Top Tips:
10 Top Tips For Managing Workplace Harassment

The fight against harassment has spread to all corners of society – from Hollywood and the Golden Globes to everyday workplaces.

Here are 10 top tips for employers about dealing with harassment in the workplace.

01 Know what Harassment is:
It's defined as 'unwanted conduct' that violates, intimidates, is hostile, degrading, humiliating, or offensive.

02 Know who it applies to:
If an employee finds a behaviour unacceptable or if they feel damaged by it, they have the right to complain.

03 Know the grounds for harassment:
These include sex, sexual orientation, race, disability, age and religious beliefs.

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04 **Communicate zero tolerance:**
Make it crystal clear what is acceptable and what is unacceptable behaviour at work.

05 **Know the signs:**
Offensive jokes, lewd comments, unwanted physical contact, offensive pictures, private life speculation and isolating people.

06 **Training:**
All employees should attend equal opportunities and diversity training.

07 **Be approachable:**
Encourage your employees to report harassment and be alert of the signs.

08 **Investigating:**
You must have a set process in place and act quickly.

09 **Disciplinary procedure:**
If the allegations are well founded they should be dealt with in accordance with this policy.

10 **Provide support:**
Keep the complainant informed and reassure them that their concerns are being taken seriously and being addressed.