

Harassing behaviours could include

- Spreading malicious rumours, gossip or innuendo.
- Persistently criticizing, demeaning or ridiculing a person.
- Undermining or deliberately impeding a person's work.
- Excluding or isolating someone.
- Verbal threats or abuse.
- Physical threats or assault.
- Calling someone derogatory names.
- Teasing or joking about a person.
- Hazing or pranks.
- Displaying offensive posters, cartoons, images or other visuals.
- Making aggressive or threatening gestures.
- Unwelcome invitations or requests.
- Vandalizing or hiding personal belongings or work equipment.
- Unwelcome physical contact.
- Publicly ridiculing or disciplining.
- Blocking applications for leaves, training or promotion.

How to document harassment

WHO was involved in the incident? WERE there witnesses? If so, who?

WHAT HAPPENED?

WHERE DID THE HARASSMENT OCCUR? (Date and time? How often? For how long?)

WHEN DID THE HARASSMENT OCCUR? (Exact location—department, time, and date.)

HOW IS THIS HARASSMENT? (See the definitions of harassing behaviour above.)