



HEROES of 'safe and well'

HESS excellence through Culture Essentials

Speaking up for each other

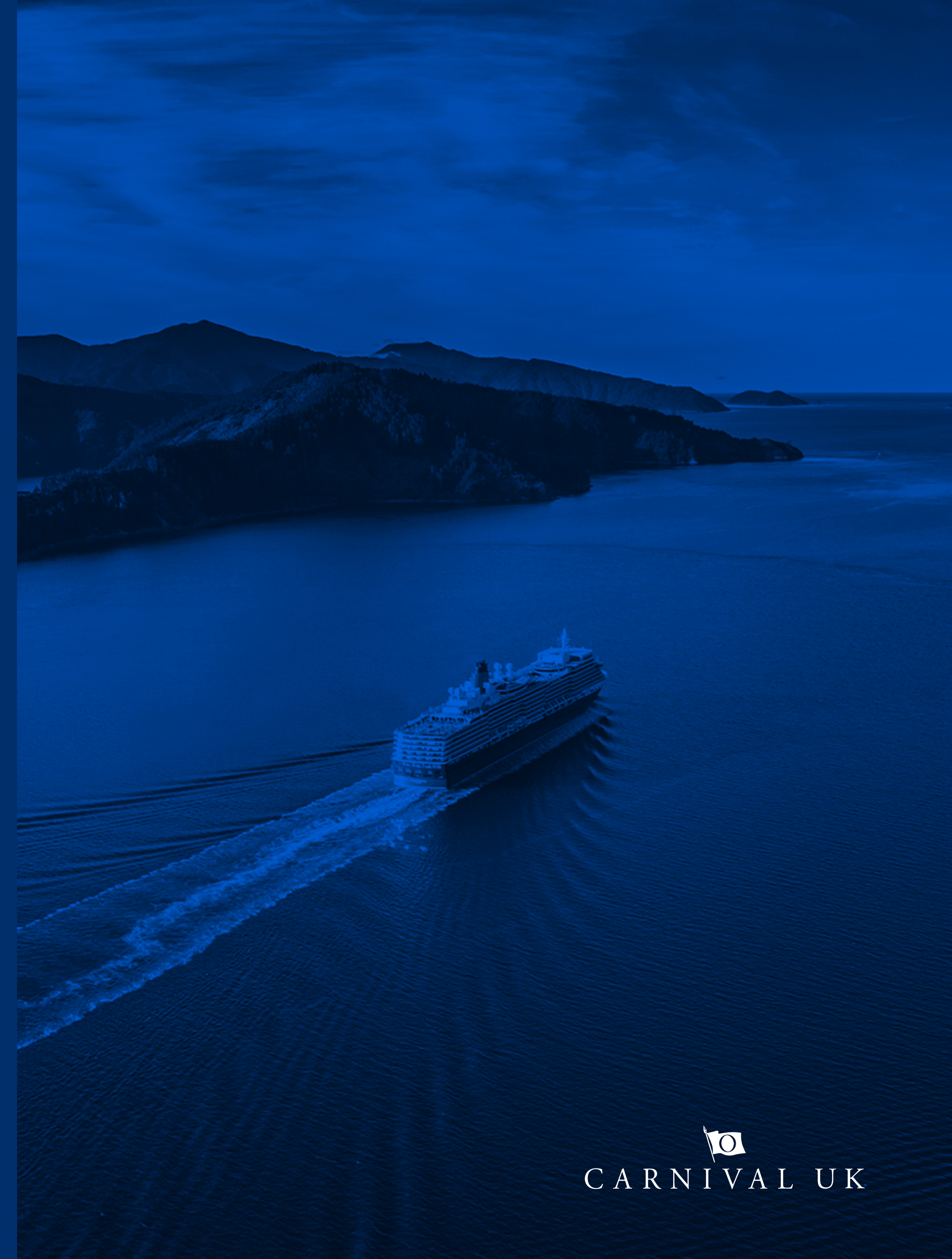
What to do if you witness sexual harassment



We all have a duty to look out for each other

If a friend or colleague tells you they are being sexually harassed or if you witness inappropriate behaviour, we want you to **Speak Up and take action.**

We are all responsible for **protecting each other** from inappropriate or unwanted behaviour.



How to take action if you witness sexual harassment

DIRECT ACTION: Speak Up and call out the behaviour

If you feel safe doing so, call out the behaviour and step in as you see it happening.

DELAY: Check in with the victim after the situation

If it's not safe or you don't feel comfortable stepping in straight away, you can check in on your friend or colleague after the situation. It's never too late to offer your support.

DISTRACT: Interrupt or change the subject

You could also distract the person causing the harassment by interrupting the behaviour. For example, you could remove the person who is being harassed from the situation by asking for their help or by saying they're needed elsewhere.

DELEGATE: Ask for help from someone senior

Ask a senior team member or your manager to take action. We have a zero-tolerance approach to sexual harassment, so you should always feel confident to ask for help.



How to support a victim of sexual harassment



“Are you ok?”

“Do you need any help?”

“How can I support you?”

“I can sit with you for a while if you’d like me to”

“Shall I come with you to make a report?”

“I’m here for you”

We want everyone to Speak Up against sexual harassment

If you witness sexual harassment or a friend or colleague tells you they are experiencing sexual harassment, **you have a right and a responsibility to report it.**

Speak to your Line Manager, Head of Department or HR Manager. We are here to help and we guarantee that **all complaints will be taken seriously.**

Let's look out for each other.