

2025 International Women's Conference

Combating Gender-Based Violence in the Workplace



Toolkit

Combating Gender-Based Violence and Harassment (GBVH) in the Workplace Toolkit

A Guide for UAW Leaders and Members on Supporting Union Members Experiencing the Impacts of Domestic Violence, Sexual Assault, and Stalking (Gender-Based Violence and Harassment(GBVH))

Table of Contents

Why This Matters: Connecting to Our Mission (pg 5)

- UAW Women's Department Mission Alignment
- The Numbers That Drive Our Action
- Why This is Core Union Work

What We Need to Know (pg 6)

- Understanding Violence and Trauma
- Survivor-Centered and Trauma-Informed Practices
- How Violence Impacts the Workplace

Supporting Our Members: Immediate Actions (pg 8)

- What Every Member Can Do
- Union Steward Responsibilities
- Interim Measures and Safety Planning
- Filing Grievances: Step-by-Step Guide

Building Our Voice: Communication Tools (pg 12)

- Talking Points for Different Audiences

Strengthening Our Union: Long-Term Actions (pg 13)

- The 10 Things UAW Can Do Right Now
- Creating Safe Workplaces
- Trauma-Informed Practices for Leaders

Using Our Power: Bargaining Tools (pg 16)

- Sample Contract Language
- Leave and Support Benefits

Connecting Members to Help (pg 19)

- Know Your Rights by State
- Resources and Support Services

How to get Help (pg 20)

Take Action (pg 23)

Definitions and Terms (pg 25)

Why This Matters: Connecting to Our Mission

UAW Women's Department Mission Alignment

This toolkit directly supports the UAW Women's Department mission and its four core objectives:

1. **Increase Gender Equity:** Violence disproportionately affects women workers, creating barriers to equal participation in the workplace
2. **Advocate for Gender-Based Justice:** Supporting survivors is fundamental to workplace justice
3. **Increase Equity in Politics:** We advocate for laws that protect all workers from violence
4. **Combat Gender-Based Violence:** This toolkit provides concrete tools to fulfill this mission objective

The UAW Women's Department was created in 1955 to focus attention on issues and concerns of women in the workplace. Today, addressing workplace impacts of domestic violence, sexual assault, and stalking represents a critical evolution of this mission.

The Numbers That Drive Our Action

National Impact:

- 5.6% of women (almost 7 million) and 2.5% of men (nearly 3 million) reported workplace-related sexual violence
- 27% of violent workplace events are domestic violence related
- 59.1% of mass shootings in the United States were related to domestic violence

UAW Member Impact:

- In a UAW survey, 24% of workers facing violence quit their jobs
- 18% were fired because of violence affecting their work
- Nearly 9 out of 10 survivors face problems at work because of violence at home

Economic Impact:

- Recruitment costs to replace employees who leave due to violence: \$5,000 - \$211,000 per employee

- Lost productivity from untreated trauma affects entire work teams
- Legal costs from inadequate workplace responses

Why This is Core Union Work

This Aligns with UAW Values:

- **Worker Safety:** Violence is a workplace safety issue that follows workers from home to job
- **Dignity and Respect:** Every worker deserves a workplace free from fear
- **Solidarity:** "An injury to one is an injury to all" - including injuries we can't always see
- **Collective Power:** We have the strength to create safer workplaces through our contracts

This Strengthens Our Union:

- Supported members are more engaged members
- Safe workplaces attract and retain quality workers
- Strong survivor support demonstrates union value to potential members
- Addressing violence prevents it from disrupting workplace solidarity

What We Need to Know

Understanding Violence and Trauma

Types of Violence Affecting Workers:

- **Domestic Violence:** Pattern of abusive behavior used to gain power and control over intimate partners
- **Sexual Assault:** Any sexual contact or behavior without consent
- **Stalking:** Pattern of unwanted behavior causing fear or emotional distress
- **Sexual Harassment:** Unwanted attention or violence because of someone's sex

How Violence Follows Workers to the Job:

- Physical symptoms affecting work performance
- Abusers may contact workers at work, disrupting operations
- Court appearances and safety needs require time off
- Economic abuse may target workplace benefits or paychecks

Survivor-Centered and Trauma-Informed Practices

The Four Rs of Trauma Response:

1. **REALIZE** that trauma is common and affects how people think, feel, and act
2. **RECOGNIZE** signs of trauma in members
3. **RESPOND** by understanding trauma and changing how we work with survivors
4. **RESIST** re-traumatizing by avoiding practices that could make things worse

Signs of Trauma at Work:

- Missing work or chronic lateness
- Trouble concentrating or making decisions
- Avoiding certain people, places, or shifts
- Being easily startled or upset
- Unexplained injuries or frequent medical issues
- Changes in work performance or behavior

Survivor-Centered Approach:

- Put survivor's safety, dignity, and well-being at the center
- Respect their choices and autonomy
- Maintain confidentiality unless there's written consent
- Believe survivors when they share their experiences
- Connect to resources without pressure

Supporting Our Members: Immediate Actions

What Every Member Can Do

Listen and Support:

- "I believe you" - these three words can be life-changing
- "That sounds really hard" - validates their experience
- "I'm here if you need support" - offers ongoing solidarity

Maintain Confidentiality:

- Don't share someone's situation, even with good intentions
- Let the survivor decide who they want to tell
- Keep information within union channels when appropriate

Know Resources:

- Your contract provisions for leave and accommodations
- Employee assistance programs
- Local victim service organizations
- Union representatives who can help

Don't Be a Detective:

- Don't ask for details about what happened
- Don't give advice about leaving or staying in relationships
- Don't contact the person causing harm
- Don't gossip or speculate

Union Steward Responsibilities

When a Member Comes to You:

1. **Start with Safety:** "Are you safe right now? Do you need immediate help?"
2. **Listen First:** Don't jump to solutions - ask about their goals and priorities
3. **Explain Options:** Contract rights, accommodations, grievance process, resources

4. **Respect Choice:** They decide what steps to take
5. **Follow Up:** Check in without pressure

Know When to Escalate:

- **Immediate Danger:** Help contact security, HR, or 911
- **Contract Violations:** File grievances for retaliation or denied accommodations (if accommodations are included as interim measures in the agreement)
- **Pattern Problems:** Report to bargaining leadership if multiple members are affected
- **Legal Issues:** Connect to UAW Legal Department through Regional Servicing Representative

Documentation Responsibilities:

(Member/Grievance Handler)

- Track harassment, unsafe conditions, policy violations
- Document accommodation requests and responses
- Note any retaliation or discriminatory treatment
- Keep detailed records for potential grievances

Interim Measures and Safety Planning

What Are Interim Measures? Interim measures are immediate, temporary accommodations provided while longer-term solutions are developed. They're designed to maintain safety and job security for survivors.

Types of Interim Measures:

Schedule/Shift Changes:

- Temporary shift reassignment to avoid contact with abuser
- Modified break and lunch schedules
- Flexible start/end times for court appearances or safety needs
- Remote work options when available

Physical Workplace Changes:

- Workstation relocation away from public areas
- Parking assignment changes (closer to building, well-lit areas)
- Security escort to vehicle
- Changed phone number or email address
- Temporary transfer to a different department or location

Communication Protections:

- Block personal calls during work hours
- Screen visitors and deliveries
- Modify emergency contact information
- Protect personal information from unauthorized access

Safety Planning Process:

1. **Risk Assessment:** What are the specific workplace risks?
2. **Resource Identification:** What supports are available?
3. **Action Steps:** What specific accommodations are needed?
4. **Communication Plan:** Who needs to know what information?
5. **Regular Review:** Safety needs change - plans must be updated

Filing Grievances: Step-by-Step Guide

When to File a Grievance:

- Denial of reasonable accommodations related to violence
(Review state and local leave laws for leave coverage for gender-based violence and harassment survivors)
- Retaliation for requesting support or reporting violence
- Discrimination based on survivor status
- Violation of contract provisions related to safety or leave
- Improper handling of confidential information

Grievance Preparation Checklist:

Step 1: Document Everything

- Date, time, and location of incidents
- Names of witnesses
- Copies of accommodation requests
- Documentation of supervisor/HR responses
- Medical records (if relevant and survivor consents)
- Communication records (emails, texts, written notices)

Step 2: Review Contract Language

- Identify specific contract provisions that were violated
- Review past grievance decisions on similar issues
- Understand timelines for filing
- Determine appropriate grievance level

Step 3: Gather Support

- Work with the survivor to understand their goals
- Identify union representatives to assist
- Connect with Women's Department resources
- Consider need for external experts (DV advocates)

Step 4: File the Grievance

- Complete grievance form with specific contract violations
- Include all supporting documentation
- Request specific remedies (accommodation, back pay, policy changes)
- Submit within contractual time limits

Sample Grievance Language:

"The Company violated Article [X] of the Collective Bargaining Agreement when it [denied reasonable workplace accommodations/retaliated against/discriminated against]"

[employee name] because of their status as a survivor of [domestic violence/sexual assault/stalking]. The Union requests that the Company [provide the requested accommodations/cease retaliation/provide back pay] and take corrective action to prevent future violations."

Follow-Up Actions:

- Schedule grievance meetings promptly
- Prepare survivor for participation (with support person if desired)
- Continue to monitor for retaliation
- Document resolution and ensure compliance

Building Our Voice - Tools for Communication

Talking Points for Every Audience

Everyone benefits in different ways from safer and supportive workplaces that effectively prevent these forms of violence. These talking points are identified by audience so that the benefit these various audiences get from safer workplaces are forefront when advocating for creating workplaces that support survivors of domestic violence, sexual assault, stalking, and sexual harassment.

Why UAW Cares About Violence:

Use these talking points when talking to UAW leadership who may need help connecting the dots between UAW's values and this important component of workplace violence. You can also use these with general membership:

- "UAW members deserve safe workplaces and secure jobs. Domestic and Sexual violence threatens both."
- "When our members are hurt, our union is hurt. We stand together."
- "Worker safety includes safety from all types of violence."
- "Violence costs our members jobs, wages, and benefits. That's why we fight for a workplace that supports all workers, their families, and our community."
- "A union that protects workers from violence is a stronger union."
- "Our contract gives us power to make real change for worker safety."

Responding to Management Concerns:

Use these talking points when talking to Management and Human Resources to remind these interest holders of the business benefits of addressing this important component of workplace violence:

- "This isn't about taking sides. It's about keeping all workers safe."
- "We support survivors and hold people accountable. When supports are available and accessible, it means the work gets done with fewer disruptions and more efficiently."
- "Training makes us better at helping our colleagues and creates a more productive workplace."
- "Supporting survivors reduces turnover costs and improves workplace morale."
- "Strong policies protect the company from legal liability."

Strengthening Our Union - Tools for Action

The 10 Things UAW Can Do Right Now

1. **Recognize that violence is a worker issue.** When members face violence, it affects their job, wages, and safety. Make this a union priority. Consider conducting a [Risk and Protective Factor Assessment](#) for your workplace.
2. **Add provisions for survivors of domestic violence, sexual assault, and stalking to all contracts.** Include protections against discrimination and retaliation in every collective bargaining agreement. Emphasize the need for regular, trauma-informed training for both management and union members.
3. **Address member-on-member problems.** Investigate fairly when one member hurts another. Support survivors and hold harassers accountable while maintaining due process.
4. **Create a culture of respect.** Connect UAW values—dignity, fairness, respect—to how members treat each other in all union spaces and activities.
5. **Train stewards and leaders.** Give union representatives tools to recognize signs of violence and respond with care through comprehensive training programs.

6. **Partner with experts.** Work with domestic violence programs and worker safety groups to build best practices and provide ongoing support to members.
7. **Support survivors in grievances.** Include survivor needs in grievance procedures. Ask what outcomes they want and respect their choices throughout the process.
8. **Use our political power.** Support laws that protect workers from violence and give them job-protected leave. Advocate at the local, state, and federal levels.
9. **Educate all members.** Provide information about violence, resources, and workplace rights through newsletters, meetings, and ongoing communications.
10. **Lead by example.** Show that UAW takes violence seriously through policies, training, and how we treat members in all union activities and spaces.

Creating Safe Workplaces

Prevention Strategies:

Collective Bargaining Language Development:

- Clear language on harassment and violence that includes all forms of gender-based violence
- Multiple, accessible reporting mechanisms that include comprehensive investigations
- Review language prior to contract expiration to enhance prevention
- Integration with existing safety programs

Training and Education:

- Regular training on respect and appropriate behavior for all employees
- Supervisor training on recognizing signs of trauma and responding appropriately
- Bystander intervention training for witnesses
- Annual refresher training with updated scenarios

Environmental Changes:

- Improved lighting in parking areas and isolated workspaces
- Security measures such as key card access and visitor management
- Emergency communication systems

- Safe spaces for private conversations

Support Systems:

- Employee assistance programs with trauma-informed specialists
- Partnerships with local domestic violence programs
- Peer support networks
- Mental health resources and referrals

Response Protocols:**Immediate Response:**

- Safety assessment and planning
- Connection to immediate resources
- Documentation procedures
- Communication protocols

Investigation Procedures:

- Trained investigators who understand trauma
- Interim measures during investigation
- Regular updates to all parties
- Fair and timely resolution

Follow-Up Support:

- Ongoing safety monitoring
- Accommodation adjustments as needed
- Continued resource connections
- Prevention of retaliation

Trauma-Informed Practices for Union Leaders**Creating Trauma-Informed Union Spaces:****Physical Environment:**

- Ensure meeting spaces feel safe and welcoming
- Provide multiple seating options and clear exits
- Maintain appropriate lighting and noise levels
- Offer private spaces for sensitive conversations

Communication Practices:

- Use clear, jargon-free language
- Provide advance notice of meeting topics when possible
- Allow breaks during long meetings
- Respect people's choices about participation

Decision-Making Processes:

- Involve members in decisions that affect them
- Provide multiple ways to give input
- Respect confidentiality boundaries
- Follow through on commitments made

Conflict Resolution:

- Address conflicts promptly and fairly
- Provide support for all parties involved
- Focus on behavior rather than character
- Maintain confidentiality as appropriate

Using Our Power: Bargaining Tools

Sample Contract Language

Article XX-Discrimination and Harassment Prevention

Section 1. General Anti-Discrimination/Harassment Provision: “The Company and Union agree that the provisions of this agreement be applied to all employees covered by

this Agreement without Discrimination based on age, race, color, sex, religion, national origin, disability, sexual orientation, pregnancy related conditions or gender identity/expression as required by appropriate state and federal law. Any claims of violation of this policy, claims of sexual harassment, or of any laws regarding discrimination, or harassment on account of disability may be taken up as a grievance.

Section 1.1 Definition of Sexual Harassment

Sexual harassment is defined as unwelcome conduct of a sexual nature that creates a hostile, intimidating, or offensive environment. Sexual harassment includes, but is not limited to:

Submission to or rejection of unwelcome sexual conduct that is implicitly or explicitly made the basis for employment decisions, performance evaluations, advancement opportunities, or participation in programs, services, or activities.

Section 1.3 Hostile Environment Sexual Harassment

Unwelcome sexual or other sex-based conduct that is sufficiently severe or pervasive to unreasonably deny, adversely limit, or interfere with a person's participation in or benefit from employment, programs, or services, creating an environment that a reasonable person would find intimidating or offensive.

Section 2. Forms of Sexual Harassment

Section 2.1 Sexual harassment may include incidents involving any member of the organization community and may occur in various forms including:

- a) Sexual or romantic advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature
- b) Other sex-based conduct including acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, gender identity, gender expression, sex, or gender-stereotyping, or sexual orientation
- c) Conduct that may occur between any members of the organization, including but not limited to supervisors, employees, contractors, clients, vendors, visitors, and participants

in organizational programs, in hierarchical relationships and between peers, and between individuals of any gender or gender identity.

Anti-Retaliation Protection: "No employee shall be disciplined, discharged, or discriminated against for:

- Being a victim of domestic violence, sexual assault, or stalking
- Reporting violence or requesting accommodations related to that violence
- Assisting another employee with safety planning or in supporting a fellow union member in accessing workplace protections."

Confidentiality Requirements: "All information related to an employee's experience with domestic violence, sexual assault, or stalking shall be kept confidential. Information may only be shared:

- With the employee's written consent
- As required by law
- When necessary to protect workplace safety with minimal disclosure
- With designated HR or union representatives as specifically authorized"

Seniority Protection: "Time taken for safe leave, court appearances, or temporary transfers related to domestic violence, sexual assault, or stalking shall not negatively impact seniority, promotion opportunities, or performance evaluations."

Duty of Fair Representation: "The Union commits to representing all members experiencing workplace impacts of domestic violence, sexual assault, and stalking without discrimination, providing equal advocacy and support regardless of the member's relationship to the alleged perpetrator."

Workplace Accommodations: "Employees experiencing domestic violence, sexual assault, or stalking may request reasonable workplace accommodations for safety, including but not limited to:

- Schedule or shift changes
- Changes in work location or seating
- Security escort to vehicle
- Temporary transfer to different department
- Changed phone number or email address"

Leave and Support Benefits

Safe Leave Benefits:

- Paid time off for:
 - Court appearances and related meetings with advocates or attorneys
 - Safety planning and relocation activities
 - Mental or physical health appointments related to violence
 - Arrangements for children's safety and care
- Flexible work arrangements, including remote work when possible
- Access to Employee Assistance Program with specialized domestic violence support

Insurance Protections:

- Coverage for counseling and therapy related to trauma
- Protection of health information and medical records
- Access to domestic violence programs and services
- Coverage for safety-related medical care and documentation

Emergency Support:

- Access to emergency hardship funds
- Advance pay options for relocation or safety needs
- Temporary housing assistance referrals
- Emergency childcare support

Connecting Members to Help

Know Your Rights by State

Federal Protections:

Family and Medical Leave Act (FMLA): May cover time off for serious medical conditions related to violence affecting a union member or their family members. Provides up to 12 weeks of unpaid, job-protected leave.

Title VII: Protects against sex-based harassment and discrimination, including sexual harassment and some forms of domestic violence that affect the workplace.

Fair Labor Standards Act: Protects against retaliation for filing complaints about wage and hour violations, which may include economic abuse situations.

Occupational Safety and Health Act: Requires employers to provide a workplace free from recognized hazards, which can include violence.

State Laws Vary: Many states have specific laws protecting workers who experience violence. These may include:

- Paid or unpaid safe leave
- Unemployment insurance protections
- Workplace accommodation requirements
- Anti-discrimination protections

Important Note: The state where you work is the state whose laws apply to your employment protections.

UAW Contract Rights: Your collective bargaining agreement may provide additional protections beyond state and federal law, including enhanced leave benefits, accommodation procedures, and grievance rights.

How to Get Help

Immediate Safety:

- **Call 911** if you are in immediate danger
- **National Domestic Violence Hotline:** 1-800-799-7233 (available 24/7, text START to 88788)
- **RAINN National Sexual Assault Hotline:** 1-800-656-4673 (available 24/7)
- **National Sexual Violence Resource Center:** nsvrc.org
- **Crisis Text Line:** Text HOME to 741741

Legal Help:

- **Legal Aid offices** provide free legal services for low-income individuals
- **Domestic violence programs** often have legal advocates who can help with protection orders and court proceedings
- **Employment attorneys** may provide consultation on workplace rights

Workplace Support:

- **Talk to your union steward or representative** about workplace accommodations and contract rights
- **Contact UAW Women's Department** for specialized support and advocacy
- **Use Employee Assistance Program** if available at your workplace
- **Request accommodations through HR** with union support and representation

Financial Support:

- **Local domestic violence programs** may offer emergency financial assistance
- **UAW Emergency Hardship funds**, where available through your local
- **State victim compensation programs** may help with costs related to violence
- **Community organizations** often provide emergency assistance for basic needs

Resources for Members

National Resources:

Violence Prevention and Support:

- **National Domestic Violence Hotline:** thehotline.org | 1-800-799-7233
- **RAINN (Rape, Abuse & Incest National Network):** rainn.org | 1-800-656-4673
- **National Center on Domestic Violence, Trauma & Mental Health:** nationalcenterdvtraumamh.org
- **National Sexual Violence Resource Center:** nsvrc.org
- **Stalking Resource Center:** victimsofcrime.org/our-programs/stalking-resource-center

Workplace Resources:

- **Workplaces Respond:** workplacesrespond.org
- **Futures Without Violence:** futureswithoutviolence.org
- **National Partnership for Women & Families:** nationalpartnership.org
- **A Better Balance:** abetterbalance.org

Legal and Financial Resources:

- **National Employment Law Project:** nelp.org
- **Legal Aid offices:** lawhelp.org to find local services
- **National Association of Consumer Advocates:** consumeradvocates.org

UAW Resources:

- **UAW International Women's Department:** Specialized support for gender-based violence issues
- **Local union stewards and representatives:** First line of support for workplace issues

Educational Resources:

- **UAW International Women's Department training programs** on workplace rights and safety
- **Local union education committees** for ongoing learning opportunities
- **Regional and international union resources** for specialized support

Member Benefits:

- **Employee Assistance Programs** where available through UAW contracts
- **Union Plus benefits** including legal services and counseling support
- **Scholarship programs** for members and families
- **Emergency hardship assistance** through local unions where available

Taking Action

For Union Leaders:

Immediate Steps:

1. **Share this toolkit** with your local leadership team and executive board
2. **Request training** from the UAW International Women's Department and Futures Without Violence or a similar organizations specializing in workplace violence prevention
3. **Review your current contract language** with a domestic violence advocate, identifying what current provisions may support a survivor
4. **Review your current state law** to identify what employment protections exist for all employees in your state or territory
5. **Add violence prevention** to your bargaining priorities for the next contract negotiation

Long-term Actions:

6. **Partner with local domestic violence programs** to provide training on how these forms of violence can impact workers and how to respond in a survivor-centered and trauma-informed way
7. **Establish relationships** with legal aid organizations and employment attorneys
8. **Create educational materials** for your membership about workplace rights and available resources
9. **Develop policies** for handling member-on-member violence and harassment
10. **Advocate politically** for stronger state and federal protections for survivors

For Members:

Personal Preparation:

1. **Learn the signs** of violence and trauma in yourself and coworkers
2. **Know your workplace rights** and resources, including contract provisions and state laws

3. **Contact your EAP Representative or the Life Resources Program of the UAW International Women's Department** (if you do not have an existing EAP program) and other available support services
4. **Identify trusted union representatives** who can provide support

Supporting Others:

5. **Support co-workers** who may be struggling with compassion and appropriate boundaries
6. **Speak up safely** when you witness harassment or concerning behavior
7. **Participate in training** when offered by your union or employer
8. **Volunteer** with local domestic violence organizations to better understand the issues

Union Engagement:

9. **Get involved** in making your workplace safer through women's committees and activities
10. **Contact your union representative** with concerns about workplace safety or policy gaps
11. **Vote** for leaders who prioritize safety and survivor support
12. **Advocate** for stronger contract language during negotiations

Remember: Supporting survivors of violence makes our union stronger and our workplaces safer for everyone.

Definitions

Gender-Based Violence and Harassment (per the International Labor Organization Convention 190): Violence and harassment directed against persons because of their sex or gender, or affecting persons of a particular sex or gender disproportionately, and includes sexual harassment. Convention 190 defines violence and harassment broadly as "a range of unacceptable behaviors and practices, or threats thereof, whether a single occurrence or repeated, that aim at, result in, or are likely to result in physical, psychological, sexual or economic harm." This international definition recognizes that while gender-based violence disproportionately affects women and girls, it seeks to protect everyone from such behaviors in the world of work.

Domestic Violence: A pattern of abusive behavior that is used by one partner to gain or maintain power and control over an intimate partner or family member. It may include physical, emotional, sexual, economic, psychological, and/or technology-based actions or threats of actions, or other patterns of coercive behavior to influence another person within an intimate partner relationship. It includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Dating Violence: Physical abuse, sexual abuse, or coercion committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor or one included in casual intimate encounters. A dating partner describes someone who is not a current or former spouse, not someone you have lived with, and/or is not someone you share a child in common with. All those relationship-types fall within the term "Domestic Violence."

Sexual Assault: The behavior of coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Sexual Harassment: A legal concept that describes unwanted attention or violence directed at an employee by a co-worker, supervisor, or another member of the workplace or public because of their sex. Behavior that constitutes domestic violence, sexual assault, dating violence, or stalking can sometimes be considered sexual harassment. Sexual harassment can also be verbal abuse, unwanted physical contact, or offensive pictures, cartoons, slogans or posters displayed in a work area.

Sexual harassment does not have to be related to sexual desire. It can be tied to employment actions that stem from pre-conceived ideas about how a person of a particular gender is meant to act or generally acts.

Sexual harassment can also occur when an employer's practices, policies, or stated attitudes strongly indicate that a person of a specific gender is not wanted or welcome in that workplace.

Examples of a hostile workplace environment that may be a form of sexual harassment but aren't necessarily related to sexual desire include environments where co-workers or supervisors regularly say derogatory or disparaging statements about a specific sex, where work gear is only provided to fit one gender even when requests for other types of work gear are made, and where employees of one gender are routinely singled out for more menial or more dangerous tasks.

If you think you are experiencing sexual harassment, you should consult an employment attorney about your individual situation.

Stalking: A pattern of unwanted behavior that causes a reasonable person to fear for their safety or experience emotional distress. It is considered a form of violence against women, along with domestic violence, sexual assault, and dating violence.

Safety Plan: A survivor-led tool that outlines a set of actions that can help lower their risk of experiencing violence. Safety plans should be developed with a trained advocate and are specific to an individual and consider their safety needs at home, in the community, and in the workplace.

Victim Service Provider: A "victim service provider" means a nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Workplace Accommodation or Workplace Adjustment: When used in the context of domestic violence, dating violence, sexual assault, or stalking, a workplace accommodation is a reasonable job-related modification or safety procedure, requested by a survivor and implemented by an employer. It is designed to promote the safety of an employee who has experienced domestic violence, sexual assault, stalking, and sexual harassment.

Some examples of this workplace accommodation could include:

- Assignment or shift changes
- Having security walk with you to your car or bus stop
- Changes in seating assignments
- Other safety measures

Note: This workplace accommodation process is a legally distinct process from the Reasonable Accommodation process legally protected under the Americans with Disabilities Act (ADA). Survivors may qualify for an ADA-reasonable accommodation because of a qualifying disability.

Employee Assistance Program: An Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as substance abuse, stress, grief, family problems, and psychological disorders. EAP counselors also work in a consultative role with managers and supervisors to address employee and organizational challenges and needs. Many EAPs are active in helping organizations prevent and cope with workplace violence, trauma, and other emergency response situations.

World of Work: The World of Work consists of any location in which employees, paid and unpaid interns, contractors, volunteers, board members, consultants, and temporary workers, perform their job duties. This includes in the workplace, including public and private spaces where they are a place of work; in places where the worker is paid, takes a rest break or a meal, or uses sanitary, washing and changing facilities; during work-related trips, travel, training, events or social activities; through work-related communications, including those enabled by information and communication technologies in employer-provided accommodation; and, when commuting to and from work.

Documentation: Employee documentation refers to the necessary paperwork and files that an employer maintains for each of their employees as it relates to their eligibility, their job performance, or their qualification for certain employer-provided supports or protections.

Sector: A sector describes an area of the labor force in which businesses share the same or related business activity, product, or service.

Safe Leave: Safe leave is a type of leave that allows employees to take time off from work when they or a family member is experiencing situations related to safety and well-being, such as domestic violence, sexual assault, or stalking. The concept of safe leave is intended to give employees or family members of a victim the time they need to address these safety issues without risking their job or income.

Self-Certification: Self-Certification is a form of documentary evidence that allows individuals to submit a written declaration, under penalty of perjury. For the purposes of this resource, allowing an individual covered by this policy to self-certify that they are survivors of domestic violence, sexual assault, and stalking without the undue burden of providing additional documentary evidence from a third-party will allow the impacted individual to maintain privacy and get the support they need.

Discrimination: To "discriminate" against someone means to treat that person differently, or less favorably. Discrimination can occur while you are at school, at work, or in a public place, such as a mall or subway station. You can be discriminated against by school friends, teachers, coaches, coworkers, managers, or business owners. *Note: Not all discrimination is illegal - only discrimination based on protected characteristics under applicable laws.*

Retaliation: Retaliation occurs when employers treat applicants, employees or former employees, or people closely associated with these individuals, less favorably for:

- Attempting to enforce their workplace rights
- Reporting discrimination
- Participating in a discrimination investigation or lawsuit (for example, serving as a witness), or
- Opposing discrimination (for example, threatening to file a charge or complaint of discrimination)

Protection Order: A Protection Order (alternatively called a stay away order or restraining order depending on one's state of residence) is a legally binding order issued by a judge in either a civil or criminal proceeding that may require the perpetrator to, among other things, stay away from the survivor at home, at work, and in the community and prohibit them from threatening, physically abusing or otherwise harming the petitioner. Some states have enacted laws that allow an employer to apply for civil protection orders to prevent violence, harassment, or stalking against their employees by people who are not employed by the employer. An employer should only consider obtaining a workplace

protection order after they have consulted their employee who is experiencing the violence and/or because they will be able to inform the employer if obtaining such an order will make them safer or if it will increase their risk of safety concerns.

UAW-Specific Union Terms

Collective Bargaining Agreement: The contract negotiated between the UAW and an employer that sets terms and conditions of employment for covered workers.

Grievance: A formal complaint filed under the collective bargaining agreement when a worker believes the contract has been violated.

Interim Measures: Temporary accommodations or safety measures put in place while a complaint is being investigated or resolved.

Steward (Committeeperson): An elected union representative who helps members with workplace problems and enforces the contract at the worksite level.

Women's Department: A UAW department created in 1955 to focus attention on the issues and concerns of women in the workplace and to provide education aimed at motivating women to become active in their union.

This toolkit was developed by UAW Women's International Department in partnership with Futures Without Violence. For additional resources and assistance, please submit a request through a member service request via: uaw.org/women

"Through your leadership, union workplaces will become model workplaces where workers and their families can thrive."

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