

CHECKLIST OF QUESTIONS TO ASK SEXUAL HARASSMENT WITNESSES

- What is the general workplace atmosphere like in the employee's group?
- What style of communication is used by the employee? His or her supervisor?
Other employees?
- What is the supervisor's managerial style?
- How is important information provided to employees?
- Are there any problems within the department?
- Have co-workers complained about inappropriate behavior in the department?
- Have you personally noticed or been offended by inappropriate behavior?
- Please describe any inappropriate or offensive behavior that you have experienced or witnessed.
- Are there any calendar pictures or posters displayed which offend you or someone else?
- Have offensive jokes or comments been made about people in the department?
(If the answer to the above question is yes then ask.) Who made these remarks and what was said?
- (Describe the time and place of the incident, then ask.) Did you notice anything in your department that may have disturbed you or another employee?
- Did you hear a conversation involving (name the employee)?
- Did you see anyone talking to this employee?
- Did you observe any interaction between this employee and a co-worker?