

THE  
JOURNEY  
PROJECT



PREVENTING AND RESPONDING TO  
SEXUAL HARASSMENT  
IN THE WORKPLACE

A TOOLKIT FOR EMPLOYERS IN NL

2023

# What is the Journey Project?

The Journey Project supports individuals who have experienced sexual violence and/or intimate partner violence in navigating their experience with any legal system.

The Journey Project began as a collaboration between the Public Legal Information Association of NL (PLIAN) and the NL Sexual Assault Crisis and Prevention Centre (NLSACPC) and exists to strengthen justice supports for survivors of sexual violence and/or intimate partner violence in Newfoundland and Labrador.

## **Supports for survivors of sexual violence and/or intimate partner violence include:**

- legal information and system navigation
  - accompaniments to court, police, lawyers
  - community connections and referrals
  - emotional support
- at least 4 hours of free legal advice from a lawyer

## **Supports for employers and workplaces include:**

- training on sexual harassment prevention and response
  - live sessions (in-person or via Zoom)
  - self-paced online training platform
- print and online resources



# How to use this Toolkit



This document should be one part of your overall harassment prevention strategy. Consider this a first step which should be complemented by:

- **Training for Staff** - staff should be informed of their rights and responsibilities around reporting upon orientation, and you should advise of available supports.
- **Training for Employers** - as managers, supervisors, and HR staff you should be aware of your responsibilities and how you plan to support workers who experience sexual harassment at work. Our online training platform is a great starting point and can be accessed for free here: <https://journeyproject.ca/training/sexual-harassment-in-the-workplace/>
- **Regular Review** - you should review your policies, prevention plan, and training at least annually, or more often as needed.
- **Evolution** - trends, best practices, legislation, and language all change regularly. You should ensure your training and policies reflect the current realities.
- **Ongoing PD** - provide ample opportunities for staff to receive regular training during paid work time.

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# Sexual Harassment in the Workplace

## *What you Need to Know*

### Sexual Harassment

includes comments, actions, or behaviours of a sexual, sexualized, or sexist nature that are degrading, humiliating, or offensive or that an employee objects to, and/or is likely to cause offense or humiliation to an employee.

### SUCH AS...

- Personal harassment
- Sexual remarks/gestures
- Remarks based on sex/gender
- Sexual advances
- Retaliation

### Barriers to Seeking Support



Sexual harassment at work can include employment-related activities outside of work like work parties, work trips, conferences, and offsite meetings.



Healthcare settings, sales and service and trades-related industries have the highest reported rates of sexual harassment in the workplace in Canada.



Women are more likely to experience sexual harassment than men.

52% of women reported being the target of sexual harassment in the workplace<sup>[2]</sup>



Indigenous women and 2SLGBTQIA+ people are three times more likely to experience workplace sexual harassment.



In Canada, the most common type of workplace harassment is verbal abuse<sup>[3]</sup>

Data sources and acknowledgements:  
[1],[3] Statistics Canada, 2018; [2] angusreid.org

## DID YOU KNOW?

1

Only **1 in 3** Canadian adults can properly define consent in relation to sexual activity.

2

31% of women in NL experienced 'inappropriate sexualized behaviour' in the workplace.

3

**1 in 8** men in Canada will experience sexual violence in their lifetime.

4

Women with disabilities are **three times** more likely to experience sexual violence than those without disabilities.

Data sources and acknowledgements:  
[1] Canadian Women's Foundation; [2] Justice Canada; [3],[4] Statistics Canada, 2018

# What can my Workplace Do?

- ✓ Introduce all employees to sexual harassment policies.
- ✓ Provide anti-sexual harassment materials.
- ✓ Train everyone in how to recognize and resolve sexual harassment in the workplace.
- ✓ Establish clear protocols and procedures around complaints.
- ✓ Promptly investigate and address complaints.
- ✓ Continued education.

## Responding to Disclosures of Sexual Harassment

- 'Thank you for telling me'
- 'What happened to you is not your fault'
- 'I believe you'
- 'I'm glad you told me'
- 'I'll do my best to support you'

*Not every message will feel appropriate or comfortable in your role. But you can reassure people that they have the right to be safe and no one ever has the right to hurt them.*

# Sexual Harassment

## *Policies and Prevention Plans*

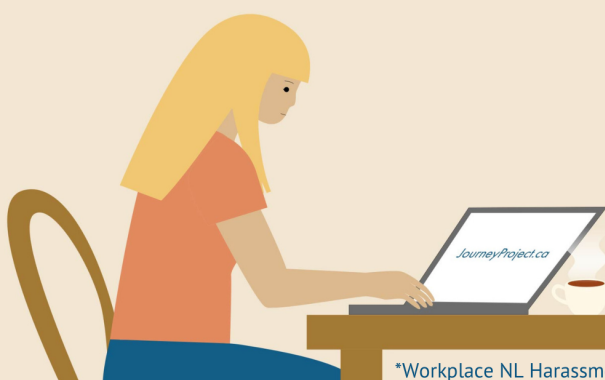
The *Occupational Health and Safety Regulations* requires employers to have a harassment prevention plan (anti-sexual harassment policy) in place.

Your **Harassment Prevention Plan** should state the commitment and obligations of the employer, supervisor, and workers and outline the process and procedures for dealing with a harassment complaint\*.

Clear and comprehensive anti-sexual harassment policies can help prevent sexual harassment in the workplace. Policies that help employers and workers determine effective means to notice, address, and resolve sexual harassment can help stop sexual violence in the workplace.

Working towards progressive policies that incorporate flexible leave policies, positive workplace culture, and organizational health are integral in fostering safe, harassment-free workplaces.

*We have created a template Harassment Prevention Plan to help guide the creation of your own. You can access this on our website. This template is a guideline only. We suggest seeking legal advice whenever you create policies or guides to ensure they best meet the needs of your business/organization.*



# Resources



## **The Journey Project**

- Resources, training and support for employers
- Legal navigation, support, and legal advice for employees
- [www.thejourneyproject.ca](http://www.thejourneyproject.ca); 1-833-722-2805

## **Public Legal Information Association of NL**

- Legal information line and lawyer referral service
- [www.publiclegalinfo.com](http://www.publiclegalinfo.com); 1-888-660-7788

## **Sexual Assault Crisis and Prevention Centre**

- 24/7 support and information line (1-800-726-2743)
- [www.endsexualviolence.com](http://www.endsexualviolence.com); 709-747-7757

## **Workplace NL**

- Online webinars and resources
- [www.workplacenl.ca](http://www.workplacenl.ca); 1-800-563-9000

## **NL Human Rights Commission**

- Investigations of human rights violations
- Employers Guide to the Human Rights Act
- [www.thinkhumanrights.ca](http://www.thinkhumanrights.ca); 1-800-563-5808

## **NL Federation of Labour**

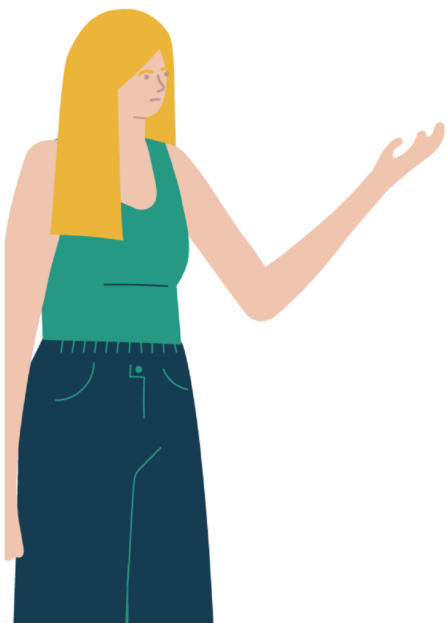
- Injured worker advisor
- Resources for workers
- [www.nlfl.nf.ca](http://www.nlfl.nf.ca); 709-754-1660

## **Workers' Action Network NL**

- Network through which low-wage, precarious workers collectively organize
- Worker-Only Hotline (709-771-0024)
- [www.workersactionnl.ca](http://www.workersactionnl.ca); 709-771-0024



Please contact us for copies of the posters on the following pages. We would be happy to send you some free of charge.



# THE JOURNEY PROJECT

**Sexual harassment in the workplace can exist at any level of an organization. Clients, customers, supervisors, and managers are the most commonly reported source of harassment. [1]**

**Everyone deserves to feel safe at work.**



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In Canada, the most common type of workplace harassment is verbal abuse [3]



709-722-2805 or 1-833-722-2805  
709-986-2801  
support@journeyprojectnl.com  
Mon – Fri: 9:00 am – 4:00 pm

**The Journey Project: Navigating Your Journey, Together.**

[www.journeyproject.ca](http://www.journeyproject.ca)



# THE JOURNEY PROJECT

**Sexual harassment in the workplace can happen anywhere, to anyone.  
It can be overwhelming to navigate.**



Reach out to THE JOURNEY PROJECT for individual support,  
system navigation, and up to 4 hours of free legal advice.

**We can help you navigate a clearer path to healing.**

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💬 709-986-2801

✉ support@journeyprojectnl.com

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Have you been impacted by sexual violence?  
Wondering about your legal options?  
The Journey Project is here for you.

The Journey Project can provide individual support, system navigation, and up to 4 hours of free legal advice. We offer a no-pressure, person-centered approach, meaning YOU get to choose which path to take.

☎ 709-722-2805 or 1-833-722-2805

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