Communicating with Your Employer and Colleagues

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First, make sure you

- Consider telling someone you trust (colleague, friend, partner, e.g.)
- Determine if and when to communicate with your employer
  - Contact building security, manager, and/or HR immediately if an emergency
- List people who have been or could be affected as a result of the harassment
  - *Consider:* Colleagues, employer, manager, subordinates
  - List desired supports and from whom you could obtain them
  - *Consider:* HR department, manager, colleagues, building security, IT department, social media team
- If possible, obtain information on any existing policies regarding harassment
- Determine your intended outcomes from communicating with your employer
- If you are concerned that the harassment and/or reporting it will result in backlash at your workplace, contact a lawyer

Next, choose what to do

- ❏ **Communicate with employer and/or colleagues about harassment**
  - — Draft email explaining the situation - use this template to get started
  - — Include the following in your email:
    - ❏ What is happening to you (how much you are comfortable sharing)
    - ❏ Your requests, which may include:
      - ❏ Desired responses to communication from abuser (delete or forward messages)
      - ❏ Requests for other support (responding online, avoiding discussion of issue at work)
      - ❏ Critical information about online harassment and its impacts like these

- ❏ **Consider setting up and holding a meeting with HR**
  - ❏ Bring relevant documentation (restraining orders, case records, posts, etc.)
  - ❏ Request information on company policies, including digital and building security
  - ❏ Explain what's happening and request support if you trust representative(s)

- ❏ **Determine and request time off as needed**
  - ❏ For self care, court proceedings, or other related reasons
  - ❏ Find out your legal rights to time off here

Consider

- If harassment is ongoing, schedule check-ins with manager and/or HR to triage
- If harassment escalates to threats against your safety and/or organization's safety, contact the FBI/law enforcement
- To get support outside of your workplace, consider professional organizations or other support groups
- To advocate for policies on online abuse at your workplace:
    - Request implementation of digital security measures from IT department
    - Schedule meeting with HR and share ideas for additional policies - get started here