

## Options for Employees Experiencing Sexual Harassment

### ✓ Tell the person to stop:

Sometimes people do not realize that they are offending others. **If you feel safe doing so, consider telling them that their behaviour is hurtful. It is preferable to do this in front of a witness. Sometimes speaking out might end it.** However, this can be difficult if the harassment is severe. If you prefer, ask a trusted person such as a supervisor or union representative, to help you communicate your discomfort. Or, send them a registered letter and keep a copy of the receipt.

### ✓ Report the harassment to your employer:

If your informal steps to end the harassment don't work, consider lodging a formal complaint with your supervisor, boss, or department head. Find out about your workplace Sexual Harassment Policy and how to proceed. Ask for a complaint form so you can put your complaint in writing. If your workplace does not have a policy and complaint form, please visit [www.legal-info-legale.nb.ca](http://www.legal-info-legale.nb.ca) for a useable template.

### ✓ Report Criminal Behaviour to the Police:

Some unwelcome behaviours, such as grabbing, kissing, fondling or sexual activity are criminal in nature. An employee experiencing these behaviours may choose to report the incident(s) to the police or RCMP. Before deciding on this option, you may wish to access helpful information about what reporting looks like and what happens next. You can contact **Public Legal Education and Information Service of NB** ([www.legal-info-legale.nb.ca](http://www.legal-info-legale.nb.ca)) for information about your rights as a victim of crime. You can also get emotional support, information, and advice from Sexual Violence NB ([www.svnb.ca](http://www.svnb.ca)).

In an emergency call 9-1-1

## Remember it's not your fault

### Don't blame yourself

### Tell someone you trust:

Emotional support is important.

### Keep written records:

Write down what happened, dates, names of witnesses and how you reacted. If the harasser sends you notes or pictures, keep them to document the offensive behaviour.

### Be proactive:

Ask your supervisor to arrange an information session. Training or information sessions can play an important role in educating employees.

## ✓ **Contact the Human Rights Commission:**

If you are experiencing sexual harassment, you can go directly to the Human Rights Commission for advice or to file a complaint: ([www2.gnb.ca/content/gnb/en/departments/nbhrc.html](http://www2.gnb.ca/content/gnb/en/departments/nbhrc.html)).

Usually, complaints can only be filed about incidents that happened within the last 12 months. If you need guidance to complete their form, you may contact the Commission by phone 1-888-471-2233 (toll-free) or by e-mail: [hrc.cdp@gnb.ca](mailto:hrc.cdp@gnb.ca).

## ✓ **Grieve to your union:**

If you are a unionized employee, you can file a grievance with the appropriate bargaining unit.

## ✓ **Find out about your rights:**

The more information you can gather about the options for dealing with sexual harassment, the more empowered you will be to choose a process that makes you feel valued and safe.

That could range from doing nothing, to making a formal complaint. Some remedies can be restrictive and lengthy; they may even have consequences if you decide to withdraw your participation. Consider getting legal advice before you decide.

### **For helpful resources or websites**

**N.B Human Rights Commission:** 1-888-471-2233

**Public Legal Education and  
Information Service:** 1-888-236-2444 or 453-5369

**WorkSafe NB:** [worksafenb.ca](http://worksafenb.ca)

**Chimo Helpline:** 1-800-667-5005

**Egale Canada:** [egale.ca](http://egale.ca)

**Sexual Violence NB:** [svnb.ca](http://svnb.ca)

### **This resource is published by:**

**Public Legal Education and Information Service  
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### **In collaboration with,**

NB Human Rights Commission (NBHRC)

