



HARASSMENT DO's & DON'Ts

1. DO's

- 1.1 If you are being harassed, tell the harasser that the abusive behaviour is unwelcome and ask the individual(s) to stop.
- 1.2 Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response etc.). You do not need to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.
- 1.3 File a complaint. If, after asking the harasser to stop the abusive behaviour, the harassment continues, report the problem.
- 1.4 You also have the right to, if circumstances warrant it, file a charge of assault with the police.
- 1.5 Report incidents of harassment as soon as possible after the incident occurs, preferably within 15 days of the occurrence of the incidence.
- 1.6 Once a complaint is received, it will be kept strictly confidential.
- 1.7 Know SDBA's policy on harassment
- 1.8 Be aware of inappropriate behaviour and refrain from conducting any such acts.
- 1.9 Stop others who are found/seen conducting any such acts
- 1.10 Report sexual harassment noticed at the workplace, training and competition place or other places designated for official SDBA function or activity
- 1.11 Make the work place a safe and secure place for all.
- 1.12 Say "NO" if asked to go to places, do things or participate in situations that make you uncomfortable.
- 1.13 Say "NO" to offensive behaviour as soon as it occurs.
- 1.14 Refrain from taking any discriminatory actions or decisions which are contrary to the spirit of this Policy.
- 1.15 Be Honest - when raising an issue, do it honestly without any intention to retaliate/ falsify someone.

2. DON'Ts

- 2.1 Do not indulge in any inappropriate behaviour towards the opposite sex that is or can be misconstrued as sexually offensive, such as Eve teasing;

- 2.2 Do not make or initiate unwelcome sexual advances or propositions, whether they involve physical touching or not;
- 2.3 Refrain from making comments on personal appearance and individual's body;
- 2.4 Refrain from making sexual comments, innuendoes, gestures, and suggestive or insulting comments;
- 2.5 Do not use lewd, foul, off-colour, sexually oriented language or "dirty" jokes with sexual implications;
- 2.6 Refrain from announcing or showing sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex and personal life;
- 2.7 Refrain from making comments about an individual's sexual activity, deficiencies, or prowess;
- 2.8 Do not leer or stare at another's body and/or sexually suggestive gesturing;
- 2.9 Do not touch, stroke someone's hair, brushing against another's body, pinching, patting, rubbing; grabbing, groping, kissing or fondling another person;
- 2.10 Do not or refrain from displaying sexually suggestive or explicit objects, posters, pictures, photographs, calendars, cartoons, screen savers or one's own body parts;
- 2.11 Do not make direct or implied enquiries into one's sexual experiences;
- 2.12 Do not transmit sexually offensive e-mail, voicemail, or instant or text messages;
- 2.13 Do not or refrain from unwelcome repeated requests for dates or outings;

3 INAPPROPRIATE BEHAVIOUR

- 3.1 Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like such as calling at night, crank calls, leaving lewd messages on answering machines, SMS, email, or by any other means;
- 3.2 Forcible physical touch or molestation and physical confinement against ones will;
- 3.3 Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace, training and competition place or other places designated for official SDBA function or activity hostile or intimidating to person belonging to the other sex, only on the ground of sex;
- 3.4 Commenting on woman's attributes rather than her work;
- 3.5 Gender stereotyping (for example, women only come late and leave early, or women don't do their work properly etc.)