**Sample sexual harassment survey**

## This is a sample survey to help you better understand the extent to which sexual

harassment is a problem within your organisation.

**Survey introduction**

## Please take a few moments to answer this **anonymous** survey on sexual harassment in [INSERT COMPANY NAME]. Your

participation will help us to understand the nature of the problem in our organisation. We appreciate your honesty and assure you that your answers shall remain anonymous.

For the purposes of this survey, we organise sexual harassment into three categories:

**VERBAL/NON VERBAL-HARASSMENT**

When someone gives another person unwanted sexual attention through verbal or written comments or conversation, or through noises or actions at a distance.

 **PHYSICAL HARASSMENT**

When someone uses physical pressure or force to have sexual contact with another person against their will, e.g. groping, massaging, holding hands.

 **RAPE**

The most severe form of physical harassment involving non-consensual penetration, no matter how slight, of the vagina or anus with any body part or object, or non-consensual oral penetration by a sex organ of another person.

We define 'workplace' as:

**On-site spaces** e.g. in the office, newsroom or on set

**Off-site spaces** e.g. in the field doing research and interviews

## **Online spaces,** any digital platform that anyone involved in creating media content uses to communicate with employees.

**Work-related events,** e.g. conferences,

## business trips, training sessions

**Social events** organised by [INSERT NAME].

 **Some survey tips**

S Make this an anonymous survey to encourage responses. Do not ask for names or any information that could give a person’s identity away, such as job title.

S This template is designed for current employees, but you could tweak it to include past employees too.

S Do not just target women, send it out to everyone.

S Always define the terms you are using so that there is no confusion about what constitutes ‘sexual harassment’ or ‘workplace’. This is especially important if you have not done any sensitisation training yet.

S Use an online survey manager like *SurveyMonkey*

which can help you to analyse data.

S Publish the results of the survey within your organisation.

S Repeat the survey every one to two years to. monitor progress.

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# 1 7

**WHAT IS YOUR STATUS AT [INSERT COMPANY NAME]?**

Editorial (employed) Non-editorial (employe)

**WHOM DID YOU REPORT THE INCIDENT(S) TO?**

The police HR

My direct manager Another manager

Editorial (freelancer) Non-editorial (freelancer)

I prefer not to say

A colleague or friend at work

My trusted personal network outside of work

Other (please specify):

# 2

**WHAT IS YOUR GENDER?**

Male Female

N/A I responded ‘No’ or ‘N/A’ to to Q6 Other (please specify):

# 8

**IF YOU DID NOT REPORT THE INCIDENT(S), WHY NOT?**

Other

# 3

**HAVE YOU EVER BEEN VERBALLY/NON- VERBALLY HARASSED WHILE WORKING AT [INSERT COMPANY NAME] AND BY WHOM?**

A superior

A non-employee (e.g. interviewee)

No

Yes

A colleague

Worried no-one would believe me

Worried for my job security if I reported

Didn't know that it was harassment

Other (please specify):

# 9

Unsure

**WHAT CAN ORGANISATION X DO TO ELIMINATE SEXUAL HARASSMENT IN THE WORKPLACE?**

Was embarrassed/ ashamed

N/A I responded 'Yes' or 'N/A' to Q6

# 4

**HAVE YOU EVER BEEN PHYSICALLY HARASSED WHILE WORKING AT [INSERT COMPANY NAME] AND BY WHOM?**

A non-employee (e.g. interviewee)

Yes

A colleague

A superior

No

Unsure

# 5

**HAVE YOU EVER BEEN RAPED WHILE WORKING AT [INSERT COMPANY NAME] AND BY WHOM?**

A non-employee (e.g. interviewee)

A colleague

A superior

Adopt zero tolerance policy against sexual harassment

Introduce complaints procedures for sexual harassment

Create a stand alone sexual harassment policy

Establish safe channels to report incidents of harassment such as anonymous tip line

Create a lead person on sexual harassment issues within ORGANISATION X

Other (please specify):

Conduct sensitisation training on what sexual harassment is

Managers and executives should lead by example

Train managers on how to prevent

and identify sexual harassment

Employ more women, to increase gender balance

Have an open dialogue about sexual harassment

Yes

# 10

**FURTHER INFORMATION AND COMMENTS ARE WELCOME**

Unsure

No

6

**DID YOU REPORT THE INCIDENT(S)?**

Yes No

N/A, I responded ‘No’ to Q3-5

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