

Pre-preparation for making a Sexual Harassment complaint

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Dear Woman at a workplace (as an employee or otherwise),

- Do you feel physically or emotionally uncomfortable due to action by a Man around, which is a workplace?
- Do you feel Sexually Harassed in a workplace?
- Do you feel Sexually insulted?
- Did you felt sexually harassed upon receiving any message or gesture or any others in a workplace?
- Is something unwelcome?
- Is something which was not OK or not asked for?
- Is something happening again, even after you say “STOP” or “NO”?

Sometimes the complaint on Sexual Harassment can be given instantly. In many other situations, it can be planned which will help you to provide Documents, Witness to prove the Sexual Harassment.

What you can do to obtain such details:

1. Write down the date/s, of such harassment
2. What time the incident happened?
3. Who were the witnesses?
4. Check whether there is a CCTV, which could have captured the incident
5. Narrate the incident
 - a. What has happened?
 - b. How it happened?
 - c. Why it happened?
 - d. How you felt?
 - e. Is there any physical injury to you or any one else?
6. If possible take a photo of – if any pornographic picture was placed on a table which makes you discomfort
7. Preserve documents –
 - a. Emails
 - b. Photos received through emails or social media etc

8. Record conversation –
 - a. Received by Phone,
 - b. Received by Mobile,
 - c. Through Con-call meetings,
 - d. Through Skype meeting etc
9. Make note of the right Words / Phrase uttered during the conversation when you felt Sexually Harassed – For eg.

“You are looking good in a Saree”, is normal.

“Whereas, while wearing a Saree, your body structure looks good”, is sexual harassment

“It is pleasant, if you smile”, is normal

“You have great lips”, is sexual harassment

10. Any physical touch which you felt uncomfortable, including a handshake which made you feel sexually harassed
11. How the individual
 - a. has approached you,
 - b. blocked you,
 - c. in the name of helping touched you inappropriately while you are performing
12. How many times the individual
 - a. called you to his cabin or exclusive room,
 - b. after duty hours or
 - c. without any reason or
 - d. made you uncomfortable in the name of review discussion

If you as an aggrieved woman, could able to get and provide one or more document/s or a witness without being influenced, it can be effortless for you to prove the Sexual Harassment and ensure the right action against the Perpetrator.

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