

## Sample letter addressed to harasser

Contents	Examples
<p>1. <i>Describe the facts without putting your own judgment on them</i>                      - Specify the exact time of the incident and the nature of the harassment.</p>	<p>"In recent weeks you have put your arm around my shoulder and stroked me several times."                      "On 18 June you talked to me about my sexual habits."</p>
<p>2. <i>Describe your own feelings</i>                      - Describe the feelings aroused in you by the harassment.</p>	<p>"It made me feel uncomfortable."                      "I have never been in such an embarrassing situation."                      "I'm finding it hard to work with you in this situation."</p>
<p>3. <i>Make a demand</i>                      - Ask the person harassing you to put a stop to this unwelcome behaviour.                      - Perhaps describe the way you expect to work together in the future.</p>	<p>"In future, I expect to have a purely professional relationship with you, and I expect you to refrain from telling me any intimate details of your private life."                      "I expect you to refrain from telling me any more sexist jokes."                      "I don't want to be touched by you or to have my sexuality referred to."</p>
<p>4. <i>Perhaps threaten the consequences</i>                      - Threaten what will happen next if your requests are not met.</p>	<p>"If you do not behave as I expect, I reserve the right to take further appropriate action."</p>
<p>5. <i>Possible additional phrases</i></p>	<p>"I am expecting an answer."                      "Please confirm that you have received this letter."                      "I expect a personal apology."                      If there was previously a closer relationship: "In future I expect you to behave purely as a colleague."</p>