



Two issues prove to be effective in preventing and addressing sexual harassment at the workplace:

- An **organizational climate** where employees know what to do when no one is watching.
- **Putting the responsibility for preventing and addressing sexual harassment** on all employees, rather than leaving it up to the person receiving it to report it.

Policies and training on sexual harassment can guide employees and empower them to desist from sexual harassment; to identify the inappropriate behaviour and to take the necessary action when this occurs.



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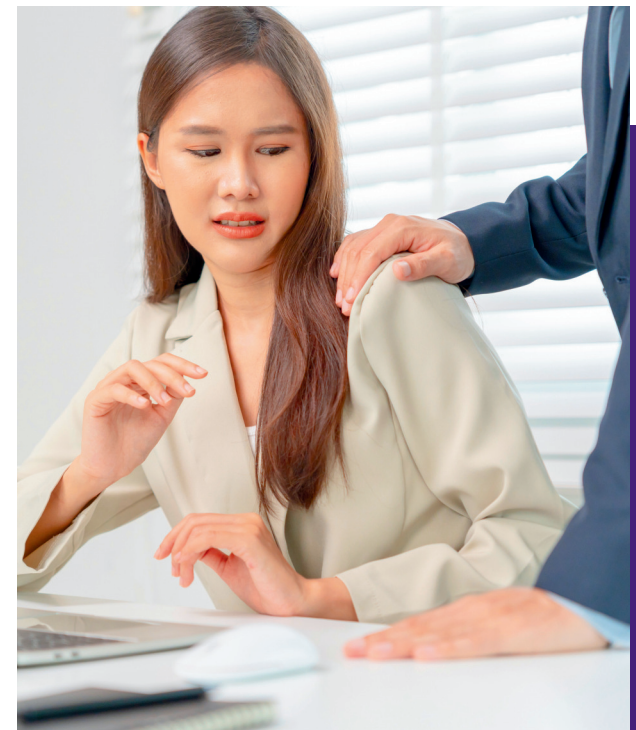
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**NCPE.Malta**

# What is Sexual Harassment?

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Sexual harassment is **unwelcome sexual conduct**.

Sexual harassment may include, but is not limited to:

- Unwelcome physical contact, such as touching
- Requesting sexual favours
- Comments or jokes of a sexual nature
- Sexually explicit emails, SMS, or messages on social media
- Showing pictures or other sexually explicit material



Sexual harassment is **illegal** and may constitute a criminal offence.

Unfair treatment is also prohibited when persons:

- Reject acts of sexual harassment, or
- Make a complaint of sexual harassment, or participate in the investigation of such a complaint



## What can a person do in case of being sexually harassed at the workplace?

It is up to the person suffering the sexual harassment to decide whether the situation may be dealt with informally or formally.

### → Informal Procedure:

- Tell the person(s) involved that their behaviour is unacceptable and that they must stop.
- Talk to a colleague/ counsellor at work who may act as an intermediary and approach the person annoying them by the behaviour to desist from such actions.

### → Formal Procedure:

- Keep a log of the facts and inform their employer/ company. Employers and service providers have a legal duty to prevent sexual harassment.
- Seek advice and action from the NCPE.
- Submit a complaint to the NCPE. If required, the NCPE provides assistance. Complaints cases at the NCPE are confidential.
- Proceed through a trade union or the Industrial Tribunal.
- Take legal action.
- Report to the police.

## What can the NCPE do?

The NCPE can:

- Provide further information on what is sexual harassment and on the NCPE complaints procedure.
- Provide training to different groups on sexual harassment.
- Help you lodge a complaint of sexual harassment.
- Investigate your case of sexual harassment confidentially.
- Assist an employer or manager to draft or update a sexual harassment policy.
- Raise awareness on rights and responsibilities related to sexual harassment.

