

# ABOUT HSDC

**Heritage Skills Development Centre (HSDC)**, established in 1993, is a non-profit organization serving newcomers, refugees, women, youth, and marginalized communities by building skills, confidence, and opportunity through training, counselling, and mentorship, social and cultural programs.



Some of the main  
HSDC programs &  
services include:

- Capacity Building and Training Programs
- Social Programs
- Referral and Information Services
- Supportive Counselling and Mentorship
- Arts & Culture Events

## About BWSW

**Better Workplaces for Scarborough Women (BWSW)** is a community initiative led by HSDC and , funded by Women and Gender Equality Canada (WAGE), to promote safe, inclusive, and respectful workplaces. Through training, community dialogues, and partnerships, BWSW increased awareness of workplace discrimination, harassment, and safety, and supported women in understanding their rights and building confidence to advocate for change. This booklet was produced as part of the BWSW project.

## CONTACT US

2387 Eglinton Ave E, Unit #3  
Scarborough, ON M1K 2M5  
Tel: (416) 345-1613

400 McCowan Rd  
Scarborough, ON M1J 1J5  
Tel: (416) 264-0660

E-mail: [info@hsdconline.org](mailto:info@hsdconline.org)  
Website: [www.hsdconline.org](http://www.hsdconline.org)  
Facebook and Instagram  
[@hsdscarborough](https://www.facebook.com/hsdscarborough)



## HERITAGE SKILLS DEVELOPMENT CENTRE (HSDC) PRESENTS



# STOP MICROAGGRESSIONS & HARASSMENT IN THE WORKPLACE

A COMMUNITY GUIDE

# Understanding Microaggressions and Harassment in the Workplace

## What are Microaggressions?

Microaggressions are everyday comments or actions that may seem small but are hurtful or disrespectful, especially to people from marginalized groups. They are often unintentional, but repeated microaggressions can cause stress, harm confidence, and create a hostile work environment.

## Examples of Microaggressions:

- Saying to someone, “You’re very articulate for someone from your background.”
- Asking a person of color, “Where are you really from?”
- Telling a woman, “You’re too emotional to handle this task.”
- Asking a Muslim woman if she is “hot” wearing her hijab.
- Assuming a person with a disability cannot do certain tasks without asking them.

While a single microaggression may seem small, repeated microaggressions can feel like harassment over time.

## What is Harassment?

Harassment is unwanted behavior that makes someone feel unsafe, disrespected, bullied, or threatened at work. It can happen once if it is serious, or repeatedly over time. Harassment can be verbal, physical, written, or online, and it is often connected to power, such as a supervisor mistreating an employee.

## Examples of Harassment:

- A supervisor repeatedly yelling at or insulting an employee.
- Making offensive jokes or comments about someone’s race, religion, gender, or disability.
- Unwanted touching, staring, or personal comments about someone’s body.
- Sending threatening messages or humiliating emails.
- Making fun of someone’s accent or background in front of others.
- Harassment is not okay, and everyone has the right to a respectful and safe workplace.

# Community Organizations Free Counselling

## Community Health & Counselling

3340 Lawrence Ave E #5, Scarborough, ON M1H 1A7

**Phone:** (416) 901-8073

healthandcounselling.com

## Toronto Wellness Counselling

**Phone:** (437) 747-6334

**Appointments:** torontowellnesscounselling.com

## Optima Counselling & Psychotherapy Centre

**Address:** 4544 Sheppard Ave E Unit 230, Scarborough, ON M1S 1V2

**Phone:** (416) 825-0007

## Bloom Clinical Care Counselling and Therapy Services

**Address:** Third floor, 1200 Markham Rd suite 306 c, Scarborough, ON M1H 3C3

**Phone:** (647) 243-1411

## Empathic Counselling Centre

**Address:** 100 Consilium Pl Suite# 200, Scarborough, ON M1H 3E3

**Phone:** (647) 598-8854

**Appointments:** empathiccounselling.ca

## Counselling Associates

**Address:** 1225 Kennedy Rd unit 2000, Toronto, ON M1P 4Y1

**Phone:** (416) 721-3841

## The Counselling Clinic - Psychotherapists

**Address:** 250 Sheppard Ave E Suite 207, North York, ON M2N 6E9

**Phone:** (416) 303-0027

## The Access Point

145 Front St E, Toronto, ON M5A 1E3

**Phone:** (416) 640-1934

**Website:** theaccesspoint.ca

## Free Counselling Society Canada

**Website:** freecounsellingcanada.ca

## CMHA Toronto (Scarborough)

**Address:** 1200 Marham Rd, Scarborough, ON M1G 2Y9

**Phone:** (416) 789 -7957

# Community Organizations

## Crisis Support

### Assaulted Women's Helpline

A crisis line for all women who have experienced abuse

Address: P.O. Box 40569, Six Points Plaza, Etobicoke, ON M9B 6K8

Phone: Administration – 416-364-4144 / Crisis Line – 888-784-4113

Email: [info@awhl.org](mailto:info@awhl.org)

Website: <https://www.awhl.org/home>

### 9-8-8 Suicide Crisis Helpline

Phone: Call or Text – 9-8-8

Website: <https://988.ca/>

### Gerstein Crisis Centre

Mental Health and Addiction Support

Address: 100 Charles Street East, Toronto ON M4Y 1V3

Phone: 416-929-0149

Email: [admin@gersteincentre.org](mailto:admin@gersteincentre.org)

Website: <https://gersteincentre.org/>

### Distress Centres of Greater Toronto

Address: Box 243, Adelaide PO, Toronto, ON M5C 2J4

Phone: Helpline - 416-408-4357

Email: [info@dcogt.com](mailto:info@dcogt.com)

Website: <https://www.dcoct.com/>

### Toronto Rape Crisis Centre

Address: TRCC/MWAR PO BOX 82877 Toronto, ON M5A 3Y2

Phone: 416-597-1171

Email: [info@trccmwar.ca](mailto:info@trccmwar.ca)

Website: <https://trccmwar.ca/>

### Women's College Hospital Sexual Assault/Domestic Violence Care Centre

Address: 76 Grenville St, Toronto, ON M5S 1B2

Phone: 416-323-6400

Email: [bcbc@wchospital.ca](mailto:bcbc@wchospital.ca)

Website: <https://www.womenscollegehospital.ca/>

### Fem'Aide

Francophone Helpline For Women Dealing With Violence

Phone: 1-877-336-2433

Email: [info@femaide.ca](mailto:info@femaide.ca)

Website: <https://femaide.ca/>

## Who Experiences Them?

Microaggressions and harassment can happen to anyone, but they are more commonly experienced by people from **marginalized or underrepresented groups**, including women, racialized individuals, newcomers and immigrants, Indigenous peoples, 2SLGBTQ1 individuals, people with disabilities, older or younger workers, and those who are identified by religion, culture, or appearance.

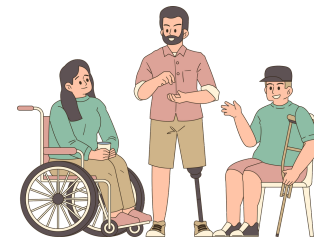
- **People of Colour:** They might face subtle insults or assumptions based on their race.



- **Women:** They can experience comments or behavior that undermine them because of their gender.



- **2SLGBTQ Individuals:** They often deal with remarks or actions that dismiss their identities.



- **People with Disabilities:** They may encounter stereotypes about their abilities.



- **Older Workers:** They might face assumptions about their skills or competence due to their age.



## When Does it Happen?

Microaggressions and harassment are often observed during everyday workplace interactions. They commonly occur in situations where people feel stressed, rushed, or uncomfortable speaking without thinking about the impact of their words or actions.

### They are frequently seen during:

- Meetings or group discussions
- Casual conversations or jokes
- Emails, messages, or online communication
- Performance reviews or feedback sessions
- High-stress situations, such as deadlines or workplace changes
- Power-imbalance situations, involving supervisors or managers

These behaviors can seem “normal” or go unchallenged, therefore, they may happen repeatedly unless they are recognized and addressed.

## Why Does It Happen in the Workplace?

- **Lack of Accountability:** When there's no accountability for inappropriate behavior, it can lead to more misbehavior.
- **Poor Relationships among Employees:** Poor relationships can create an environment where disrespectful behavior is more likely to happen.
- **Abuse of Power:** People in authority might misuse their power, creating a culture of fear and intimidation.
- **No Clear Procedures:** Without the right ways to handle and resolve problems, issues can linger and go unaddressed.

### Reconnect Health Services

Address: 1709 Bloor St W, Toronto, ON M6P 4E5

Phone: 416-248-2050

Email: [contact@reconnect.on.ca](mailto:contact@reconnect.on.ca)

Website: <https://www.reconnect.on.ca/>

### Regent Park Community Health Centre

Address: 465 Dundas St E, Toronto, ON M5A 2B2

Phone: 416-364-2261

Email: [info@regentparkchc.org](mailto:info@regentparkchc.org)

Website: <https://regentparkchc.org/>

### Good2Talk

Confidential support services for post-secondary students in Ontario

Phone: Call - 1-866-925-5454

Website: <https://good2talk.ca/>

### Hope For Wellness Helpline

24 hours a day, 7 days a week

Phone: 1-855-242-3310

Website: <https://www.hopeforwellness.ca/>

### Black Youth Helpline

Address: 1111 Finch Ave West, Suite 411, Toronto, ON M3J 2E5

Phone: 416-285-9944

Email: [info@blackyouth.ca](mailto:info@blackyouth.ca)

Website: <https://blackyouth.ca/contact-us/>

### Naseeha Mental Health

Address: Unit 2, 5648 McAdam Rd Unit, Mississauga, ON, L4Z 1T2

Phone: 866-627-3342

Email: [info@naseeha.net](mailto:info@naseeha.net)

Website: <https://www.naseeha.org/>

### Toronto Trauma Therapy

717 Queen St E, Suite 200, Toronto, ON M4M 1H1

Phone: (416) 593-1119

Website: [torontotraumattherapy.ca](http://torontotraumattherapy.ca)

### Agincourt Community Services

Address: 4155 Sheppard Ave East, Suite 100. Toronto, ON, M1S 1T4

Phone: 416-321-6912

Email: [hubreception@agincourtcommunityservices.com](mailto:hubreception@agincourtcommunityservices.com)

Website: <https://acsa.ca/>

# Community Organizations Mental Health Support

## Distress Centres of Greater Toronto

Address: Box 243, Adelaide PO Toronto, ON M5C 2J4  
Phone: 416-408-4357  
Email: [info@dcogt.com](mailto:info@dcogt.com)  
Website: <https://www.dcogt.com/>

## The Progress Place Mental Wellness - The Warm Line

Address: 576 Church Street, Toronto, ON M4Y 2E3  
Phone: Call: 416-960-9276 /Text: 647-557-5882  
Email: [theclub@progressplace.org](mailto:theclub@progressplace.org)  
Website: <https://www.warmline.ca/>

## Scarborough Centre for Healthy Communities

Address: 2660 Eglinton Ave E, Scarborough, ON M1K 2S3  
Phone: (416) 642-9445  
Email: [info@schcontario.ca](mailto:info@schcontario.ca)  
Website: <https://schcontario.ca/>

## Centre for Addiction and Mental Health (CAMH) – GTA

Address: 250 College Street, Toronto ON M5T 1R8  
Phone: 416-535-8501  
Email: [pfe@camh.ca](mailto:pfe@camh.ca)  
Website: <https://www.camh.ca/>

## Canadian Mental Health Association, Toronto

Address: 1200 Markham Rd, Suite #500 Scarborough, ON M1H 3C3  
Phone: 416-789-7957  
Email: [info@cmhato.org](mailto:info@cmhato.org)  
Website: <https://cmhato.org/>

## Taibu Community Health Centre

Address: 27 Tapscott Road, Unit #1, Toronto, ON M1B 4Y7  
Phone: 416-644-3536  
Email: [info@taibuchc.ca](mailto:info@taibuchc.ca)  
Website: <https://taibuchc.ca/en/>

## Black Coalition for Aids Prevention

Address: 550 Queen Street East, Suite #150, Toronto, ON M5A 1V2  
Phone: 416-977-9955  
Email: [info@black-cap.com](mailto:info@black-cap.com)  
Website: <https://blackcap.ca/>

# Impact of Microaggression and Harassment

Microaggression and harassment in the workplace can have several negative impacts, including:

- **Emotional & Mental Health Effects:** Can cause stress, anxiety, fear, low self-esteem, and emotional exhaustion.
- **Reduced Confidence & Motivation:** Repeated experiences may make individuals feel undervalued, unsafe, or discouraged at work.
- **Lower Job Satisfaction:** Employees may disengage, avoid participation, or consider leaving their job.
- **Negative Workplace Culture:** Harassment and microaggressions weaken trust, teamwork, and morale.
- **Decreased Productivity:** Stress and discomfort can affect focus, performance, and overall productivity.
- **Higher Turnover & Absenteeism:** Workplaces may experience increased sick days, resignations, and difficulty retaining staff.

*“Understanding microaggressions is crucial for creating inclusive and supportive workplaces. They are not just about hurt feelings; they’re about the systemic biases that perpetuate inequality and exclusion. Recognizing and addressing microaggressions can help break down these systemic barriers, contributing to a work environment where everyone feels valued, respected, and empowered to contribute to their fullest potential”. (Ian, 2024)*

## Workplace Microaggressions & Harassment: Key Statistics (Ontario & Canada)

- In Canada, 47% of women and 31% of men have reported experiencing some form of workplace harassment or sexual assault.
- For women, the most common experience is inappropriate sexualized behaviour, reported by 44%, followed by discriminatory behaviour (20%) and sexual assault (13%).
- Among men, 29% reported inappropriate sexualized behaviour, 9% reported discriminatory behaviour, and 3% experienced sexual assault at work.
- Workers with disabilities face higher risks, with 58% of women and 41% of men with disabilities reporting harassment or sexual assault in the workplace.
- Among workers without disabilities, 41% of women and 28% of men reported workplace harassment.
- Indigenous workers are also disproportionately affected, with 43% of Indigenous women and 30% of Indigenous men reporting harassment at work.
- Racialized women (35%) and racialized men (20%) reported harassment or sexual assault at work, while rates among non-racialized workers were 51% for women and 35% for men. (Statistics Canada 2021)

## HSDC & BSWW Project Findings (Community Data)

Based on the HSDC needs assessment conducted through the Better Workplaces for Scarborough Women (BSWW) project:

- 44.4% of women reported experiencing microaggressions in the workplace.
- 47.2% of respondents reported experiencing harassment at work.
- 33.3% of participants reported experiencing both microaggressions and harassment in the workplace. (HSDC, 2025 – Community data)

These findings reflect the lived experiences of women in Toronto and align closely with national trends, showing that workplace harassment and microaggressions remain widespread and impactful.

## Community Organizations For Women

### **Canadian Women's Foundation**

Address: 1920 Yonge St., Suite 302,  
Toronto, ON M4S 3E2  
Phone: 416-365-1444  
Email: [info@canadianwomen.org](mailto:info@canadianwomen.org)  
Website: <https://canadianwomen.org/>

### **Loft Community Services**

Address: 15 Toronto Street, 9th Floor,  
Toronto, ON M5C 2E3  
Phone: 416-979-1994  
Email: [info@loftcs.org](mailto:info@loftcs.org)  
Website: <https://loftcs.org/>

### **Native Women's Resource Centre of Toronto (NWRCT)**

Address: 191 Gerrard St E, Toronto,  
ON M5A 3E5  
Phone: 416-963-9963  
Email: [info@nwrct.ca](mailto:info@nwrct.ca)  
Website: <https://nwrct.ca/>

### **North York Women's Centre**

Address: 116 Industry Street, Toronto,  
ON M6M 4L8  
Phone: 416-781-0479  
Email: [info@nywc.org](mailto:info@nywc.org)  
Website: <https://nywc.org/>

### **Sistering**

Address: 220 Cowan Ave, Toronto, ON  
M6K 2N6  
Phone: 416-588-3939  
Email: [outreach@sistering.org](mailto:outreach@sistering.org)  
Website: <https://sistering.org/>

### **Settlement Assistance & Family Support Services (SAFSS)**

Address: 1200 Markham Rd., Suite #214,  
Toronto, ON M1H 3C3  
Phone: 416-431-4847  
Email: [info@safss.org](mailto:info@safss.org)  
Website: <https://safss.org/>

### **The Salvation Army – Scarborough**

Address: 2021 Lawrence Ave E,  
Scarborough, ON M1R 2Z2  
Phone: 416 759-1721  
Email:  
[scarborough.citadel@salvationarmy.ca](mailto:scarborough.citadel@salvationarmy.ca)  
Website: <https://salvationarmy.ca/>

### **Working Women Community Centre**

Address: 5 Fairview Mall Dr, North York,  
ON M2J 2Z1  
Phone: 416-494-7978  
Email: [admin@workingwomencc.org](mailto:admin@workingwomencc.org)  
Website:  
<https://www.workingwomencc.org/>

### **Women's Multicultural Resource & Counselling Centre**

1355 Kingston Road, Pickering, Ontario,  
L1V 6P7 Canada  
905-427-7849  
<https://wmrcc.org/>

### **Family Service Toronto - Violence Against Women**

Address: 1527 Victoria Park Ave. 2<sup>nd</sup> Flr  
Phone: (416) 595-9618

## Community Organizations For Women

### Heritage Skills Development Centre

Address: 2387 Eglinton Ave. East (Unit 3),  
Scarborough, ON M1K 2M5  
Phone: 416-345-1613  
Email: [info@hsdconline.org](mailto:info@hsdconline.org)  
Website: <https://hsdconline.org/>

### Scarborough Women's Centre

Address: 2100 Ellesmere Rd, Suite 245  
Scarborough, ON M1H 3B7  
Phone: 416-439-7111  
Email: [ed@scarboroughwomenscentre.ca](mailto:ed@scarboroughwomenscentre.ca)  
Website: <https://www.scarboroughwomenscentre.ca>

### Afghan Women's Organization Refugee and Immigrant Services

Address: 2555 Eglinton Ave. East, #211  
Toronto, ON M1K 5J1  
Phone: 416-266-1777  
Email: [receptionhd@afghanwomen.org](mailto:receptionhd@afghanwomen.org)  
Website: <https://afghanwomen.org/>

### YWCA Toronto

Address: 87 Elm Street,  
Toronto, ON M5G 0A8  
Phone: 416-961-8100  
Email: [info@ywcatoronto.org](mailto:info@ywcatoronto.org)  
Website: <https://www.ywcatoronto.org/>

### Julliette's Place

Address: 1371 Neilson Rd, Suite 219  
Scarborough, ON M1B 4Z8  
Phone: (416) 439-7111  
Website: [julliettesplace.ca](http://julliettesplace.ca)

### Centre for Immigrant and Community Services

Address: 2330 Midland Ave, Scarborough,  
ON M1S 5G5  
Phone: 416-292-7510  
Email: [info@cicscanada.com](mailto:info@cicscanada.com)  
Website: <https://t.cicscanada.com/index.html>

### METRAC: Action on Violence

Address: 158 Spadina Road, Toronto,  
Ontario, Canada, M5R 2T8  
Phone: 416-392-3135 | Fax 416-392-3136  
Website: [www.metrac.org](http://www.metrac.org)

### Canadian Council of Muslim Women

Address: 15 Wellesley Street West, Suite  
201 Toronto, ON, M4Y 0G7  
Phone: 416 999 6059  
Website: [info@ccmw.com](mailto:info@ccmw.com)

### Talk4Healing (Indigenous Women)

Phone: +1(855)-554-2433

### Assaulted Women's Helpline

Phone: (416) 863- 0511

### Barbra Schlifer Commemorative Clinic

Address: 489 College St, Suite 503,  
Toronto, ON M6G 1A5  
Phone: (416) 323-9149  
Email: [info@schliferclinic.com](mailto:info@schliferclinic.com)  
Website: [schliferclinic.com](http://schliferclinic.com)

## What Can Be Done To Prevent Microaggressions & Harassment?

Preventing microaggressions and harassment in the workplace starts with awareness, respect, and accountability.

### Organizations can:

- **Create Clear Policies:** Set clear rules that explain what harassment and microaggressions are and how they will be addressed.
- **Provide Regular Training:** Help employees understand respectful behavior, bias, and workplace expectations.
- **Encourage Open Communication:** Make it safe for employees to speak up about concerns without fear of retaliation.
- **Lead by Example:** Managers and supervisors should model respectful behavior and address issues promptly.
- **Promote a Respectful Culture:** Encourage kindness, inclusion, and respect in daily workplace interactions.
- **Address Issues Early:** Respond quickly to concerns before they become ongoing or more serious problems.



## WHO TO REPORT TO?

- **Emergency Services:** Call 911 right away if you experience threats or physical violence.
- **Immediate Supervisor or Manager,** if it is safe to do so.
- **Human Resources (HR)** or the person responsible for workplace harassment concerns.
- **Organizational reporting process** outlined in your workplace harassment policy.
- **Health & Safety Contact Centre:** If an employer does not comply call 1-877-202-0008.



## What to Expect from a Formal Investigation

- **Acknowledgment:** Your complaint will be received and next steps will be explained.
- **Initial Review:** The concern is assessed to decide if a formal investigation is needed.
- **Investigator Assigned:** A trained internal or external investigator is appointed.
- **Information Gathering:** Interviews are conducted with the complainant, respondent, and any witnesses.
- **Confidentiality:** Information is shared only on a need-to-know basis, as much as possible.
- **Findings & Outcome:** Decisions are made based on evidence, and actions or supports may follow.
- **Support Available:** You may have an advocate, union representative, or support person during the process.

**3. Human Rights and Discrimination-** The Ontario Human Rights Code protects you from discrimination in the workplace based on:

- Race, ethnicity, or color
- Religion
- Gender or sexual orientation
- Disability (including mental health)
- Age
- Family or marital status

**4. Harassment and Workplace Violence-** You have the right to a workplace free of harassment, bullying, or violence. Employers are required to have policies in place to address and prevent these issues.

**5. Leaves of Absence-** You are entitled to job-protected leaves, such as:

- Sick Leave
- Pregnancy/Parental Leave
- Bereavement Leave
- Emergency Leave
- Domestic or Sexual Violence Leave



## Know Your Rights (Employment Standards):

As an employee in Ontario, you are protected by the Employment Standards Act (ESA), Occupational Health and Safety Act (OHSA), and Human Rights Code (HRC). These laws outline your rights at work, which include:

### 1. Employment Standards

The ESA ensures the following minimum standards:

- **Minimum Wage:** You have the right to be paid at least the legal minimum wage, based on your job type (general, student, liquor server, etc.).
- **Hours of Work & Overtime:** There are limits on how many hours you can work, and you are entitled to overtime pay (1.5x) after working 44 hours in a week.
- **Breaks:** You are entitled to an unpaid 30-minute meal break for every 5 consecutive hours worked.
- **Vacation Pay:** You are entitled to at least 2 weeks of vacation (or 4% vacation pay) after 12 months of employment.
- **Public Holidays:** You have the right to paid public holidays, such as Canada Day and Christmas, if you meet eligibility requirements.

### 2. Health & Safety (OHSA)

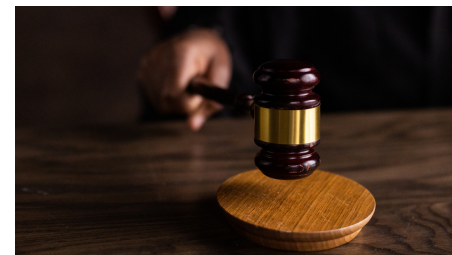
#### Under the OHSA:

- **Safe Workplace:** Right to work free from health, safety, violence, and harassment risks.
- **Know & Be Trained:** Right to information, instruction, and training on workplace hazards.
- **Speak Up:** Right to raise safety concerns without punishment or retaliation.
- **Participate:** Right to be involved through a health and safety representative or committee (where applicable).
- **Refuse Unsafe Work:** Right to refuse work that may endanger health or safety.

## Laws Associated with Harassment in the Workplace

In Ontario, workplace harassment is primarily governed by two important pieces of legislation: **the Occupational Health and Safety Act (OHSA) and the Ontario Human Rights Code**. Together, these laws aim to protect employees from harassment and discrimination in their workplaces.

- **Occupational Health and Safety Act (OHSA):** Requires employers to protect workers from workplace harassment and violence
- **Bill 168 – Violence and Harassment in the Workplace (Amendment, 2009):** Strengthens protections by requiring employers to prevent, investigate, and address workplace harassment
- **Bill 132 – Sexual Violence and Harassment Action Plan Act (2016):** Bill 132 strengthened workplace protections by expanding the definition of workplace harassment to include sexual harassment
- **Bill 190 – Working for Workers Five Act (2024):** Bill 190 updated the OHSA to include protection against virtual harassment and virtual sexual harassment, covering emails, messaging platforms, video calls, and social media used for work.
- **Ontario Human Rights Code:** Prohibits harassment and discrimination based on race, gender, age, disability, religion, sexual orientation, and other protected grounds.
- **Bill C-65 – Canada Labour Code (2018):** Applies to federally regulated workplaces (such as banks, airlines, telecommunications, and federal agencies). The related regulations came into force on January 1, 2021. (Government of Ontario)



## 4 Ways to Help Others (Allyship)

Witnessing microaggression and harassment can be challenging, but how you respond, can a major difference in resolving the harm while supporting the person being harassed.



### Intervene (If Safe)

Calmly interrupt the behavior by questioning or addressing the comment or action in the moment.



### Support the Person Targeted

Check in privately, listen without judgment, and let them know they are not alone.



### Document What Happened

Write down details such as dates, times, locations, and what was said or done, in case support or reporting is needed later.



### Encourage Reporting & Resources

Share information about workplace reporting options or community supports and respect the person's choice on next steps.

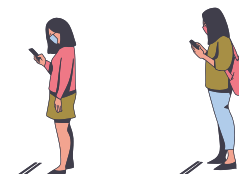
## What to Do If You Experience Microaggressions or Harassment

- **Trust Your Feelings:** If something feels uncomfortable or disrespectful, it matters and should be taken seriously.



- **Document the Incident:** Write down what happened, including dates, times, locations, and names of those involved.

- **Set Boundaries (If Safe):** Let the person know their behavior is inappropriate and not welcome, if you feel safe doing so.



- **Seek Support:** Talk to a trusted colleague, friend, union representative, or support organization.

- **Report the Behavior:** Follow your workplace's reporting process by speaking to a supervisor, HR, or designated contact person.



- **Know Your Rights:** You have the right to a safe and respectful workplace and to access support without retaliation.

- **Get Help if Needed:** If you feel unsafe or distressed, reach out to community or crisis support services

