



UDO UDOMA &
BELO-OSAGIE



**What Employers Should
Do When a Case of Sexual
Harassment is Reported**

Did You Know That:

- Employers have a duty to provide a safe and respectful work environment.

Harassment can take many forms, from a sexually hostile working atmosphere to physical abuse, and must be addressed with urgency and care.

- Every employer should establish a confidential and secure process for reporting sexual harassment. It is crucial that all complaints are handled discreetly



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- Once a complaint is received, employers should follow the process outlined in their sexual harassment policy. A prompt, fair, and impartial investigation must be conducted. Where necessary, particularly if there is a risk of interference with the investigation or potential harm to the complainant, the alleged offender may be placed on leave.
 - Employers must balance the need to protect the complainant with ensuring that the alleged harasser is given a fair hearing.
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- After the investigation, a report should be submitted with the proposed recommended outcomes. Where the allegations are substantiated, employers are required to take the appropriate disciplinary action. The misconduct should also be reported to the relevant law enforcement authorities if it constitutes a criminal offence. If the allegations are not substantiated, the complainant must be informed of the outcome and protected from retaliation or victimisation.
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- Following the investigation, the employer should provide the necessary support to the complainant and any other affected persons.
 - To prevent future incidents, employers should regularly review and update their sexual harassment policies and reporting procedures. Ongoing employee training is also essential to promote awareness and foster a workplace culture where harassment is not tolerated.
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This publication has been authored by the Labour and Employment Law team of Udo Udoma & Belo-Osagie. For more information about our Employment Law offerings, please visit our website at www.uubo.org or email us at uubo@uubo.org.

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