

# What can YOU do to prevent sexual harassment?

1

Liability begins the second you know of the harassment and choose to ignore it.

2

Be sure to read your agency's policy

3

Take all claims seriously

4

Immediately report any complaints or incidents to HR

5

Model the behavior that you expect from your employees:

- Be mindful of what you say
- Be mindful of what you do
- Remove any potentially offensive material from your workspace
- Use headphones when listening to music or audio files
- Manage your social media

