

WALLET GUIDE PRINTING INSTRUCTIONS

NB: THIS PDF IS INTERACTIVE - YOU CAN FILL IN THE BLANK FIELDS & SAVE TO YOUR LOCAL DRIVE BEFORE PRINTING

1. PRINT AT 100% (DO NO SCALE TO FIT)
2. LIGHTLY SCORE ALONG THE DOTTED LINES USING SCISSORS/KNIFE
3. CUT OUT THE IMAGE AREA
4. FOLD IN HALF VERTICALLY (FOLD 1)
5. FOLD AT EACH OF THE TWO HORIZONTAL FOLDS

FOLD 1

PREVENTING & RESPONDING TO SEXUAL HARASSMENT

QUICK GUIDE

SEXUAL HARASSMENT INCLUDES UNWELCOME AND OFFENSIVE BEHAVIOUR OF A SEXUAL NATURE.

REPORTING SEXUAL HARASSMENT

If someone approaches you about sexual harassment, or you have witnessed it please respond as per below and talk to your supervisor or other event staff.

If available report it to

If available the

is available to go to for help and assistance.

FOLD

WHAT IS BYSTANDER INTERVENTION?

A bystander is a witness. The 6D's below are tools to help you interrupt harassment. You don't need to do them all, or in this order.

6D'S OF BYSTANDER INTERVENTION

DETECT

What are we looking for?

Inappropriate behaviour, language, or body language indicating someone is uncomfortable.

DIRECT

Point out the behaviour and indicate that it needs to stop, in a calm and assertive manner.

DISTRACT

Create a distraction so that the target of the harassment has an opportunity to exit the situation.

DELEGATE

If you're not comfortable intervening yourself, find someone else to get involved, e.g. a friend, the bartender, or security.

DELAY

If you can't intervene, delay leaving the scene until you've had a chance to check in with the target.

DIALOGUE

Keep the dialogue open! Continue the conversation about harassment in other workplaces and with your friends, colleagues, and community.



SCAN TO VIEW MORE RESOURCES

FOLD

RESPONDING TO DISCLOSURES

ASK

"Are you okay?" "Do you feel unsafe?"
"Is there anything I can do for you right now?"

LISTEN

Be quiet. Listen carefully with full attention. Give the person space and time to speak. Use encouraging phrases like "mmhmm" or nod your head.

ACKNOWLEDGE

"I'm glad you told me, thank you." "You have the right to feel safe."
"I'm sorry this happened to you." Believe the person's disclosure.

SUPPORT

Let the person decide how they want to proceed and support them.
"I'm not a specialist in this area, but I know some people who can help. Would it be okay if I called them?"

"We have a policy for when things like this happen, would it be helpful for you to know the options available?"

FOLLOW UP

"How safe do you feel right now? Are you okay to go back to work?" "I would like to follow up with you about this later, would that be okay?"

If you need to debrief with someone yourself, choose someone trusted, focus on your own feelings, and remember that the survivor's story should be treated with confidentiality and care.