



APPLY SEXUAL HARASSMENT INTERVENTION TECHNIQUES

(This card is used to facilitate instruction, questions to ask – answers ETC... If the back is required – that's OK – but try to limit to one card for reference)

- I have been sexually harassed / someone I know has been sexually harassed. What should I do?:
 - Confront the harasser and tell him/her that the behavior is inappropriate, not welcomed, and must stop.
 - Send a letter to the harasser stating the facts, personal feelings about the inappropriate behavior, and expected resolution.
 - Request assistance from another person.
 - Ask someone else to talk to the harasser, to accompany you or the victim, or to intervene on your or the victim's behalf.
 - Report the behavior to an immediate supervisor or chain of command and ask for assistance in resolving the situation.
 - Soldiers may file an informal or formal complaint.

- **Informal complaints** of sexual harassment involve less severe or egregious incidents that can be resolved by the individual, with the help of another, and/or by the commander or other authority.
- **Formal complaints** require use of [DA Form 7279](#) (*Equal Opportunity Complaint Form*), and claimants must swear to the accuracy of their allegations. The process contains specific timelines, and commands are required to include specific documentation.
- Demanding sexual favors in exchange for favorable actions or prevention of unfavorable actions is a “Quid Pro Quo” type of Sexual Harassment.
- Touching the Genitalia, Breast, Anus, Inner Thigh, Groin and Buttocks is considered sexual contact.