

WHERE'S THE LIMIT?

How to use the dialogue cards

HOW TO USE

THE DIALOGUE CARDS

THIS IS HOW YOU USE THE CARDS

The dialogue cards help facilitate good discussions about sexual harassment and individual boundaries in the workplace. Such discussions can make it clear that we all have different boundaries, something we need to be aware of when we work together. Input and reflections from the discussions can provide an understanding of what constitutes sexual harassment and unwanted sexual attention. The conversations can also provide the impetus for new policies on sexual harassment or identify areas of existing policies that need to be revisited.

TIPS FOR IN-PERSON MEETINGS ABOUT PREVENTING SEXUAL HARASSMENT

Purpose:

The dialog cards help you talk about unwanted sexual harassment in the workplace. The dialogue cards present fictitious scenarios about sexual harassment or unwanted sexual attention from others, including managers and colleagues.

You can choose to hold separate dialog meetings or include the dialog exercise as part of a departmental meeting or team day for your employees.

Target groups:

All employees in the workplace

Duration:

1 to 2 hours

Before the meeting:

Invite participants well in advance of the meeting. Possible subject line: "Where's the limit? A meeting about unwanted sexual attention, sexual harassment, and individual boundaries in the workplace." Explain the purpose of the meeting, e.g., to increase awareness that different people have different boundaries and that it's important to reach a shared understanding of where the limits are in your workplace. Present the dialog cards as a tool that can facilitate discussions and prevent sexual harassment. Your invitation should also briefly describe the meeting's agenda.

Good dialogue requires an environment in which it is safe for all to express themselves. You may want to give special consideration to younger employees and those who have not been in the organization very long. Consider how to ensure an open dialogue at the meeting and what you can do to support this.

During the meeting:

- Start the meeting with a brief introduction and explain why it is important to talk about unwanted sexual attention in the workplace. Then, show the intro film, "Where's the limit?" to set the scene.

- Ask participants to break into groups of 4-6 people.
- Divide the dialogue cards among the groups and ask participants in each group to take turns picking a card and reading it aloud to the others. Ask participants to share their views with each other about the card's content and encourage them to be honest. (This should take about 40 minutes.)
 - Give an example: "A new employee feels offended by the dirty tone in a department where jokes about gender and sex are commonplace."
 - What do you think?
 - What would you say?
 - What would you do?
 - What should your workplace do?
- After the group work, bring everyone back together to share their experiences. Ask members of each group to share their reflections and input with everyone else.
- Collect and note down everyone's inputs and reflections.
- Agree on how to follow up.

After the meeting:

- Use the inputs and reflections from the meeting to see if there is anything in your current policy that needs to be changed. If you do not already have any relevant policy, then use the input and reflections as the starting point for the development of a new policy. Remember to involve relevant workplace groups such as occupational health and safety committees, works councils, inclusion and diversity committees, etc.

TIPS FOR VIRTUAL MEETINGS ON UNWANTED SEXUAL ATTENTION, SEXUAL HARASSMENT, AND INDIVIDUAL BOUNDARIES IN THE WORKPLACE

Due to the nature of the topic, it is recommended to hold in-person dialog meetings. However, if this is not possible, here are some good tips on how to hold the meeting virtually:

- Follow the same overall agenda as described above for in-person meetings.
- Before the virtual meeting, make sure that you, or whoever is running the meeting, is familiar with the teleconferencing system (Teams, Zoom, etc.) and relevant functions.
- Before the virtual meeting starts, think about how you can keep the dialog moving and ensure that everyone participates actively.
- Use "breakout sessions" to split the participants into groups of four people for group work with the cards. If you are not familiar with breakout sessions, invite no more than six employees at a time so that everyone can actively participate in the conversation.
- Keep the virtual meeting brief, preferably less than 1 hour, as it is more difficult to stay focused in virtual meetings than in in-person meetings. If necessary, reduce the first part of the meeting and the last part with conclusions and next steps.

FACT:

Sexual harassment comprises all forms of unwanted sexual attention, including comments of a sexual nature, unwanted touching, dirty jokes, displaying pornography, and unwanted propositions for sex. It is essential to remember that the experience of sexual harassment is personal, and that individuals perceive it in different ways.

Read more about how to handle unwanted sexual attention
in the workplace on hergårgrensens.dk