



# Sexual harassment at work

How we can help you

Easy Read version



# How to use this document



Circle Green Community Legal wrote this document.

When you read the word 'we', it means Circle Green Community Legal.



We wrote this document in an easy to read way.

We use pictures to explain some ideas.

**Bold**  
Not bold

We wrote some important words in **bold**.

This means the letters are thicker and darker.



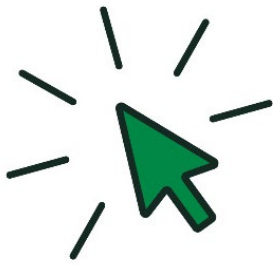
We explain what these words mean.

There is a list of these words on page **17**.



This is an Easy Read summary of some information on our website.

This means it only includes the most important ideas.



You can find the other information on our website.

[www.circlegreen.org.au/projects/  
workplace-respect](http://www.circlegreen.org.au/projects/workplace-respect)



You can ask for help to read this document.

A friend, family member or support person might be able to help you.



The information in this document is a guide.

It is not legal advice.



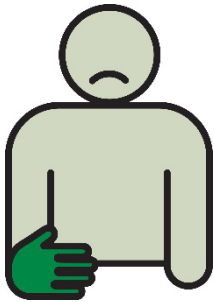
If you need support with a legal problem, you can contact a **lawyer**.

A lawyer is someone who knows and understands the law.

# What's in this document?

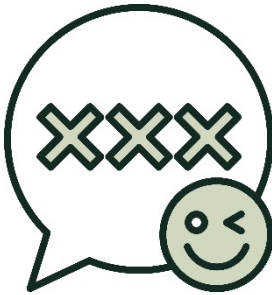
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# What is sexual harassment?



**Sexual harassment** is when someone behaves in a sexual way towards you when you do not want them to.

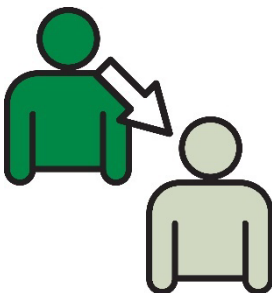
For example, someone might:



- make sexual comments about you that you don't like



- send you sexual messages, like a naked photograph of themselves

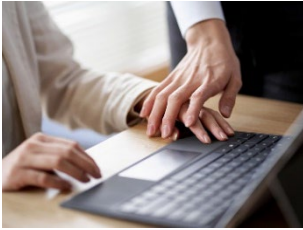


- follow or watch you.

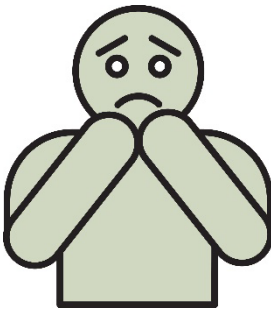
Someone might also:



- tell you that you should take part in sexual activities with them



- touch you.



Sexual harassment can make you feel:

- upset
- scared
- ashamed.



You might have experienced sexual harassment if you:

- felt like this
- and
- didn't want it to happen.

# Sexual harassment at work



You can experience sexual harassment at work.

For example, in an office.



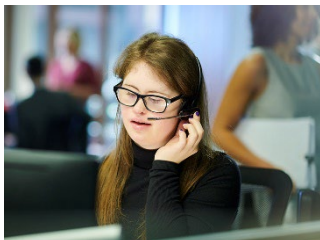
You can also experience sexual harassment outside of work.

For example:



- at a work event
- when you work from home.

You could be:



- an **employee** – someone who is paid to do a job



- an **apprentice** – someone who is learning how to do a job while they are at work

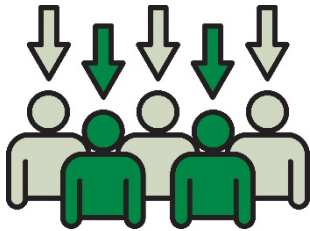


- a **volunteer**.



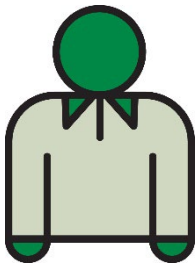
When you volunteer, you:

- work but don't get paid
- do work that helps the community.



You can experience sexual harassment from anyone at work.

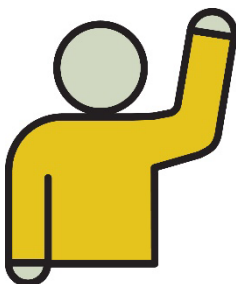
For example:



- someone you work with

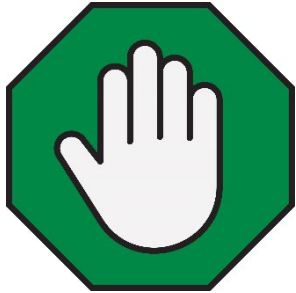


- your manager



- a customer.

# What to do if you experience sexual harassment at work



Sexual harassment is not okay.

You can get help if it happens to you.



On the following pages, we explain what you can do if you experience sexual harassment at work.

## Ask for support



You can ask someone you trust for support.

You can ask:



- someone you work with



- a friend or family member



- a doctor or a **counsellor**.



A counsellor is a person you talk with to explore how you think and feel.

They can help you feel safe and understand what happened to you.

We call this counselling.



You can also talk to your **employer**.



An employer is a person who hires other people to work for them.

For example, your manager.

## Keep a record



It's a good idea to keep a record of sexual harassment you have experienced.



It is a good idea to write down what you have experienced.



It is also a good idea to keep any messages the person has sent you.



For example:

- emails
- text messages
- videos
- photos.

## Report it



If you have experienced sexual harassment at work, you can report it to your employer.



You can also report the sexual harassment to other organisations.



You can learn more about these organisations on the Respect at Work website.

**[www.respectatwork.gov.au/external-pathways](http://www.respectatwork.gov.au/external-pathways)**



A friend, family member or support person might be able to help you.

# How we can support you



There are different ways we can support you if you have experienced sexual harassment at work.

## Legal advice and support



We might be able to give you free legal advice.



You can ask someone you trust to support you to talk with us.



We might be able to organise an appointment for you with a lawyer.



A lawyer can:

- give you legal support
- support you with legal decisions.



We also made a form for people who want to ask us for legal help.

You can fill out this form on our website.

**[www.circlegreen.org.au/get-help-workplace](http://www.circlegreen.org.au/get-help-workplace)**

## Information and services



We can give you information to learn more about sexual harassment at work.



We can also connect you with other support services.

This includes:



- government services

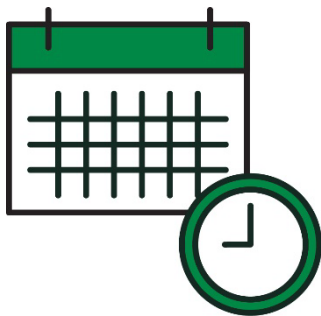
- community support services.

## Contact us



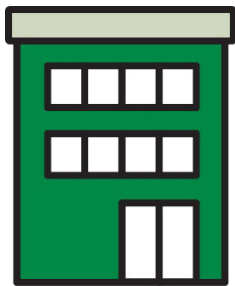
You can call us.

**08 6148 3636**



You can call us:

- 9 am to 4 pm
- Monday to Friday.



You can visit our office in person.

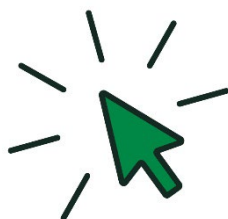
**Circle Green Community Legal**

**Ground Floor**

**445 Hay Street**

**Perth WA**

**6000**



You can visit our website.

**[www.circlegreen.org.au](http://www.circlegreen.org.au)**

# Word list

This list explains what the **bold** words in this document mean.



## **Apprentice**

An apprentice is someone who is learning how to do a job while they are at work.

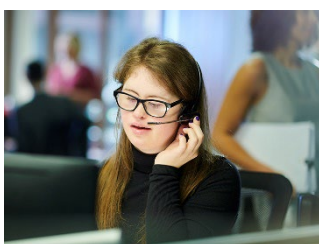
## **Counsellor**



A counsellor is a person you talk with to explore how you think and feel.

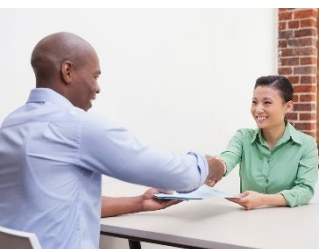
They can help you feel safe and understand what happened to you.

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## **Employee**

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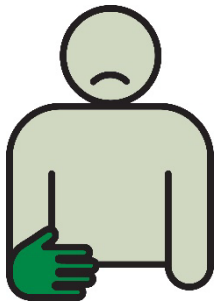
## **Employer**

An employer is a person who hires other people to work for them.



## Lawyer

A lawyer is someone who knows and understands the law.



## Sexual harassment

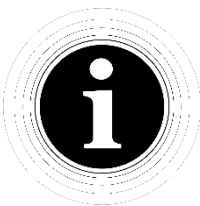
Sexual harassment is when someone behaves in a sexual way towards you when you do not want them to.



## Volunteer

When you volunteer, you:

- work but don't get paid
- do work that helps the community.



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