Dealing with Sexual Harassment in The Workplace

Name

Institution

Date

Introduction

Sexual harassment in the workplace is an unwelcoming request and sexual advance that cause intimidation, hostility, or discomfort in the work environment. These verbal or physical actions are unprecedented in the workplace, and the management should undertake the necessary legal steps to deal with the case. The human resource manager should provide an open space to listen to employees' complaints and offer confidentiality. This paper presents a plan on how the human resource manager would approach a sexual harassment case for one of the female employees.

Paragraph one

As a human resource manager, I would strive to create a comfortable and welcoming environment that makes employees feel confident to communicate their issues. Assuring the confidentiality of the information to the female employee will help her explain her concerns. It is imperative to understand the full case to respond appropriately as per its procedure (Williams, 2018). Important details to disclose in the complaints are the names of the harasser, description of the situation, witnesses, influence on the job performance, and mental health. In this case, I can understand and create a plan to deal with the issue effectively.

The first action to take in such a scenario is to provide workplace comfort before the investigation process. It entails implementing changes such as removing the accused from the job through transfers or paid leave. In this case, there is adequate comfort to the female employee, which will boost her job performance. Boosting her confidence is integral since it communicates effective company culture and concern for their employees. As a manager, it is essential to underscore the welfare of the employee rather than concentrating on how each action will affect the business.

Informing both parties on the course of actions by the organization will aid in avoiding impromptu requests or sanctions. Employee flexibility is of major concern to take care of their welfare and those of the organization (Hill, 2018). As per the law requirements, it is essential to inform the individuals of the steps. It assures safety from retaliation from the complainant and security of fair and just investigation to the accused. In such a situation, both parties should give complete details on the case to enhance the investigation.

The preparation of a written report based on the information from both parties will ensure that the investigation process is unbiased. The goal of presenting a written report is to provide confidentiality and assurance to both individuals that the case is on the right track. Therefore, they should wait until the investigation is complete rather than undertaking more illegal actions on each other. The involvement of potential witnesses in the investigation process will help uncover the exact details of the harassment so as provide fair judgment. Lastly, as a human resource manager, I will notify both parties of the organization's corrective actions based on investigation findings.

Conclusion

Communication with both the accused and the complainant ensures that the organization takes concern for its employees. Communication through a need-to-know basis is integral in boosting the confidentiality of the employees and their public reputation. Proper communication and course of action also provide comfort at the workplace during and after the investigations. Further, following up on the employee by severally speaking to them will ensure that she is comfortable and perform well in the work environment.

Sources

Hill, A. (2018). Reporting sexual harassment: Toward accountability and action. *The Gender Policy Report*, *19*.

Williams, C. L. (2018). Sexual harassment in organizations: A critique of current research and policy. *Sexual Harassment and Sexual Consent*, 20-43.