

HOW TO TALK TO YOUR STAFF ABOUT PREVENTING SEXUAL HARASSMENT

- Schedule a staff meeting.
- Encourage participation and allow time for questions.
- Ask your employees what the policy means to them and how sexual harassment may impact your department and agency.
- Emphasize that sexual harassment is not tolerated in any agency in the State of Louisiana.
- Help employees understand what types of situations constitute harassment.
- Discuss sexual harassment in relation to any non-employee.
- Encourage them to be mindful and to manage their own behavior.
- Explain the importance of managing their social media.
- Tell your employees that you will be inspecting all work areas periodically to be sure that no potential harassing pictures, objects, or other items are present.
- Invite your HR professional to join you to help answer any questions they may have.