

# SAMPLE SEXUAL HARASSMENT SURVEY



This is a sample survey to help you better understand the extent to which sexual harassment is a problem within your organisation.

## SOME SURVEY TIPS

- Make this an anonymous survey to encourage responses. Do not ask for names or any information that could give a person's identity away, such as job title.
- This template is designed for current employees, but you could tweak it to include past employees too.
- Do not just target women, send it out to everyone.
- Always define the terms you are using so that there is no confusion about what constitutes 'sexual harassment' or 'workplace'. This is especially important if you have not done any sensitisation training yet.
- Use an online survey manager like SurveyMonkey which can help you to analyse data.
- Publish the results of the survey within your organisation.
- Repeat the survey every one to two years to monitor progress.

## SURVEY INTRODUCTION

Please take a few moments to answer this anonymous survey on sexual harassment in [INSERT COMPANY NAME]. Your participation will help us to understand the nature of the problem in our organisation. We appreciate your honesty and assure you that your answers shall remain anonymous.

For the purposes of this survey, we organise sexual harassment into three categories:

### VERBAL/NON VERBAL-HARASSMENT

When someone gives another person unwanted sexual attention through verbal or written comments or conversation, or through noises or actions at a distance.

### PHYSICAL HARASSMENT

When someone uses physical pressure or force to have sexual contact with another person against their will, e.g. groping, massaging, holding hands.

### RAPE

The most severe form of physical harassment involving non-consensual penetration, no matter how slight, of the vagina or anus with any body part or object, or non-consensual oral penetration by a sex organ of another person.

We define 'workplace' as:

<b>On-site spaces</b>	<b>Off-site spaces</b>	e.g. in the office, newsroom or on set
		e.g. in the field doing research and interviews
<b>Online spaces</b>		any digital platform that anyone involved in creating media content uses to communicate with employees.
<b>Work-related events</b>		e.g. conferences, business trips, training sessions
<b>Social events</b>		organised by [INSERT NAME]

**1 WHAT IS YOUR STATUS AT [INSERT COMPANY NAME]?**

- Editorial (employed)     Non-editorial (employee)
  - Editorial (freelancer)     Non-editorial (freelance)
  - I prefer not to say
- Other (please specify):

**2 WHAT IS YOUR GENDER?**

- Male                       Female
- Other

**3 HAVE YOU EVER BEEN VERBALLY/NON-VERBALLY HARASSED WHILE WORKING AT [INSERT COMPANY NAME] AND BY WHOM?**

	A superiorA	colleague	A non-employee (e.g. interviewee)
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4 HAVE YOU EVER BEEN PHYSICALLY HARASSED WHILE WORKING AT [INSERT COMPANY NAME] AND BY WHOM?**

	A superiorA	colleague	A non-employee (e.g. interviewee)
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5 HAVE YOU EVER BEEN RAPED WHILE WORKING AT [INSERT COMPANY NAME] AND BY WHOM?**

	A superiorA	colleague	A non-employee (e.g. interviewee)
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6 DID YOU REPORT THE INCIDENT(S)?**

- Yes                       No
- N/A, I responded 'No' to Q3-5

**7 WHOM DID YOU REPORT THE INCIDENT(S) TO?**

- The police                       HR
- My direct manager               Another manager
- A colleague or friend at work     My trusted personal network outside of work
- N/A I responded 'No' or 'N/A' to Q6

Other (please specify):

**8 IF YOU DID NOT REPORT THE INCIDENT(S), WHY NOT?**

- Worried no-one would believe me               Was embarrassed/ashamed
- Worried for my job security if I reported               N/A I responded 'Yes' or 'N/A' to Q6
- Didn't know that it was harassment

Other (please specify):

**9 WHAT CAN ORGANISATION X DO TO ELIMINATE SEXUAL HARASSMENT IN THE WORKPLACE?**

- Adopt zero tolerance policy against sexual harassment               Conduct sensitisation training on what sexual harassment is
- Introduce complaints procedures for sexual harassment               Managers and executives should lead by example
- Create a stand alone sexual harassment policy               Train managers on how to prevent and identify sexual harassment
- Establish safe channels to report incidents of harassment such as anonymous tip line               Employ more women, to increase gender balance
- Create a lead person on sexual harassment issues within ORGANISATION X               Have an open dialogue about sexual harassment

Other (please specify):

**10 FURTHER INFORMATION AND COMMENTS ARE WELCOME**