



FEEDBACK TO PERSON ACCUSED OF SEXUAL HARASSMENT

Option 1: No case of sexual harassment

We have now assessed all the information that we have obtained. The conclusion is that we do not consider this to be a case of improper conduct on your part.

Open for questions, reactions...

The documents pertaining to the matter will be destroyed, meaning that they will not be filed in your personnel file.

The person/s that reported the matter/s will be informed by email that the case has been processed and of the decision.

Do you have any questions?

I must remind you that retaliation against the person who reported the case is a serious offence.

I appreciate this has been a difficult time.

If you should need our help or to speak to us at [INSERT COMPANY NAME], or if you would like guidance on how to access support services, please do not hesitate to get in touch.

Option 2: No case of sexual harassment – but problematic behaviour

We have now assessed all the information that we have obtained. The conclusion is that we do not consider this to be a serious matter on your part with any personnel-related consequences for you.

The report/s we have received, however, show that your behaviour is perceived as bothersome and problematic. We request that you take these signals seriously.

(For calls - open for questions, reactions...)

We emphasise that the documents relating to this case will not be filed in your personnel file with the company.

The person/s that reported the matter/s will be informed by email that the case has been processed. Only the recipient of your behaviour will be informed of the decision and outcome.

I must remind you that retaliation against the person/s who reported the case is a serious offence.

Do you have any questions?

I appreciate this has been a difficult time.

If you should need our help or to speak to us at [INSERT COMPANY NAME], or if you would like guidance on how to access support services, please do not hesitate to get in touch.

Option 3: A clear case of sexual harassment

I hope you are doing well. I fully understand that this is a difficult situation.

We have now assessed all the information that we have obtained. The conclusion is that we consider this to be a serious matter on your part, that will have personnel-related consequences for you.

The report(s) we have reviewed show that your behaviour is perceived as bothersome and problematic. We request that you take these signals seriously.

As you know, [INSERT COMPANY NAME] has a zero tolerance policy when it comes to unwanted sexual attention and/or sexual harassment. Therefore, we have concluded that we have to respond by issuing you with [INSERT DISCIPLINARY MEASURE].

(For calls - open for questions, reactions...)

You have the right to appeal to this decision within [INSERT TIME PERIOD].

The documents pertaining to this case will be filed in your personnel file with the company.

The person/s that reported the matter/s will be informed by email that the case has been processed. Only the recipient of your behaviour will be informed of the the decision and outcome.

I must remind you that retaliation against the person who reported the case is a serious offence.

FEEDBACK TO PERSON WHO HAS BEEN SEXUALLY HARASSED OR PERSON MAKING SEXUAL HARASSMENT COMPLAINT

We have now investigated the matter in question by talking to you, any other affected parties, and witnesses as well as the person accused. [INSERT COMPANY NAME] has concluded that there is no case/a clear case/a clear case of serious [DELETE APPROPRIATE] sexual harassment resulting in [INSERT DISCIPLINARY MEASURE] of the person accused.

You have the right to appeal to this decision within [INSERT TIME PERIOD].

If no appeals are made by either party, [INSERT COMPANY NAME] will consider the matter concluded in accordance with the applicable laws and guidelines.

(For calls - open for questions, reactions...)

I appreciate this has been a difficult time.

If you should need our help or to speak to us at [INSERT COMPANY NAME], or if you would like guidance on how to access support services, please do not hesitate to get in touch.

By reporting this you have helped us in our work to secure a safe working environment. Thank you again for your help.