Communicating with Your Employer and Colleagues

First, make sure you

- Consider telling someone you trust (colleague, friend, partner, e.g.)
- Determine if and when to communicate with your employer
  - Contact building security, manager, and/or HR immediately if an emergency
- List people who have been or could be affected as a result of the harassment
  - Consider: Colleagues, employer, manager, subordinates
  - List desired supports and from whom you could obtain them
  - Consider: HR department, manager, colleagues, building security, IT department, social media team
- If possible, obtain information on any existing policies regarding harassment
- Determine your intended outcomes from communicating with your employer
- If you are concerned that the harassment and/or reporting it will result in backlash at your workplace, contact a lawyer

Next, choose what to do

- Communicate with employer and/or colleagues about harassment
  - Draft email explaining the situation - use this template to get started
  - Include the following in your email:
    - What is happening to you (how much you are comfortable sharing)
    - Your requests, which may include:
      - Desired responses to communication from abuser (delete or forward messages)
      - Requests for other support (responding online, avoiding discussion of issue at work)
      - Critical information about online harassment and its impacts like these
- Consider setting up and holding a meeting with HR
  - Bring relevant documentation (restraining orders, case records, posts, etc.)
  - Request information on company policies, including digital and building security
  - Explain what's happening and request support if you trust representative(s)
- Determine and request time off as needed
  - For self care, court proceedings, or other related reasons
  - Find out your legal rights to time off here
Consider

- If harassment is ongoing, schedule check-ins with manager and/or HR to triage
- If harassment escalates to threats against your safety and/or organization's safety, contact the FBI/law enforcement
- To get support outside of your workplace, consider professional organizations or other support groups
- To advocate for policies on online abuse at your workplace:
  - Request implementation of digital security measures from IT department
  - Schedule meeting with HR and share ideas for additional policies – get started here