

SEXUAL HARASSMENT RESOURCE GUIDE

WHAT IS SEXUAL HARASSMENT?

Sexual harassment includes unwanted sexual advances, sexual behaviors, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Sexual harassment begins with unwelcome behavior. This can be offhand comments or compliments, an unwelcome touch, inappropriate jokes, and other words and actions that may be interpreted as being sexual or harassing in nature.

KEY POINT: IT'S NOT ABOUT WHAT THE SPEAKER INTENDED, BUT HOW THE RECEIVER FEELS.

SEXUAL HARASSMENT CAN BE PERPETRATED BY ANYONE

- actors
- coaches
- audio engineers
- casting directors
- agents
- organizers
- colleagues
- other professionals

FULL NAVA Resource Guide



For more information visit:
navavoices.org/sexual-harassment-resource-guide

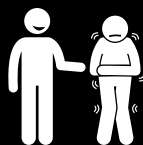
WHAT IT CAN LOOK LIKE



- Physical contact, like a hug, that is too close or lasts too long



- A joke that seems funny to one person but may be offensive to another.



- Comments about a person's appearance that may be perceived as flirtatious in nature.

- Inappropriate text messages, photos, or online comments.



IN THE WORKPLACE



Some forms of sexual harassment in a professional setting (i.e. An in-person or virtual recording session, class, or coaching) include:

- Overt flirting during a professional exchange like a coaching, session, class, etc.
- The promise (or perceived promise) of employment as a result of engaging in sexual behavior.
- Jokes or banter of a sexual nature that are inappropriate to the setting.
- Unwanted touching or physical contact.
- Unwelcome sexual advances.
- Unwelcome comments or compliments about your appearance.
- Discussing sexual relations/stories/fantasies at work or in other inappropriate places.
- Feeling pressured to engage romantically with someone outside of work. (i.e. unwanted phone calls, direct messages, invitations for dates, etc.)

KEY POINT: IF YOU ARE IN A PROFESSIONAL SETTING, KEEP IT STRICTLY PROFESSIONAL. TALK ABOUT THE WORK YOU ARE DOING AND STAY ON TASK.

OUTSIDE OF WORK

Some examples of sexual harassment outside the booth:

- Unwanted flirting in person, virtually, or via message or phone.
- Comments or direct messages of a sexual nature related to photos posted online.
- Unwanted touching or physical contact.
- Unwelcome sexual advances in person or online.

GOOD RULES TO FOLLOW



Don't make comments about someone's appearance.



Be especially aware when alcohol is involved.



If you wouldn't say something in front of a large, diverse group of people, it's best not to say it at all.



Mistakes can happen. If you make a mistake: listen, learn, grow, and be better next time.



WHAT CAN YOU DO?

BE DIRECT WHENEVER POSSIBLE

This can feel difficult to do, but being direct about what you're ok with is a good way to stop unwelcome behavior.

TALK ABOUT IT EARLY

Telling the person who made you feel uncomfortable that they acted inappropriately is often the easiest way to stop future bad behavior.

TELL SOMEONE ELSE WHAT HAPPENED

Explain to a trusted friend why the interaction made you feel uncomfortable. Telling someone in person or on the phone is great, but **documenting it** with a text or email can be better in case the behavior continues.

TELL SOMEONE IN CHARGE

If you experience unwanted behavior, telling someone in charge can go a long way. In a voiceover job you could tell a director, producer, or engineer. If you're at a conference or event, talk to the organizer of that event.

ENLIST A FRIEND FOR SUPPORT

Telling a friend to look for signs that you need help if you're interacting with a person who makes you feel uncomfortable. Sometimes they can help remove you from a bad situation.

BYSTANDER INTERVENTION



If you see something, say something! Bystanders can be powerful allies when combatting sexual harassment.

- Create a distraction to stop the harassment
- Directly address the perpetrator, if it is safe to do so.
- Remove people from the situation
- Alert someone in charge.

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