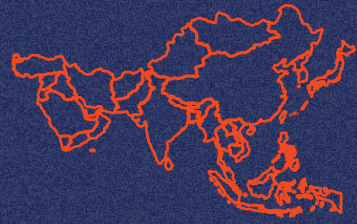


SEXUAL HARASSMENT IN THE MEDIA

SOUTHEAST
ASIA 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.

WAN-IFRA is a global organisation of the world's press with a membership of 3,000 news publishing companies and technology entrepreneurs; and a board of 60 member publisher associations representing 18,000 publications in 120 countries.

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1

EXECUTIVE SUMMARY

In 2020, WAN-IFRA Women in News (WIN), in partnership with City, University of London, set out to establish the extent of sexual harassment in news organisations and to gauge their effectiveness in managing it. The research project focused on regions where WIN operates: Southeast Asia, Africa, the Arab region and Russia. In addition, a survey of Central America will begin soon.

This report is a summary of its findings in Southeast Asia, based on research conducted between December 2020 and March 2021.

The research project included an online survey and interviews. A total of 494 media professionals completed the online survey. They were from the following countries: Indonesia, Myanmar, Malaysia, Philippines, and Vietnam. Supplementary, in-depth interviews were conducted with 19 executives from various media organisations.

RESULTS AT A GLANCE



1 IN 3

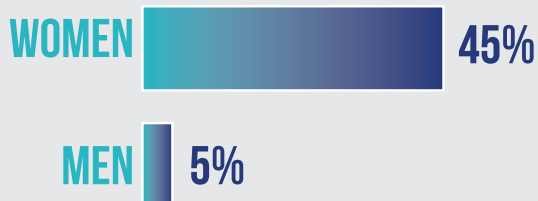
women have faced verbal or physical sexual harassment at work (35%)



16%

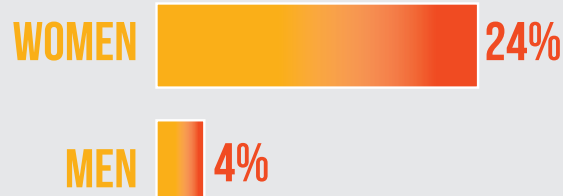
Just over one sixth of sexual harassment cases were ever reported to management

VERBAL SEXUAL HARASSMENT AT WORK



2 out of the 4 participants who identified as gender non-conforming experienced verbal harassment 2-4 times

PHYSICAL SEXUAL HARASSMENT AT WORK



None of the participants who identified as gender non-conforming reported experiencing physical harassment.

THE TOP 3 PERPETRATORS



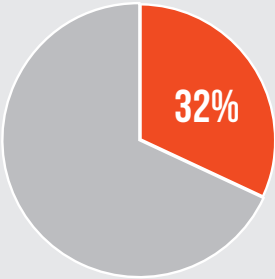
REPORTED VS ACTION



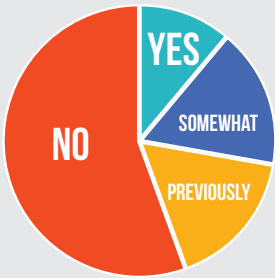
Only 15.5% of cases were reported. Organisations took action for 56% of the reported cases.

RESULTS AT A GLANCE

MANAGERS' EXPERIENCES



Six managers had experienced harassment. Only two reported it.

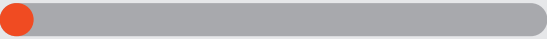


When asked if sexual harassment is an issue in the news industry, two news executives responded yes, three stated somewhat, three said no, and ten stated it was a problem in the industry but not their newsroom

MANAGING SEXUAL HARASSMENT



Just under half of news organisations have a sexual harassment policy (48.7%).



Only 6.7% of survey respondents said they know the content of their organisation's sexual harassment policy

2

BACKGROUND

Cultural norms, religious beliefs and a patriarchal society impact on workplace behavior. Newsrooms in Southeast Asia see the same influences in their workplaces.

The way media organisations are managed is, generally, influenced by a belief that employees know how to behave. However, like elsewhere, sexual harassment occurs, but incidents often go unreported due to a culture of silence and shame.

The lack of credible country and regional research on the extent of harassment has somewhat limited organisations seeking to address sexual harassment at a regional level.

Globally, the attitude towards sexual violence and abuse at work changed when the #MeToo movement took off in 2017. It encouraged women to speak up about the harassment they faced at work and triggered reflection and interventions by many organisations. New research commissioned into sexual harassment in media focused mainly on the West. In Asia, research concentrated on India, Pakistan, and Japan. There was little focus on the Southeast Asian countries where WIN operates.

WIN is committed to exploring the issue further as part of its mission to bring greater regional and cultural diversity to the global conversation on sexual harassment.

WIN works from the premise that data is a benchmark for measuring change. Data enables assessment of the impact of initiatives to improve the management of sexual harassment and, ultimately, newsroom safety, two factors that directly impact equality. Hence this research.

The data will help inform WIN's projects in Southeast Asia and beyond, which help build a more equitable and sustainable news media industry by developing current and future women media leaders. These projects include 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 the Southeast Asia research, reported here, form part of a four region-study to provide the evidence to back that up. The full research will help better understand the similarities and differences facing media in the Global South.

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 how people are treated, regardless of gender. This cannot be achieved if sexual harassment of any kind is tolerated. As such, we remain committed to working with media organisations to eliminate harassment of any kind.



See “What organisations can do” on page 34 for concrete steps that media can take to address and improve the safety of their working environment.

3

METHODOLOGY

DATA COLLECTION

This project employed two methods for data collection: a survey of media personnel, distributed online, and in-depth interviews with media executives conducted online through video calls. The two-method approach was designed to understand patterns of sexual harassment in newsrooms and gauge perceptions from officers with positions of power within media organisations. The survey responses were anonymous and interview participants were assigned a pseudonym to protect their identity.

Surveys and in-depth interviews were conducted remotely to comply with COVID-19 regulations.

Data collection began in December 2020 in Indonesia, Myanmar, Malaysia, the Philippines, and Vietnam and ended in March 2021. Data collection was done

in English and the local language of the country. After the initial filter questions, 494 participants completed the survey. The survey took an average of 19 minutes to complete.

In total, 19 in-depth interviews were conducted with news executives from various organisations. Ten women and nine men were interviewed. The average interview lasted 56 minutes. Interviewees were identified from media organisations that WAN-IFRA and Women In News have engaged in different capacities (either through capacity building or advocacy) and executives from media organisations willing to engage in the discussion on sexual harassment (regardless of an existing relationship or not).

DEFINITIONS, LANGUAGE AND SAMPLE SIZE

WIN is aware that the language around gender and sexuality continues to evolve rapidly, as it did while this report was being written. The refinement of words and their definitions is based on our understanding of how complex constructs related to sexuality and gender evolve.

In the research, participants selected their identity as Woman, Man or Gender Nonconforming. The number of respondents who identified as nonconforming was small. While this does not diminish their experiences, it poses a challenge statistically as it is difficult to find significant relationships from the data. Statistical tests typically require a larger sample size to ensure a representative distribution of the population and to be considered representative of groups of people to whom results will be generalised or transferred. It was,

therefore, essential to consider this. The data, however, shows that experiences of sexual harassment cannot be ignored for any group. Thus, while the numbers are small, we recognise this fact.

WIN acknowledges the profound diversity regarding size, development level, political, legal and economic system, geography, culture, and history within individual countries. This is why, for this phase of the research, we have focused on regional patterns on sexual harassment experiences and, while providing a country-by-country breakdown of data, have avoided comparative analysis.

4

DEMOGRAPHICS

DEMOGRAPHICS

494 ONLINE SURVEY PARTICIPANTS

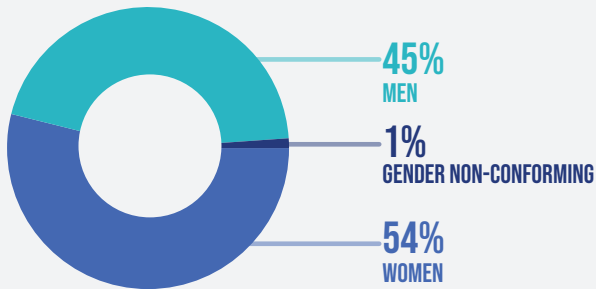


5 MAIN COUNTRIES

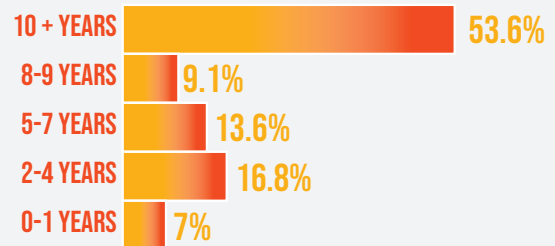
INDONESIA 34.7% [173]
MYANMAR 20% [99]
MALAYSIA 8.2% [41]
PHILIPPINES 6% [30]
VIETNAM 29.3% [143]
OTHER COUNTRIES 8.1% [9]



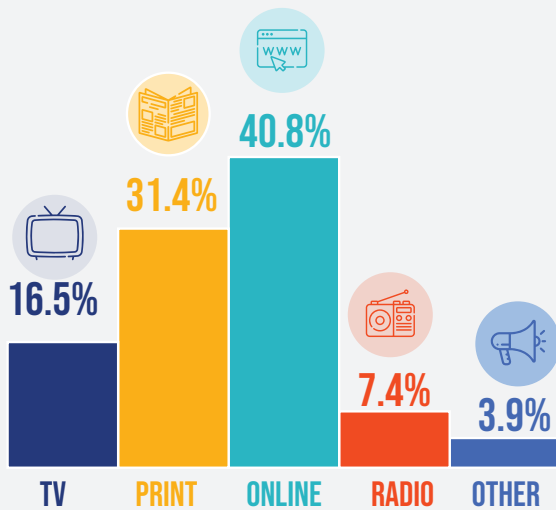
GENDER IDENTITY



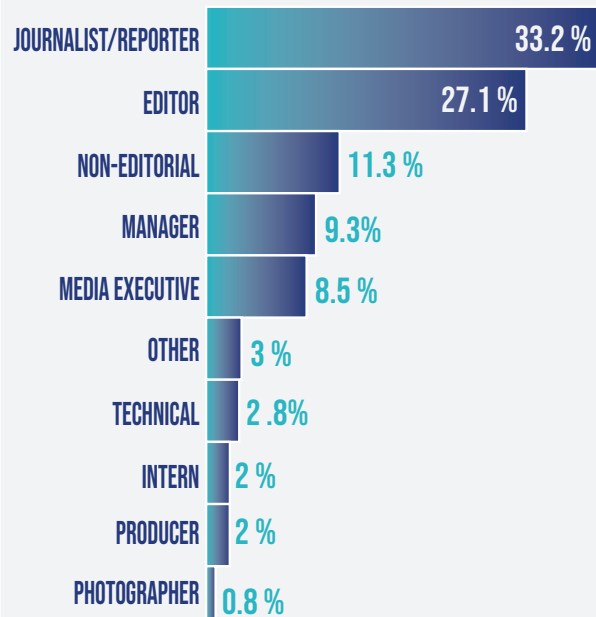
EXPERIENCE



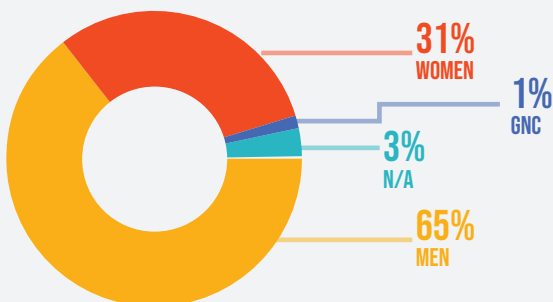
MEDIUM



ROLE



GENDER OF SUPERVISOR



INTERVIEWS



5

FINDINGS

ONLINE SURVEY

PREVALENCE:

WOMEN ARE...



9 X

MORE LIKELY TO EXPERIENCE
VERBAL HARASSMENT THAN MEN



6 X

MORE LIKELY TO EXPERIENCE
PHYSICAL HARASSMENT THAN MEN

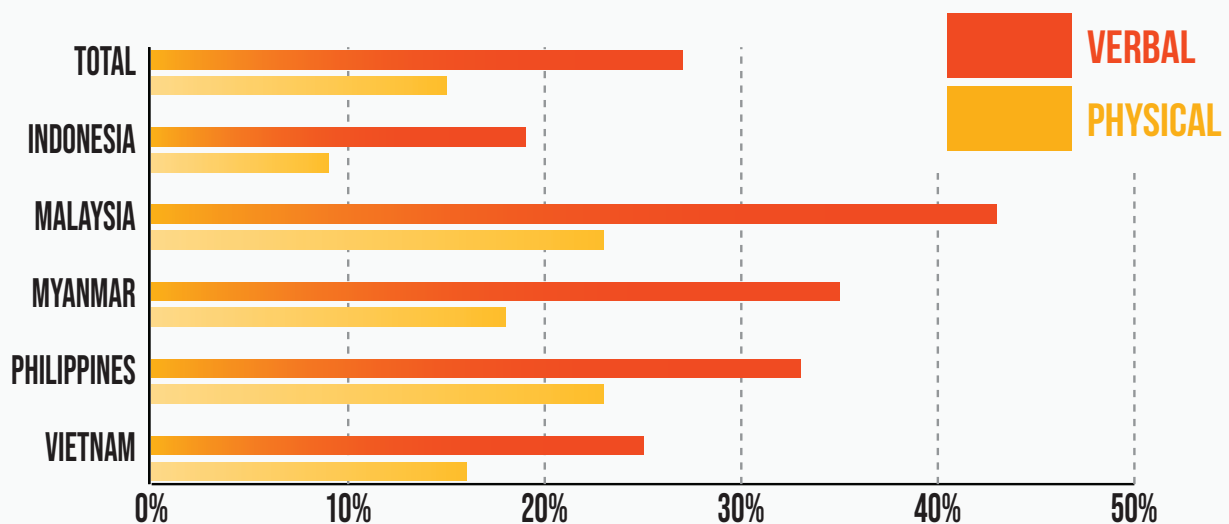
The first set of questions asked participants their experience of verbal and physical sexual harassment on a scale from never to five or more times.

Of those who reported experiencing harassment, 22.6% experienced verbal and 10.6% experienced physical. For men, 4.5% of participants indicated they'd experienced verbal sexual harassment at least once at work, and 3.6% experienced physical sexual harassment at least once.

For women, 45.3% of participants responded they'd experienced verbal sexual harassment at least once—17.8% five times or more, and 24.2% stated they'd experienced physical sexual harassment at least once—3.1% five times or more.

Gender non-conforming participants experienced verbal sexual harassment at a rate of 67% while none had been physically harassed.

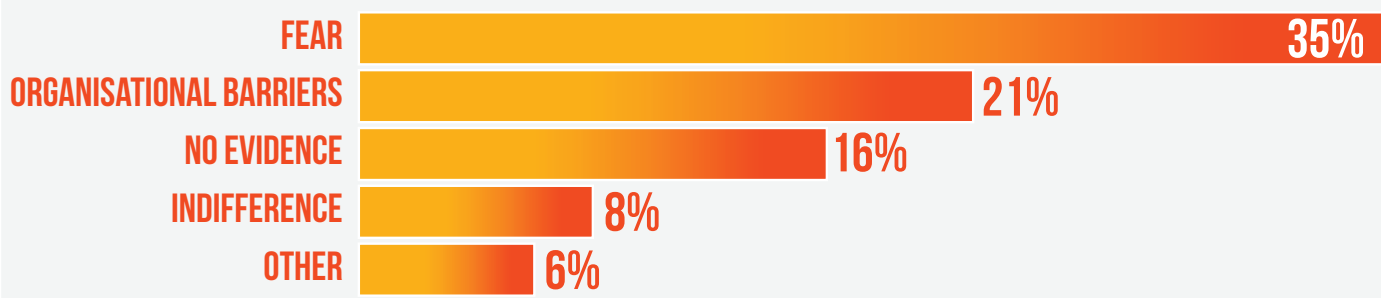
PREVALENCE OF VERBAL AND PHYSICAL SEXUAL HARASSMENT



* Percentage is an average of the total survey respondents who experienced verbal and physical harassment at work

REPORTING AND ACTION

WHY I DID NOT REPORT SEXUAL HARASSMENT



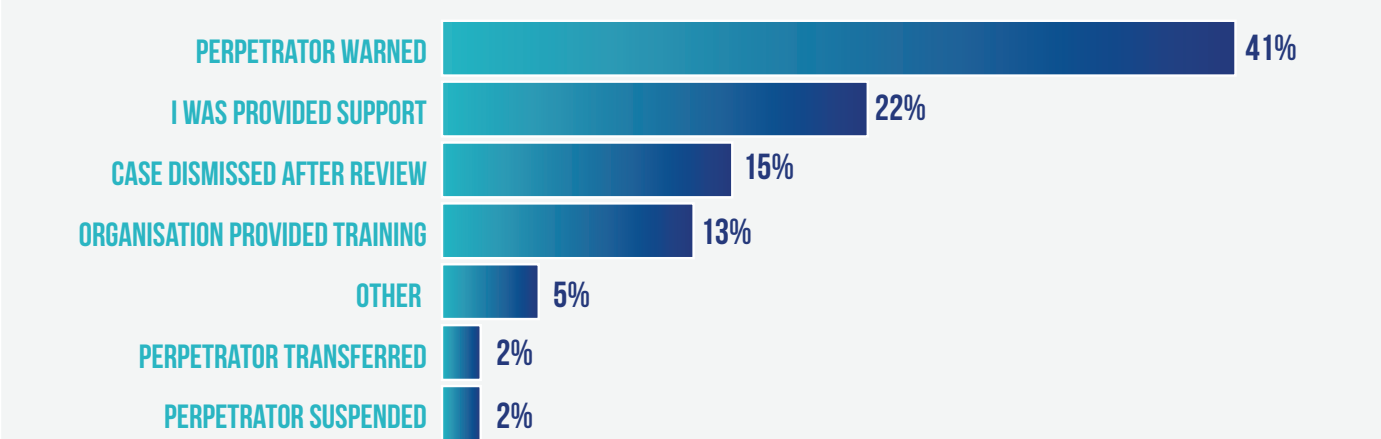
***Responses have been categorised as:**
Fear: “I was afraid of losing my job”; “I was afraid I would negatively impact my job”; “I was afraid the perpetrator would retaliate”; “I didn’t want myself or others to be negatively labeled”
Organisational barriers: “I didn’t think my organisation would believe 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”

On average, only 15.5% of cases were reported to the participant’s respective news organisation. Of those reported cases, news organisations took action 56% of the time.

The most common responses of organisations when they took action was warning the perpetrator (48.5%), dismissing the case after review (12.4%), and offering emotional support for the participant (14.7%).

The reasons listed for not reporting were there was no known reporting mechanism available (7.1%), believing there was insufficient evidence (6.6%), and not wanting to be negatively labelled (6.4%).

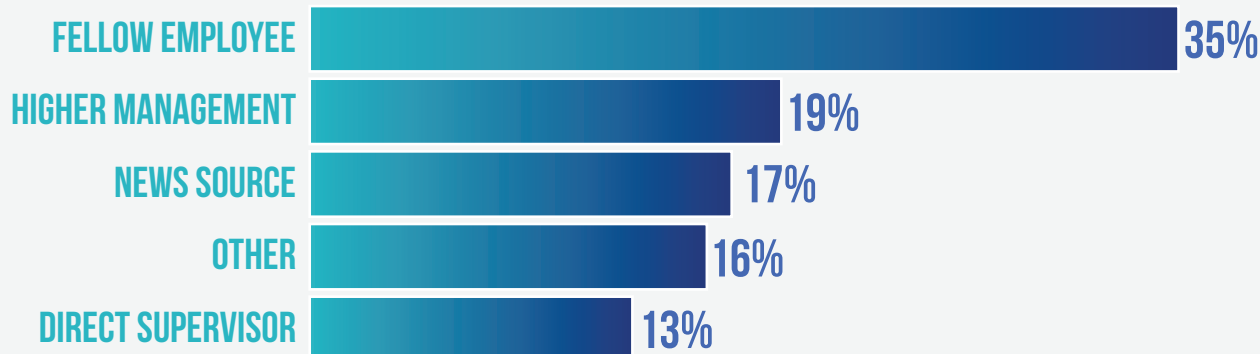
ORGANISATIONAL RESPONSE TO FORMAL COMPLAINTS



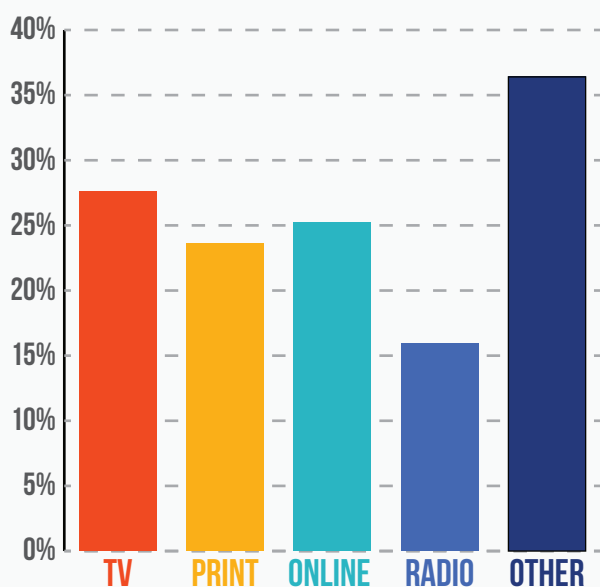
SOURCE & FREQUENCY

The most common source of sexual harassment was a fellow employee (37%), followed by higher management (20%), news source (18%), other (16%), and direct supervisor (13%).

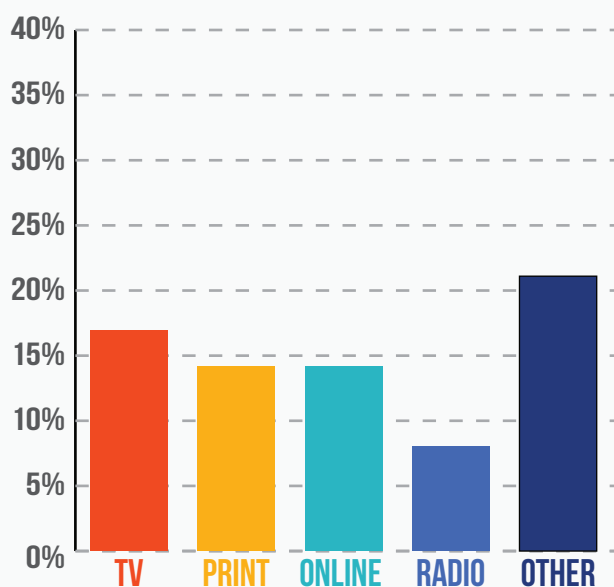
THE PERPETRATORS



PREVALENCE BY MEDIUM



VERBAL



PHYSICAL

The highest frequency of verbal sexual harassment occurred with those indicating another media organisation at 36.4%, followed by TV 27.6%, online 25.2%, print 23.6%, and radio 15.9%. The highest frequency of physical sexual harassment occurred in other 21%, TV 17%, online 14.2%, print 14%, and radio 8%. Most often, those who selected “another media organisation” are freelancers working across mediums. Participants were also asked if they had ever witnessed

sexual harassment in the newsroom. - some 27.7% of participants had witnessed at least one incident of sexual harassment, with 9% stating they had seen five or more.



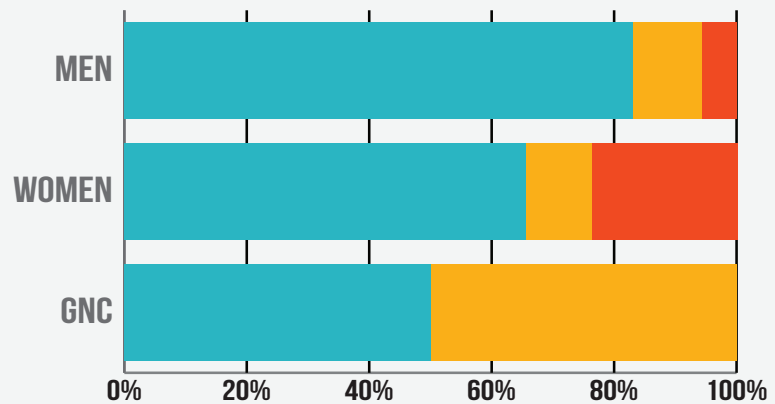
27.7%

of participants witnessed at least one incident of sexual harassment

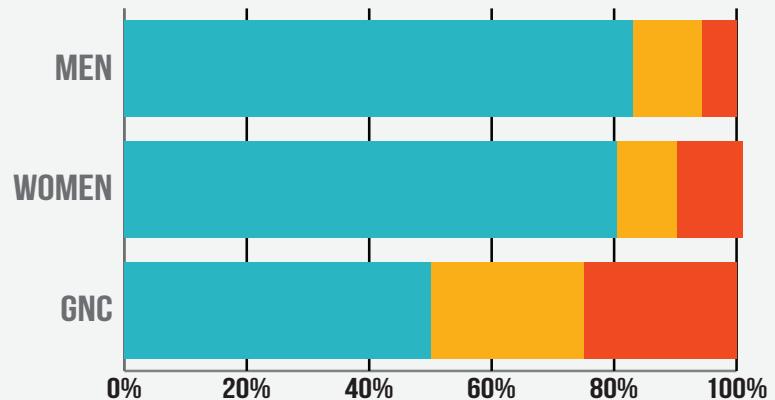
PERSONAL ATTITUDES

AGREE UNSURE DISAGREE

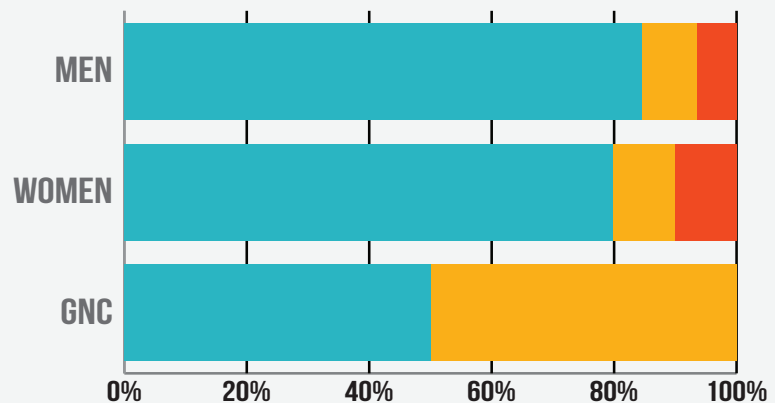
I CAN TALK TO MY SUPERVISOR



I FEEL SAFE IN MY NEWSROOM



I FEEL LISTENED TO WHEN I SPEAK OUT AT WORK



*Agree responses reflect those who said "Strongly agree", "agree" and "somewhat agree"

Disagree responses reflect those who said "Strongly disagree", "disagree" and "somewhat disagree"

Unsure responses reflect those who "neither agree nor disagree"

We asked respondents if their work environment was supportive. For women, 66% somewhat to strongly agreed they could openly talk to their supervisor, 80% somewhat to strongly agreed they felt listened to at work, and 80% somewhat to strongly agreed they

felt safe in their newsroom. For men, 83% agreed - somewhat to strongly - they could openly talk to their supervisor, 85% somewhat to strongly agreed they felt listened to at work, and 91% somewhat to strongly agreed they felt safe in their newsroom.

EXECUTIVE INTERVIEWS

To understand management perspectives on the prevalence of sexual harassment, WIN interviewed 19 executives from the sampled countries. The ten women and nine men interviewed held ranks from news editor to country director. The participants represented radio, print, television, and digital media.

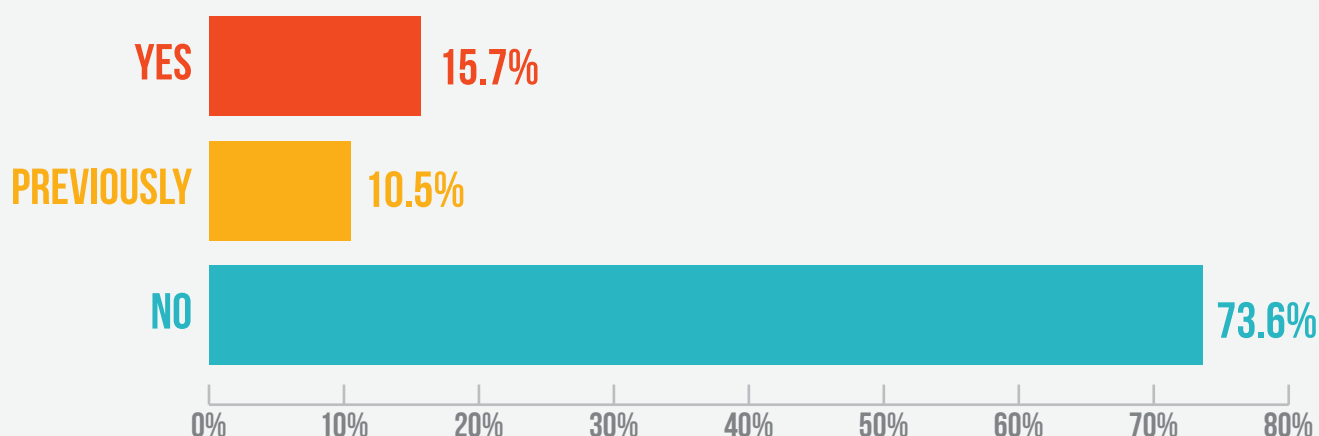
Because of the relatively small sample of managers in each country, the findings are considered separately. Some individual responses are included below because they provide insight into attitudes and the scale of the challenge. All data was anonymised, so pseudonyms are used.

Firstly, the news executives reported their personal

experiences of sexual harassment. Of the 19, five women and one man stated they had experienced verbal and physical sexual harassment. Two had reported this.

When asked if sexual harassment is an issue in the news industry, three news executives responded yes, two stated previously but not now, and 14 said no. The reasons ranged from the high number and ratio of women employed and the religious beliefs of employees (mainly Muslim and Buddhism).

IS SEXUAL HARASSMENT A PROBLEM?



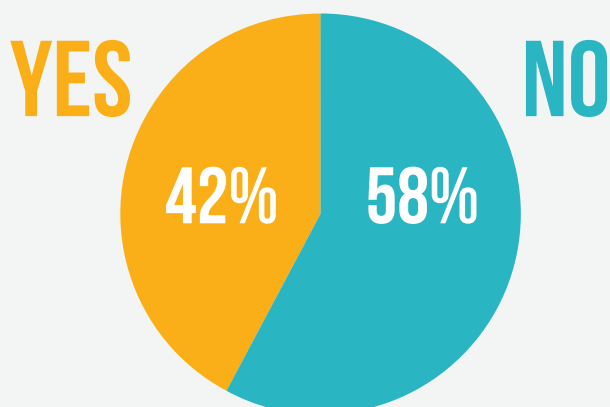
Is sexual harassment a problem in the media industry?

“Our team is mainly Muslim and knows how to behave. We have a Mosque in our office where they can pray five times a day.” - Linda, Indonesia

“The majority of our staff are Buddhists. We all know what to say and what not to say. We all know how to behave and not to behave based on the cultural and religious teachings” - Henry, Myanmar

Next, media executives were asked if any of their employees had reported cases of sexual harassment to them. Eight answered yes, and 11 answered no.

HAS ANYONE REPORTED TO YOU?



On reporting

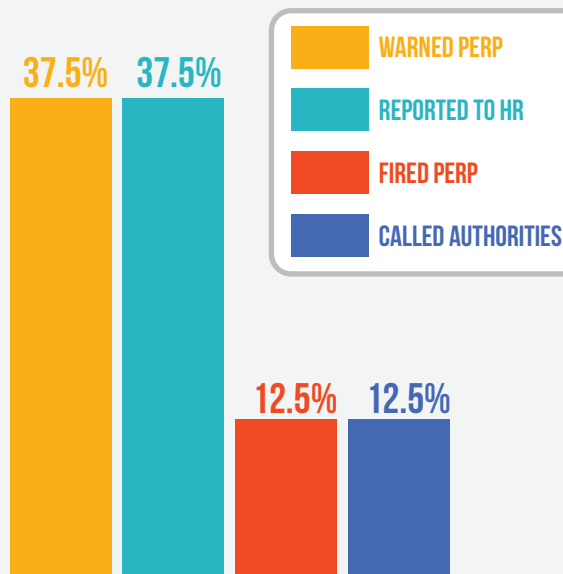
“Myanmar’s women are traditionally so quiet and afraid to complain. They feel shame. They are very shy to express their feelings. That has been a problem in the past. But nowadays, the last couple of years, there has been a lot of gender training here.” - Gerald, Myanmar

When executives were asked how they responded to complaints, three said they filled out a report, three warned the accused, one fired the accused, and one reported the perpetrator to local authorities.

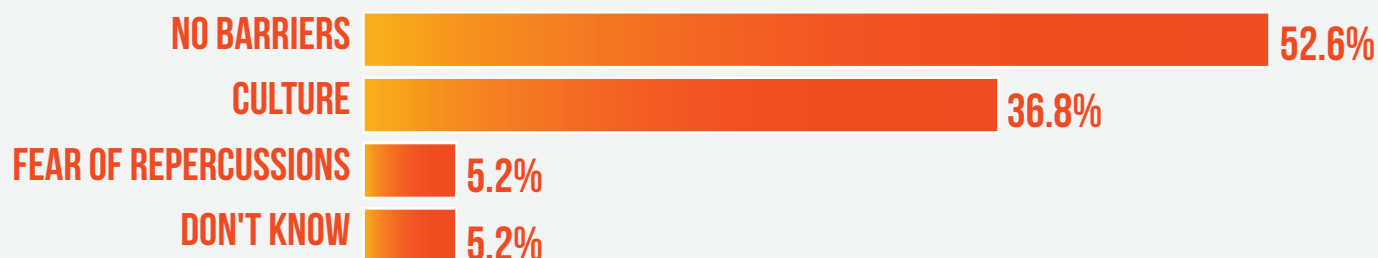
On organisational support

“People need managers they can trust - you may in a way put people off reporting if you don’t have a direct superior you can tell about whatever took place.” - Betty, Malaysia

HOW DID YOU REACT IF SOMEONE REPORTED TO YOU?



WHAT ARE THE BARRIERS TO REPORTING?

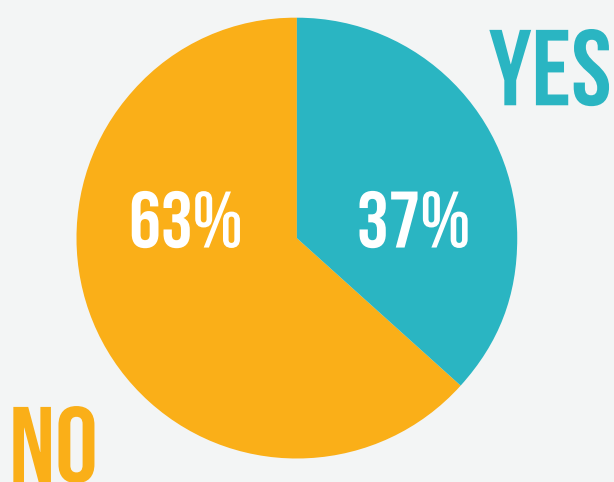


All news executives were asked to list the barriers in the news industry for reporting sexual harassment. While ten stated there were no barriers, one said fear of repercussions, one cited the victims don't recognize sexual harassment, and seven felt societal cultures were a factor.

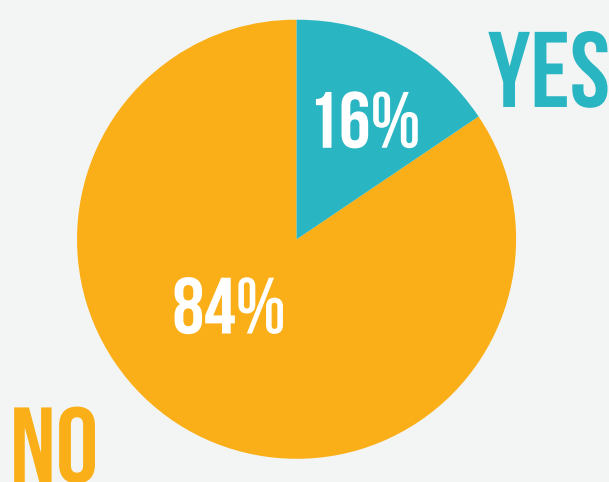
Barriers

"As a result of cultural norms, women do not always recognise unwanted behaviour as harassment. Sometimes they think it's normal workplace behaviour and normal communication. They don't know how and where to report and so they stay silent." - Martin, Myanmar

ARE YOU AWARE OF ANTI-HARASSMENT POLICY?



HAVE YOU PERSONALLY BEEN TRAINED?



Of the 19 news executives, eight indicated they were aware of an anti-sexual harassment policy at their news organisation. Of those who answered yes, three had been personally trained on the policy.

How to eliminate sexual harassment

More than half of the news executives called for more training on what constitutes sexual harassment and how to respond if harassed.

Training

“Young journalists and new staff should be trained on their rights. When on assignment they meet many kinds of people, some with risky behaviours. If mentally unprepared, they can refuse the assignments. Too many young, naive women can be traumatised for life if they are not prepared or sharp enough.” - Gerald, Vietnam

Protection

“In Vietnam, if reporters encounter such behaviour, they can, in the first instance, share them with their direct manager. If the perpetrator was a source, they can decline later assignments requiring working with such sources. Or, if they have to go, they can ask another colleague to go with them.” - Hoang, Vietnam

The interview results point to a group of executives who are trained in managing sexual harassment and are confident that religion taught employees how to behave and that people knew not to cross the line. They are also confident that mechanisms exist to enable reporting. However, this is at odds with the experiences of survey respondents where only 15.5% of sexual harassment incidents were reported. Their most common reason for not reporting was directly linked to the organisation not having a mechanism.

The next section focuses on country by country findings.

COUNTRY FINDINGS



INDONESIA

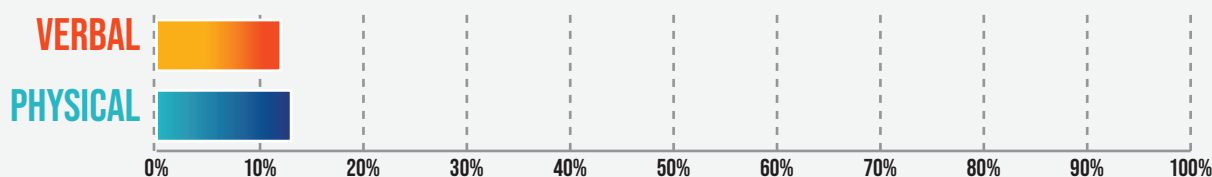
OVERVIEW: 173 ONLINE SURVEY PARTICIPANTS



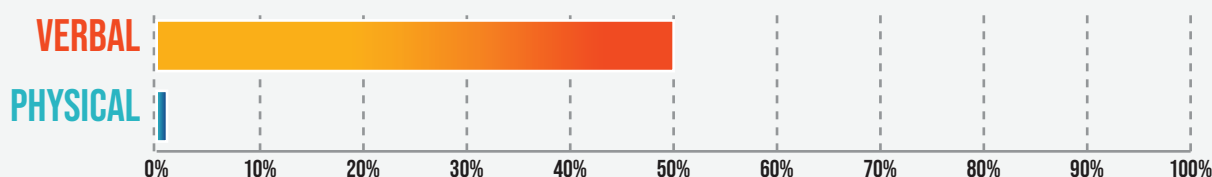
PREVALENCE



OF THOSE, WHO REPORTED THE INCIDENT



OF THOSE, WHO RECEIVED ACTION



DEMOGRAPHICS

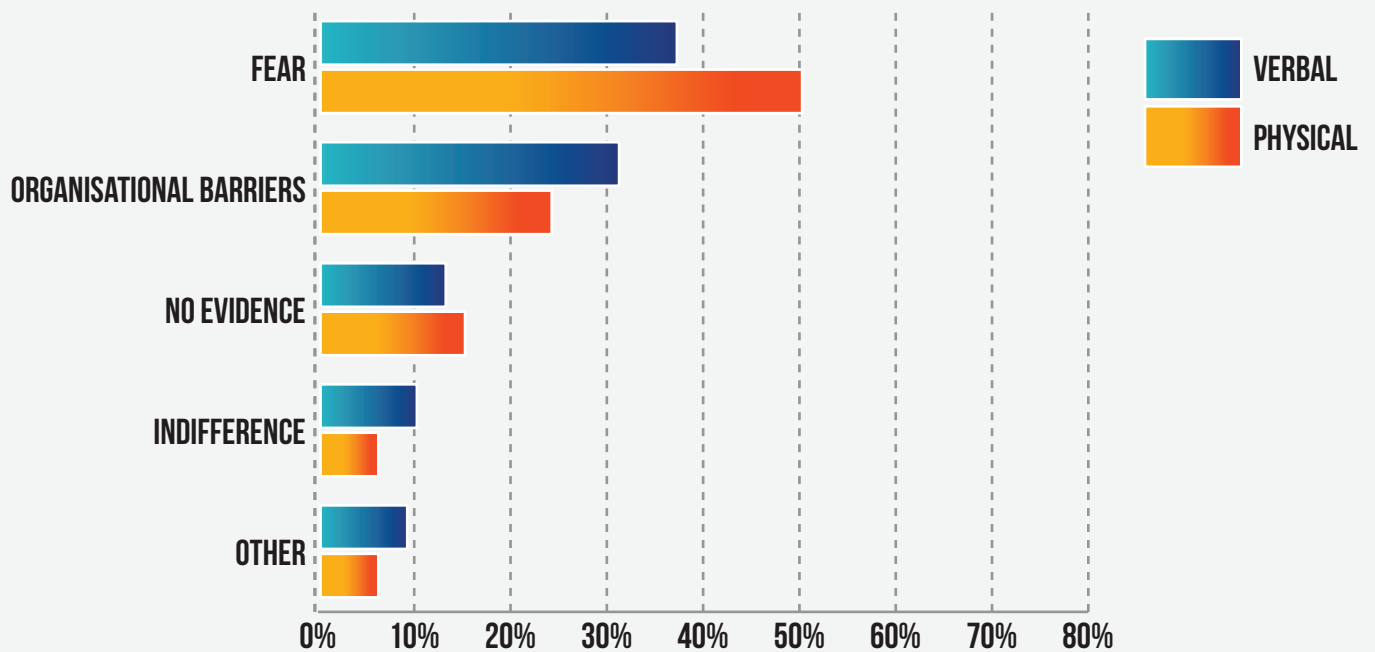
- Women 44.5% (77) and men 55.5% (96)
- Gender of supervisor: Men 71.7% (124), women 25.4% (44), other 1.2% (2), and not applicable 1.7% (3)
- Sexual harassment policy: No 56% (97), yes, but not aware what it is 40.5% (70), and yes, I am aware what it is 3.5% (6)

FINDINGS

One hundred and seventy-three participants completed the survey in Indonesia. 41% of women experienced verbal sexual harassment (17% five times or more) and 14% physical sexual harassment. Among men, 1% experienced verbal sexual harassment and 4% said they had experienced physical sexual harassment. Of all respondents who said they had

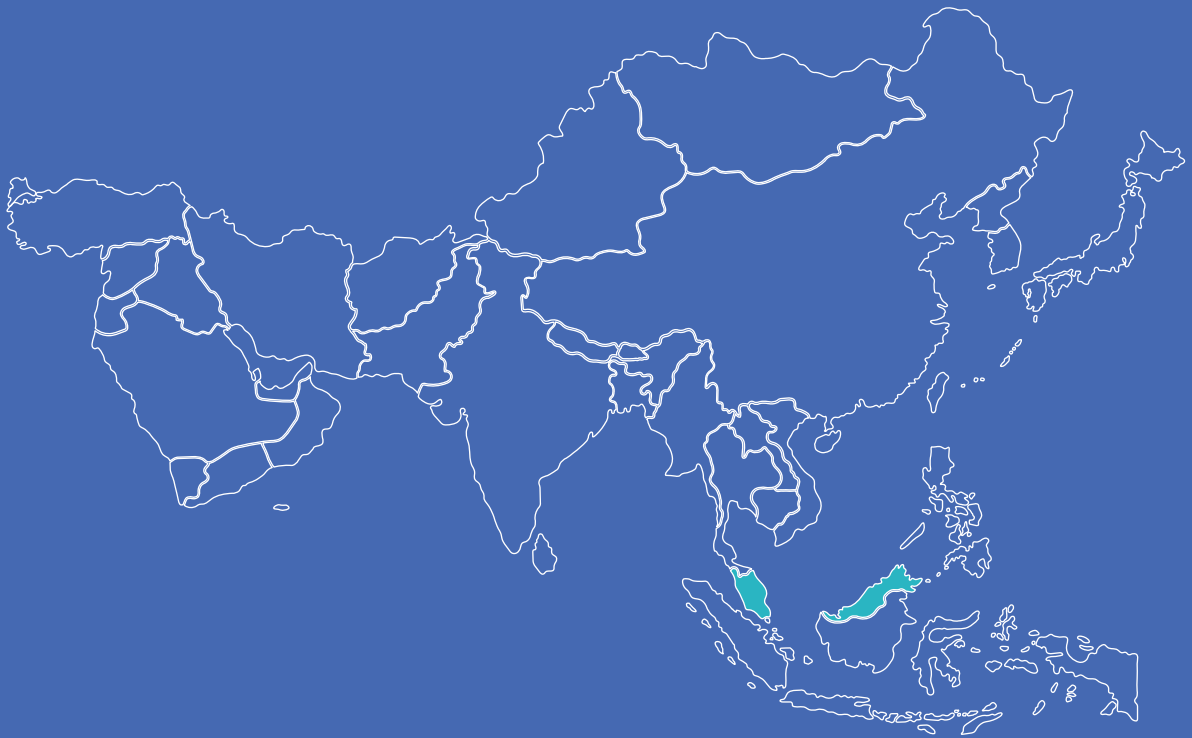
been sexually harassed, only 12.7% chose to report it. Action was taken in 25% of reported cases and most commonly constituted warning the accused. The most common reason cited for not reporting was that there were no reporting mechanisms available (6.1%). When asked if their organisation had a sexual harassment policy, 56% of participants answered no.

WHY I DID NOT REPORT SEXUAL HARASSMENT



NOTABLE QUOTE

- “Most Asian newsrooms would rather sweep things under the carpet. But harassment doesn’t just occur within a newsroom. Often times it can happen between a senior or peer journalist working with different news organisations.” - Journalist

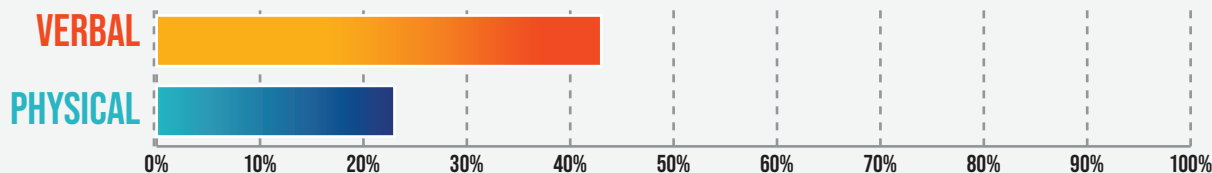


MALAYSIA

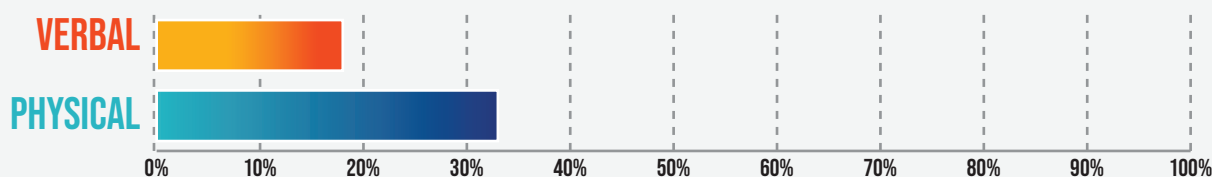
OVERVIEW: 114 ONLINE SURVEY PARTICIPANTS



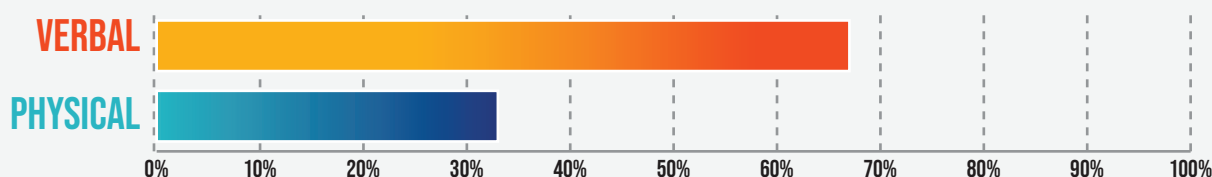
PREVALENCE



OF THOSE, WHO REPORTED THE INCIDENT



OF THOSE, WHO RECEIVED ACTION



DEMOGRAPHICS

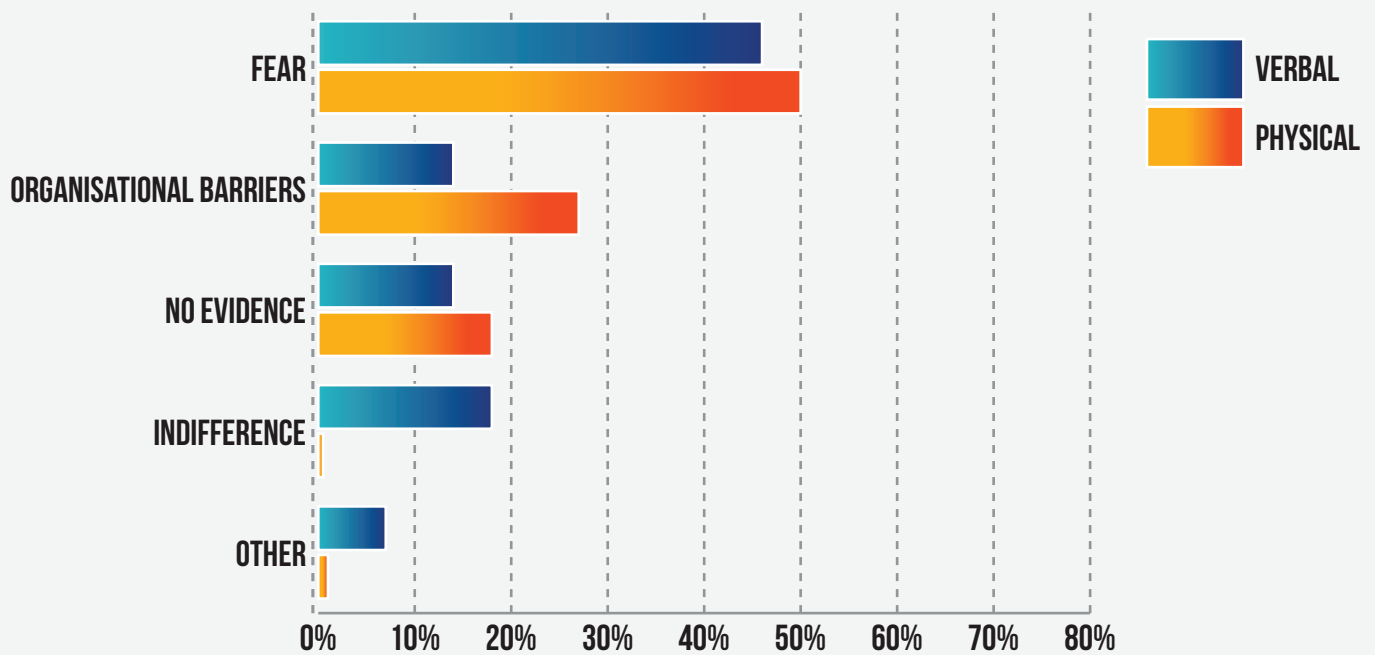
- Women 85.3% (34) and men 14.6% (6)
- Gender of supervisor: Men 47.8% (19), women 42.5% (17), other 2.5% (1), and not applicable 7.5% (3)
- Sexual Harassment Policy: No 57.5% (23), yes, but not aware what it is 37.5% (15), and yes, I am aware what it is 5% (2)

FINDINGS

Forty participants from Malaysia completed the survey. 48%, experienced verbal sexual harassment (15% five times or more) and 24% had experienced physical sexual harassment. Some 17% of men had experienced verbal sexual harassment and 17% physical sexual harassment. Of the respondents who had been sexually harassed, only 22% chose to report, and then management took action in 60% of reported cases,

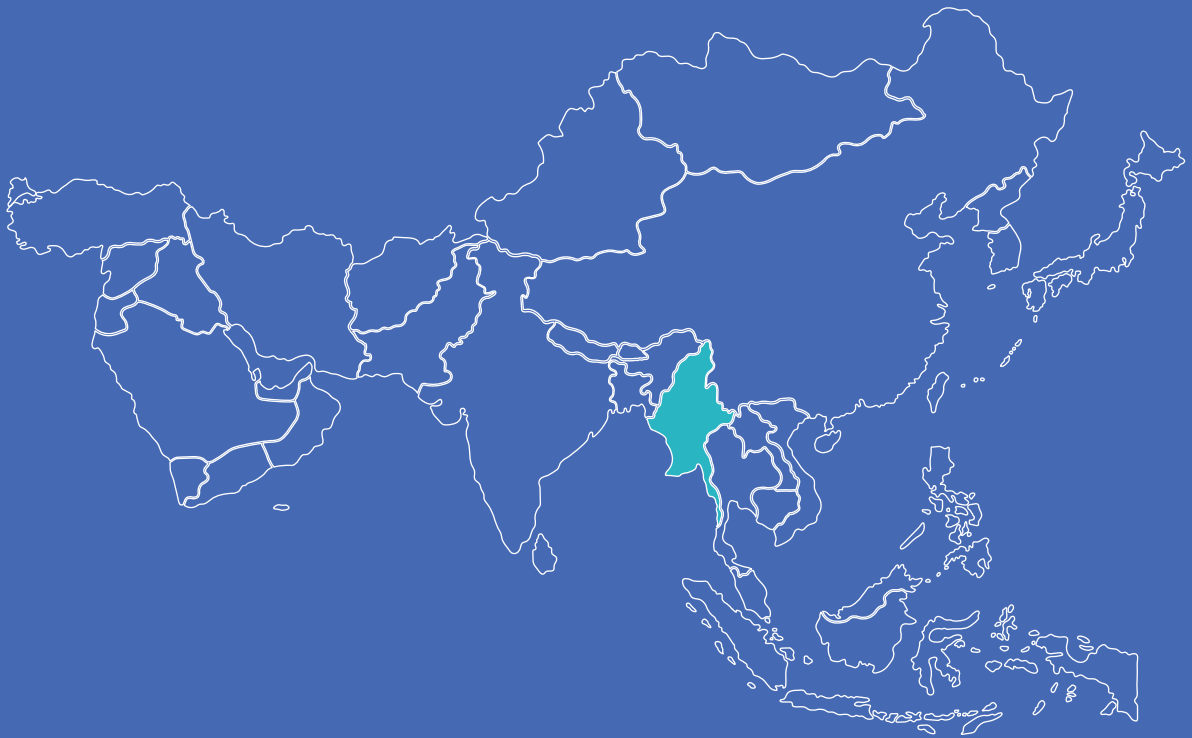
with the most common action being a warning to the accused. The most common reasons for not reporting was believing they didn't have evidence (9.8%), not wanting to be negatively labelled (8.6%), and not knowing how to report (7.3%). When asked if their organisation had a sexual harassment policy, 58.5% of participants answered no.

WHY I DID NOT REPORT SEXUAL HARASSMENT



NOTABLE QUOTE

- “It seems that a certain amount of sleaziness is expected from government ministers in Malaysia. The one who asked me for my phone number and made me feel so uncomfortable that I hid in the toilet until he and his entourage had left was notorious.” - Reporter

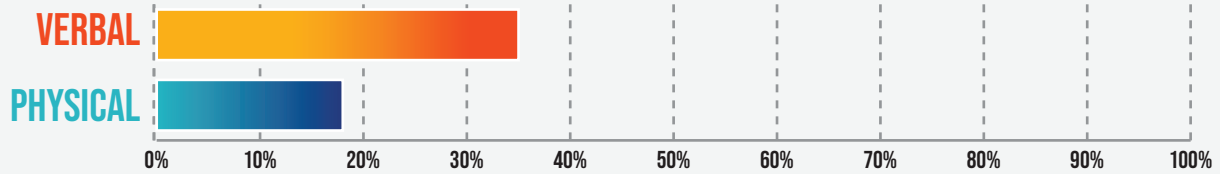


MYANMAR

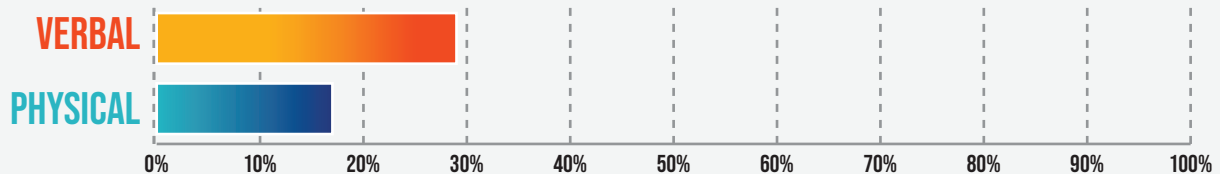
OVERVIEW:

99 ONLINE SURVEY PARTICIPANTS 

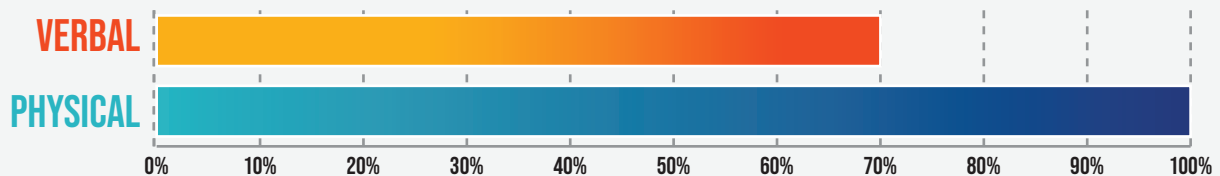
PREVALENCE



OF THOSE, WHO REPORTED THE INCIDENT



OF THOSE, WHO RECEIVED ACTION



DEMOGRAPHICS

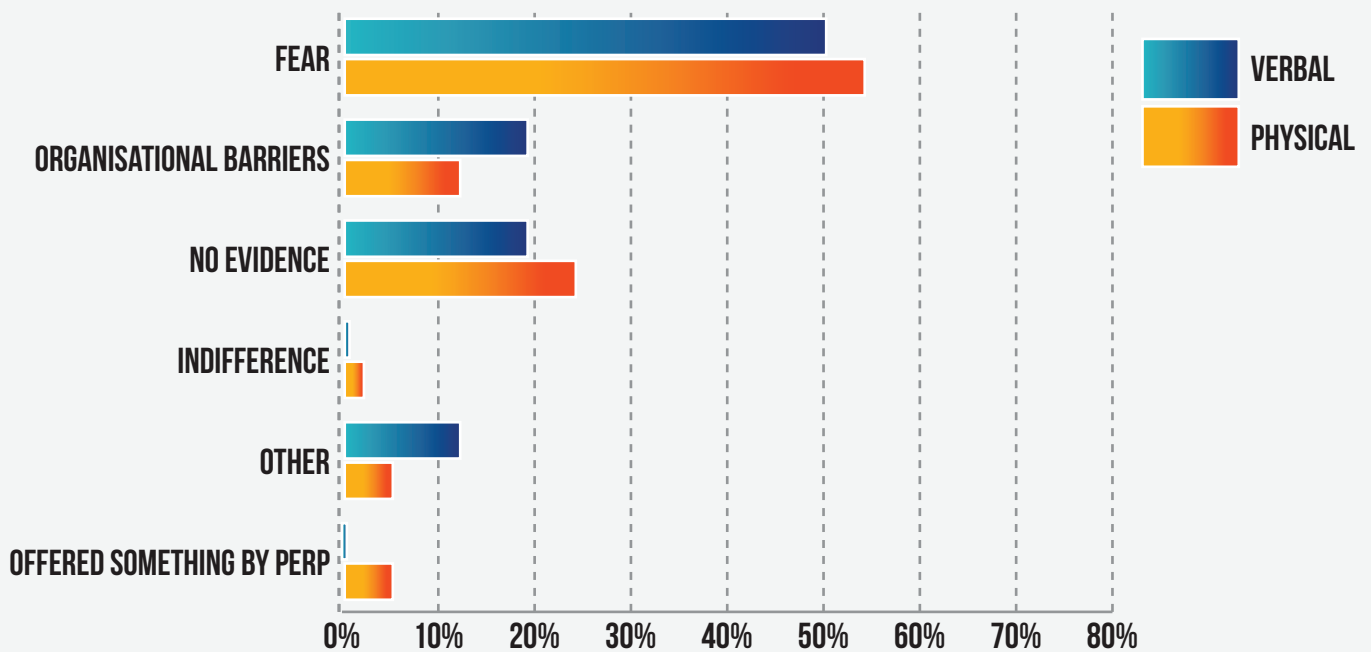
- Women 68% (69), men 30% (30), and gender non-conforming 1% (1)
- Gender of supervisor: Men 68% (68), women 24% (24), other 3% (3), and not applicable 5% (5)
- Sexual harassment policy: No 33% (33), yes, but not aware what it is 54% (54), and yes, I am aware what it is 13% (13)

FINDINGS

One ninety-nine participants from Myanmar completed the survey. Almost half of women respondents, 49%, said they had experienced verbal sexual harassment (18% five times or more) and 25% had experienced physical sexual harassment. For men, 6.5% experienced verbal sexual harassment and 3% physical sexual harassment. One participant who identified as gender non-conforming did not report

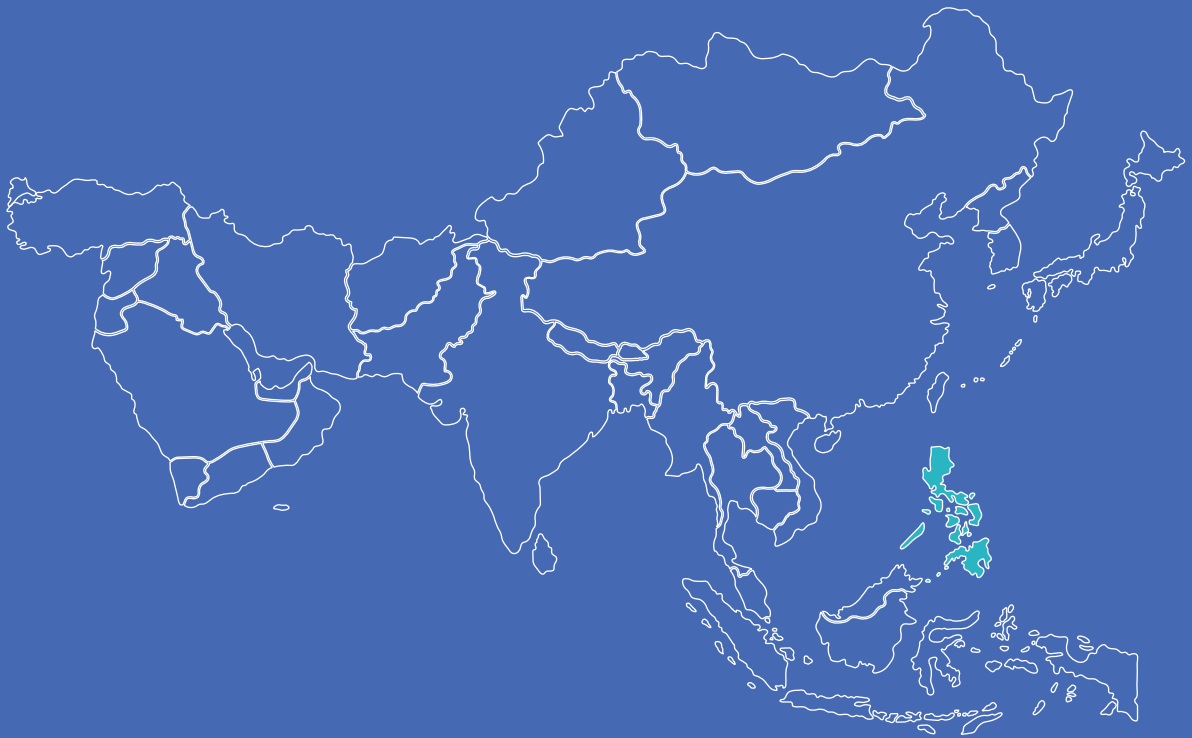
experiencing sexual harassment. Of those who had experienced sexual harassment, only 23% chose to report it, and then organisations took action in 85% of cases, most commonly warning the accused. The most common reason for not reporting was not believing they had enough evidence (10%). When asked if their organisation had a sexual harassment policy, 33% of participants answered no.

WHY I DID NOT REPORT SEXUAL HARASSMENT



NOTABLE QUOTE

- “Most of the victims decide to keep their experiences to themselves. They are too embarrassed to share details about sexual harassment with management.” - Reporter

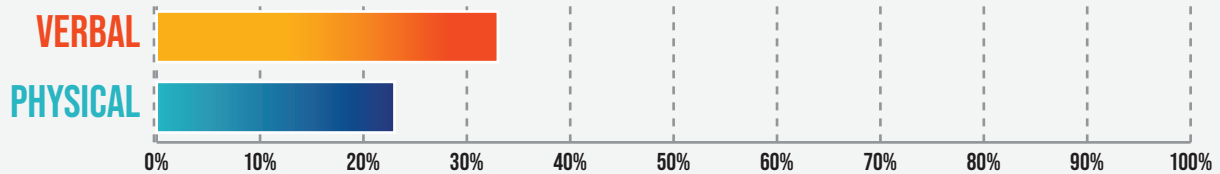


PHILIPPINES

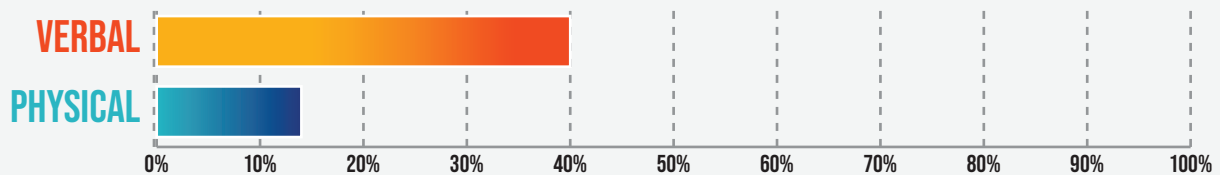
OVERVIEW:

30 ONLINE SURVEY PARTICIPANTS 

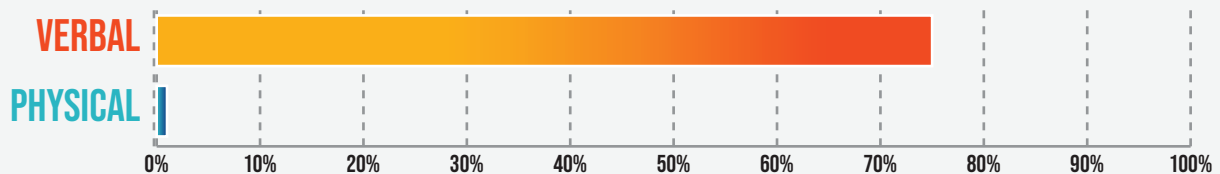
PREVALENCE



OF THOSE, WHO REPORTED THE INCIDENT



OF THOSE, WHO RECEIVED ACTION



DEMOGRAPHICS

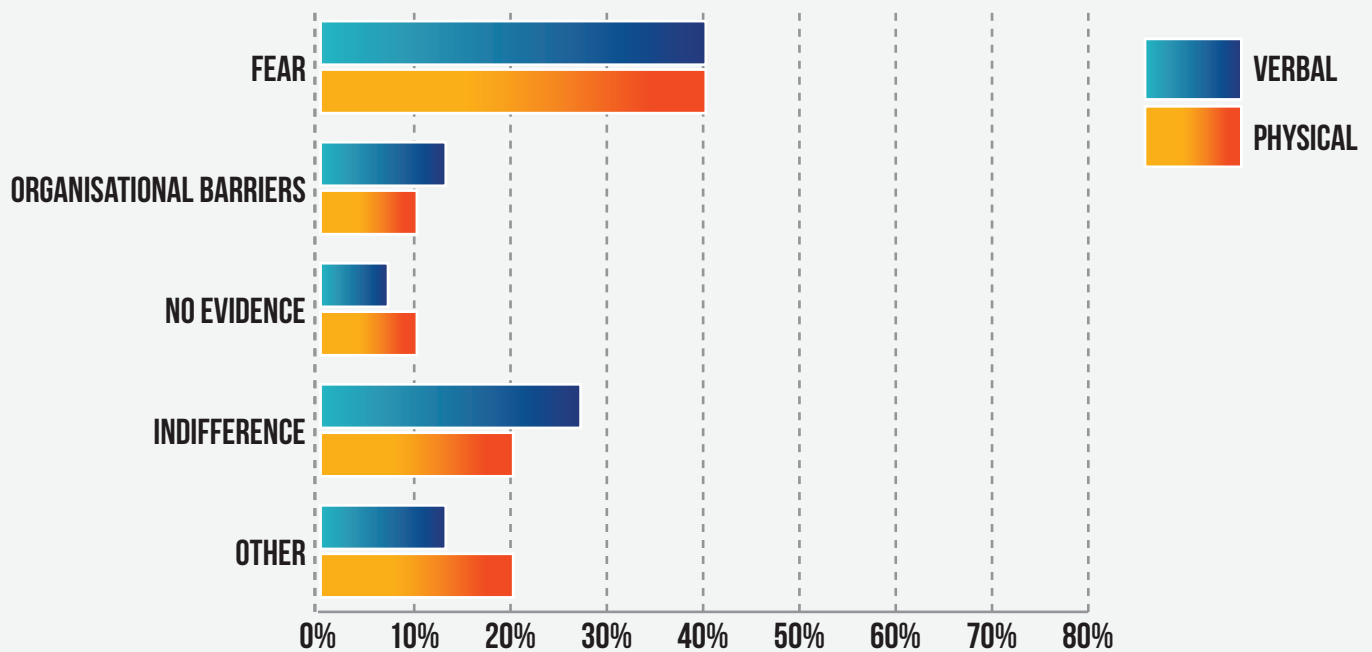
- Women 63.3% (19) and men 36.7% (11)
- Gender of supervisor: Men 46.7% (14) and women 53.3% (16)
- Sexual harassment policy: No 26.7% (8), yes, but not aware what it is 46.7% (14), and yes, I am aware what it is 26.7% (8)

FINDINGS

Thirty participants from the Philippines completed the survey. 48%, experienced verbal sexual harassment (16% five times or more) and 37% physical sexual harassment. For men, 9% experienced verbal sexual harassment and none had been physically harassed. Only a third of respondents, 33%, chose to report incidents of harassment, and then, action was taken 75% of the time. The most common response was

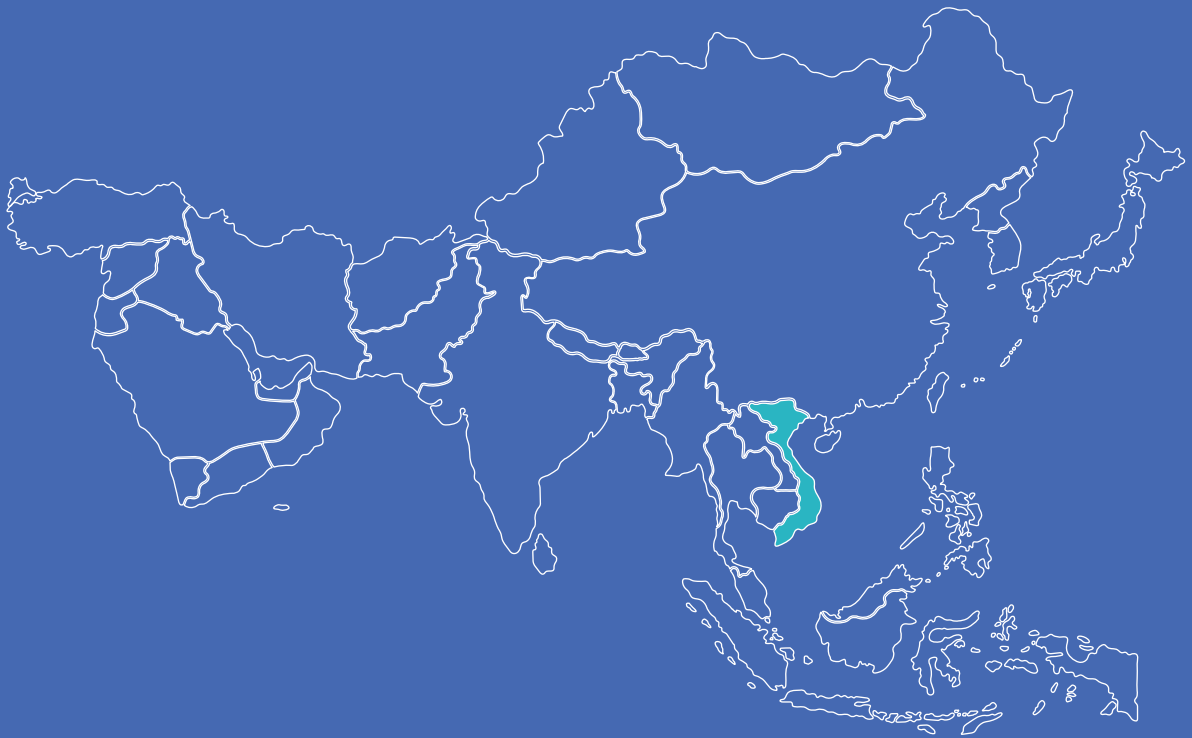
warning the perpetrator. The most common reasons for not reporting were not thinking it was a big deal (23.4%). When asked if their organization had a sexual harassment policy, 26.7% said no and 26.7% said yes. Almost half, 46.7%, said their organization had a policy, but they were unaware of what the policy was.

WHY I DID NOT REPORT SEXUAL HARASSMENT



NOTABLE QUOTE

- “In my first days in the profession, experienced colleagues suggested that going for drinks with other senior journalists (mostly men) would not only help create a better working relationship but also get me access to their sources.” - Reporter



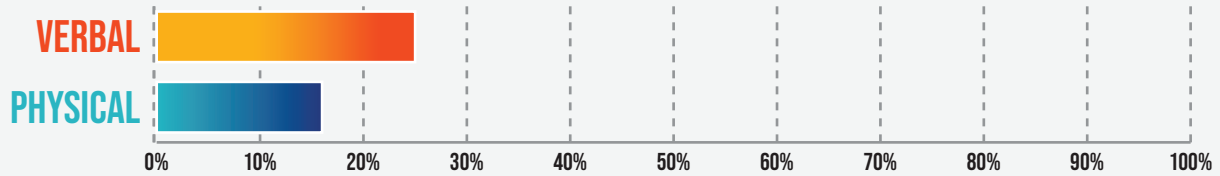
VIETNAM

OVERVIEW:

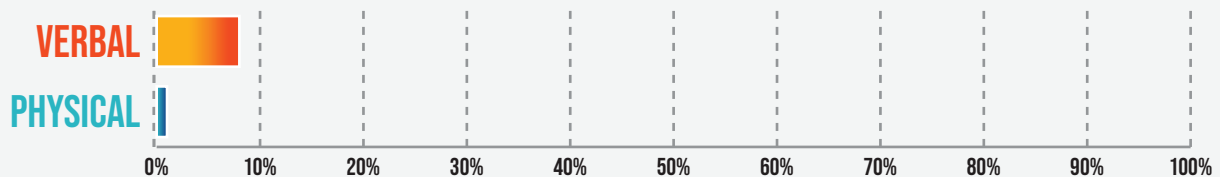
143 ONLINE SURVEY PARTICIPANTS



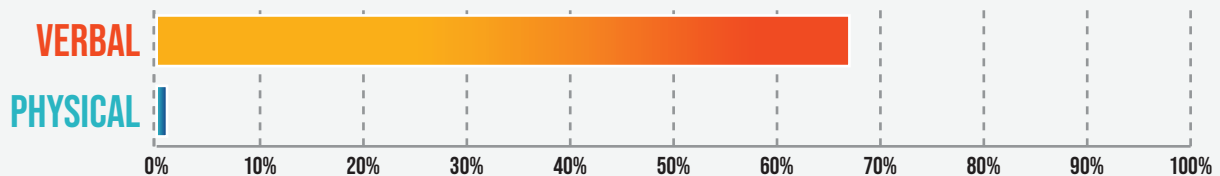
PREVALENCE



OF THOSE, WHO REPORTED THE INCIDENT



OF THOSE, WHO RECEIVED ACTION



DEMOGRAPHICS

- Women 44.8% (64), men 53.1% (76), and gender non-conforming 2.1% (3).
- Gender of supervisor: Men 67.1% (96), women 31.5% (45), and not applicable 1.4% (2)
- Sexual harassment policy: No 63% (90), yes, but not aware what it is 35% (50), and yes, I am aware what it is 2.1% (3).

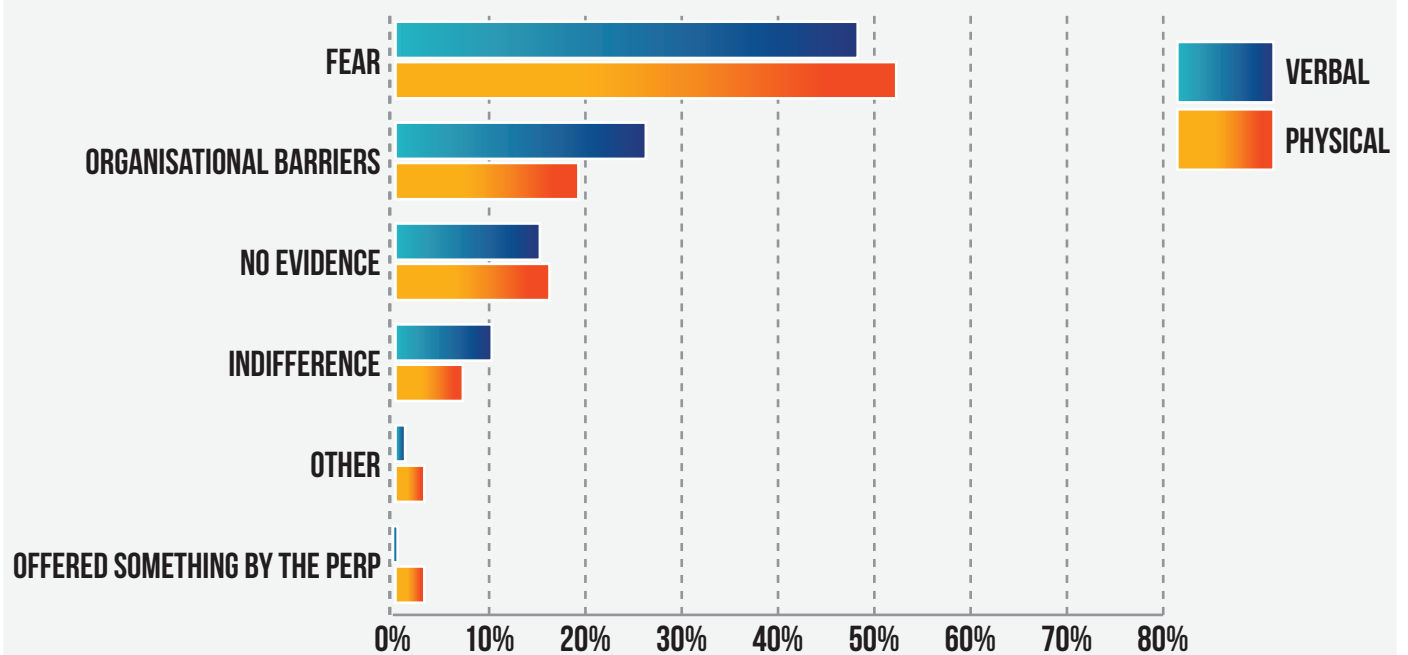
FINDINGS

One hundred and forty-three participants from Vietnam completed the survey.

Almost half of women, 46%, had been verbally sexually harassed (20% five times or more) and 33.5% said they had been physically sexually harassed. Of the three participants who identified as gender non-conforming, two said they had experienced verbal sexual harassment 2-4 times. For men, 5.2% experienced verbal sexual harassment and 2%

physical sexual harassment. Of all who had been sexually harassed, only 4.2% chose to report, and then organisations took action on 34% of cases and the most common response was to warn the accused. The most common reasons for not reporting was not wanting to be negatively labelled (9.9%), no reporting mechanisms available (9.3%) and being afraid it would negatively impact one's job (7.5%). When asked if their organisation had a sexual harassment policy, 63% of participants said no.

WHY I DID NOT REPORT SEXUAL HARASSMENT



NOTABLE QUOTE

- “Vietnamese news organisations owe journalists a “clean newsroom”. Explicit policies and definitions are needed to restrain dirty behaviour.” - Reporter

6

**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.

4

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.

5

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.

6

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.

7

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.

8

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.



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7

WIN RESOURCES



CLICK [HERE](#) TO VISIT WIN'S SEXUAL HARASSMENT TOOLKIT

or visit this link: sexualharassment.womeninnews.org/en/resources/sexual_harassment_toolkit_win

THE TOOLKIT INCLUDES:

- 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

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