

# TEMPLATE: HARASSMENT LETTER



**This template letter can be used by members who wish to take an informal approach. The aim of the letter is to stop first instances of sexual or sexist behaviour quickly without the need to use formal procedures. If the behaviour continues, the letter may also be used in evidence in any formal reporting of sexual harassment.**

**Members are advised to keep records of any further incidences of harassment. The CWU Sexual Harassment Log Form has been designed to help members with this process. A copy of the CWU Sexual Harassment Log Form can be found in the CWU sexual harassment pack.**

[Date]

Dear [Colleague]

I am writing to ask that you stop [e.g. touching me, staring at me in a sexual way, making verbal remarks of a sexual nature, sending me messages of a sexual nature, sending me pornographic images, following me or promising me things in return for a sexual favour]. I find this behaviour inappropriate and [e.g. offensive; undignified; intimidating; hostile; degrading; humiliating] and it is having a detrimental effect on me and my working situation.

On [date] at [time] you [e.g. told the 'joke', etc] and I [said that I found the comment offensive, etc]. On [date] at [time] you [made a similar comment, etc].

I feel [uncomfortable, bullied, offended, etc] when you [put your arm around me, etc] and I feel aggrieved that you have continued to do so even after I have made it clear to you that I find your behaviour [offensive, etc].

If you stop [e.g. using 'sexist' language] I will not take this matter any further. If you continue with this or similar behaviour I will have no choice but to take the matter up formally.

If you have any comments to make to me about this letter, please do not approach me when I am alone. I would be prepared to attend an informal meeting with [e.g. CWU representative].

I hope that we can resolve this matter quickly without damaging our professional relationship.<sup>1</sup>

Yours sincerely

[Member]

cc CWU representative

1. NEU, 2023, It's not okay toolkit