



Examples of Sexual Harassment:

Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.

Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.

If you are being harassed or witness someone else being harassed, you are encouraged to confront the harasser and ask him or her to stop right away, if you feel safe in doing so. If you feel there may be a confrontation, you may request a support person be present to help prevent the situation from escalating.

You should report all prohibited behavior, even if it stops. This will help to identify previous incidents and prevent future occurrences.

Even minor offenses must be addressed right away to prevent them from happening again or becoming more serious in the future. Bullying, hazing, coercion, stalking and other forms of non-sexual violence are all prohibited. **It is your responsibility to help promote a work environment where these behaviors are not tolerated.**

You should report all prohibited behavior, even if it stops, in order to identify previous patterns of prohibited behavior and to prevent future occurrences to you or someone else.

Examples of Sexual Harassment:

Physical conduct such as unwanted touching, blocking normal movement or interfering with work because of refusal of sexual advances or sexual orientation.

Threats and demands to submit to sexual requests as a condition of continued employment or to avoid discipline.





Employee Best Practice: Basic DO's & DON'Ts



- DO – Report all prohibited behaviors – *If You See Something, Say Something!*
- DO – Treat others with the same respect you expect to receive.
- DO – Treat others equally regardless of gender, sexual orientation or identification.
- DO – Participate in training and keep yourself informed of current policies and procedures.
- DO – Ensure you and your colleagues are aware of your reporting options.
- DO – Be aware of your surroundings and maintain control of yourself at all times.
- DO – Understand that “*No means No*”.



- DON'T** – Ignore prohibited behaviors - *If You See Something, Say Something!*
- DON'T** – Use slang or slurs to refer to a person by their gender, sexual orientation or identification.
- DON'T** – Participate in behaviors or actions towards others that could be perceived as harassing.
- DON'T** – Violate, “bend”, or circumvent company policies and procedures.
- DON'T** – Retaliate. There is **ZERO TOLERANCE** for retaliating against anyone reporting an incident.

It is everyone's right,
responsibility
and obligation to
speak up!
*If you see something,
say something!*





Employee Best Practice: Safety on Shore Leave



Going ashore can pose dangers for mariners, especially when in unfamiliar places or foreign countries. These dangers are frequently overlooked in the excitement of travel and the desire to get away from the ship for a few hours.

The following are tips to help you and your shipmates stay safe while on shore leave:

1. Do not go ashore alone. Partner with a shipmate; there is strength in numbers!
2. Be aware of your surroundings.
3. Always watch for suspicious behavior.
4. Walk quickly and confidently. Have a plan of where you are going and don't appear confused and lost.
5. Keep valuables concealed; do not openly show large amounts of money.
6. Stay in well-lit, populated areas.
7. Take the phone numbers of the ship and ship's agent with you ashore.
8. If in a foreign country, take with you the phone number and address of the local U.S. Embassy.
9. Know how to call for help in an emergency.
10. Follow your company's drug & alcohol policy.
11. Don't stand out. Dress casually and try to blend in with the locals.

The industry expects all personnel to protect each other and look out for each other. When you see a colleague in distress, step up and be a responsible mariner, a true shipmate. You are expected to protect each other on and off duty. An active bystander is an effective way of preventing Sexual Assault or Sexual Harassment and other prohibited behaviors.



Consent means words or overt acts by a competent person indicating freely given agreement to sexual conduct. An expression of refusal through words or conduct means there is no consent. The use of alcohol or drugs may affect a person's ability to give consent. Consent can be withdrawn at any point and time.

4

Employee Best Practice: Response to Sexual Assault & Sexual Harassment

As a U.S. merchant mariner or shore-based employee, you must take an active role and speak up and report incidents of Sexual Assault or Sexual Harassment and other prohibited behaviors. You should feel empowered to say something if you see something regardless of your rank, position, or station and regardless of the rank, position or station of those involved in the prohibited behavior.

You should also feel empowered to intervene and address the safety of those involved in the incident by separating those engaged in a confrontation, walking a shipmate back to the vessel, and contacting the Master, supervisor, manager, law enforcement or medical support.

If you are being harassed or witness someone else being harassed, you are encouraged to confront the harasser and ask him or her to stop right away, if you feel safe in doing so. If you feel there may be a confrontation, you may request a support person be present to help prevent the situation from escalating.

Sexual Nature refers to any form of conduct, contact or communication that can be *perceived* to relate to sex. Conduct that may amount to Sexual Conduct of a sexual nature may include direct or indirect requests for sex, touching, jokes or inquiries about an individual's sex life.



Mariners and shore-based personnel should be aware that their company is responsible for investigating 100% of all reported incidents and taking appropriate actions against the prohibited behavior.

To nurture a zero-tolerance culture, you must feel that it is safe to speak up and actively participate in fostering an environment of fairness, dignity and respect. Without these convictions, the safety of your work environment can be negatively impacted.

You should also understand that retaliation for reporting an incident, whether the retaliation takes place on or off the job, is illegal and a terminable offense. **There is zero tolerance for retaliation, and you should have no fear of speaking up when the situation demands it.**



Response for Employees

The “Bystander Effect”

All U.S. merchant marine industry personnel must take an active role in speaking up and reporting Sexual Assault and Sexual Harassment and other prohibited behaviors. You should feel empowered to say something if you see something regardless of your rank, position, or station, and regardless of the rank, position, or station of those involved in the prohibited behavior.

Sexual Harassment can involve more than the offender and the victim. It can also involve bystanders; those who witness Sexual Harassment taking place or hear about it. Bystanders fall into two categories, instigators and active bystanders. Instigators will encourage, join in or passively accept the prohibited behavior by doing nothing. Active bystanders directly intervene by reporting the behavior, defending the victim, redirecting the situation and getting help.

The so-called “bystander effect” occurs when the presence of others discourages an individual from intervening in a situation.

As a U.S. merchant mariner or shore-based employee, you should be an active bystander who directly intervenes by reporting the behavior, defending the victim, redirecting the situation and assisting the victim by getting help. If you take an active role in speaking up and saying something, you will be an active bystander and help nurture a zero-tolerance culture.

***If you see something,
say something!***

Do not let the “bystander effect” prevent you from getting involved.

Obligation to Protect One Another

U.S. merchant mariners and shore-based personnel have a responsibility to protect one another. Recognizing the behaviors of potential offenders, being aware of high-risk situations and being an active bystander are all ways to protect one another. Your shipmates and shoreside staff will have your back.

High-risk situations can include but are not limited to:

- When drugs and alcohol are involved.
- Unaccompanied shore leave.
- Clubs, bars and restaurants.
- Unfamiliar locations.
- Public transportation in a foreign country.
- Isolated locations: alleys, parking garages, in a room with a closed/locked door, cargo holds.
- Association with unsavory characters.

Behaviors of potential offenders can include but are not limited to:

- Bragging about the intention to commit a prohibited behavior.
- Pressuring an individual to consume excessive amounts of alcohol or take drugs.
- Repetitive requests for a date. Verbal threats based on rejection.
- Stalking or physically isolating an individual.
- Inappropriate texts or emails, cyber bullying and sexting.
- Bragging or boasting about sexual activity, whether true or false.
- Sexually intimidating tactics such as unwanted physical arousal or “mind-games.”
- Spreading of inappropriate rumors.
- Sexually aggressive behavior, hostile behavior, physical aggression and violence.
- Abuse of power, intimidation, coercion, bullying.
- Threats of bodily harm, and
- Retaliatory actions on or off the job.