

SUGGESTIONS FOR CONFRONTING SEXUAL HARASSMENT

Ignoring sexual harassment does not make it go away. Although confronting sexual harassment can be difficult, each individual who comes forward to stop suspected harassment improves the overall Northwestern community.

Managers must report. If you are a manager or a supervisor or have a teaching position and you are aware of conduct that may be sexual harassment, it is crucial that you contact one of the individuals listed under "[Where to Get Advice and Help.](#)"

In some situations, individuals who are the recipients of unwelcome behavior feel comfortable approaching the individual who is causing the problem and confronting him or her about the behavior. This direct action can often be a very effective way to stop the improper conduct. The following guidance is intended to assist you in taking direct action if you feel comfortable doing so. You are not required or expected to confront your harasser prior to reporting a harassment-related concern.

- *Be direct, and firmly tell him or her to stop harassing you.* Clearly communicate the type of behavior that is bothering you, the fact that it makes you uncomfortable, and that the behavior must stop.
- *Keep a record of events,* including the date, time, place, witnesses, and a description of what was said and done.
- *Seek assistance.* The [University Sexual Harassment Prevention Office](#) and the [Discrimination and Harassment Advisors](#) can offer additional advice in confronting inappropriate conduct. If you prefer to speak to someone on a confidential basis, consider discussing your situation with a [Confidential Counselor](#).
- *Support your colleagues.* If you know someone who is being harassed, you may support your colleague by encouraging the person to take action or by reporting the behavior yourself by contacting one of the individuals listed under "[Where to Get Advice and Help.](#)"

If you do not feel comfortable taking these steps, or if you've tried them and the conduct is persisting, please contact the [Sexual Harassment Prevention Office](#), a [Discrimination and Harassment Prevention Advisor](#), or any other individual listed under "[Where to Get Advice and Help.](#)"