



Sexual Assault Response Services

of Southern Maine

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24-Hour Hotline: 1-800-313-9900

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HOW TO RESPOND TO A CLAIM OF SEXUAL HARASSMENT

1. Act immediately and appropriately, sexual harassment claims should take priority in terms of response and management.
2. Advise complainant of the procedures involved in responding to the complaint, and provide time lines for that process.
3. Take measures to respect the confidentiality of the complainant throughout the complaint process. Explain the limits of that confidentiality to the complainant.
4. Protect complainant from retaliation (job related and environment related).
5. Offer support and referral:
 - Personal support
 - Employee Assistance Program
 - Sexual Assault Crisis Center
 - Counseling
6. Check in with complainant to make sure that the harassment has stopped or has not resumed. Also check with complainant to assess whether there is some form of “environmental” retaliation occurring.

Help, Hope, and Healing