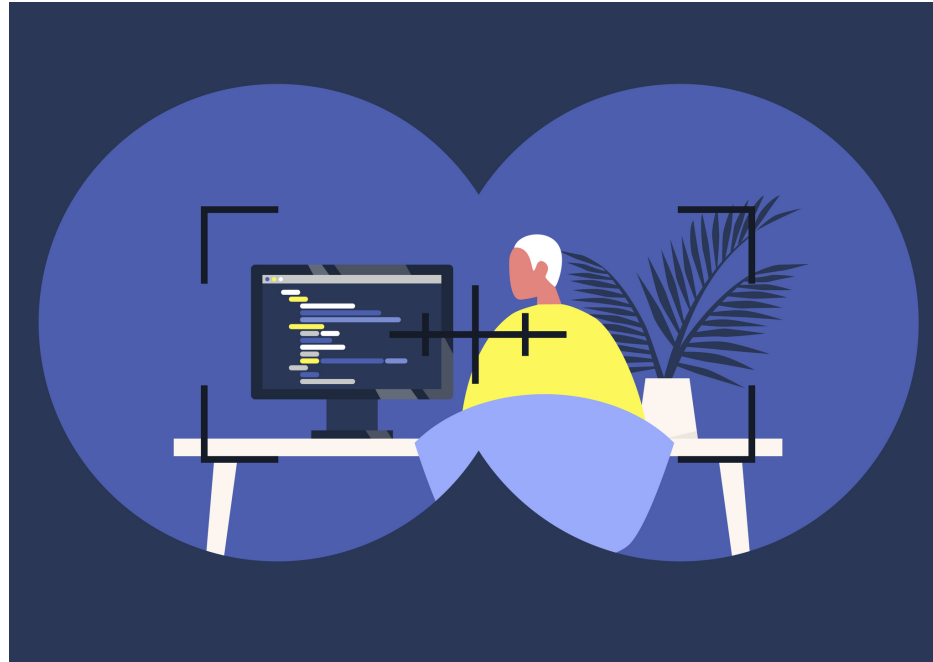


# How to Prevent Workplace Stalking

5 Steps to Protect Your Employees



1

### **Add Stalking to Your Harassment Policy**

Update your harassment policy to include stalking behaviors, explaining exactly what types of contact are not appropriate. Send every employee the new version of the policy.

2

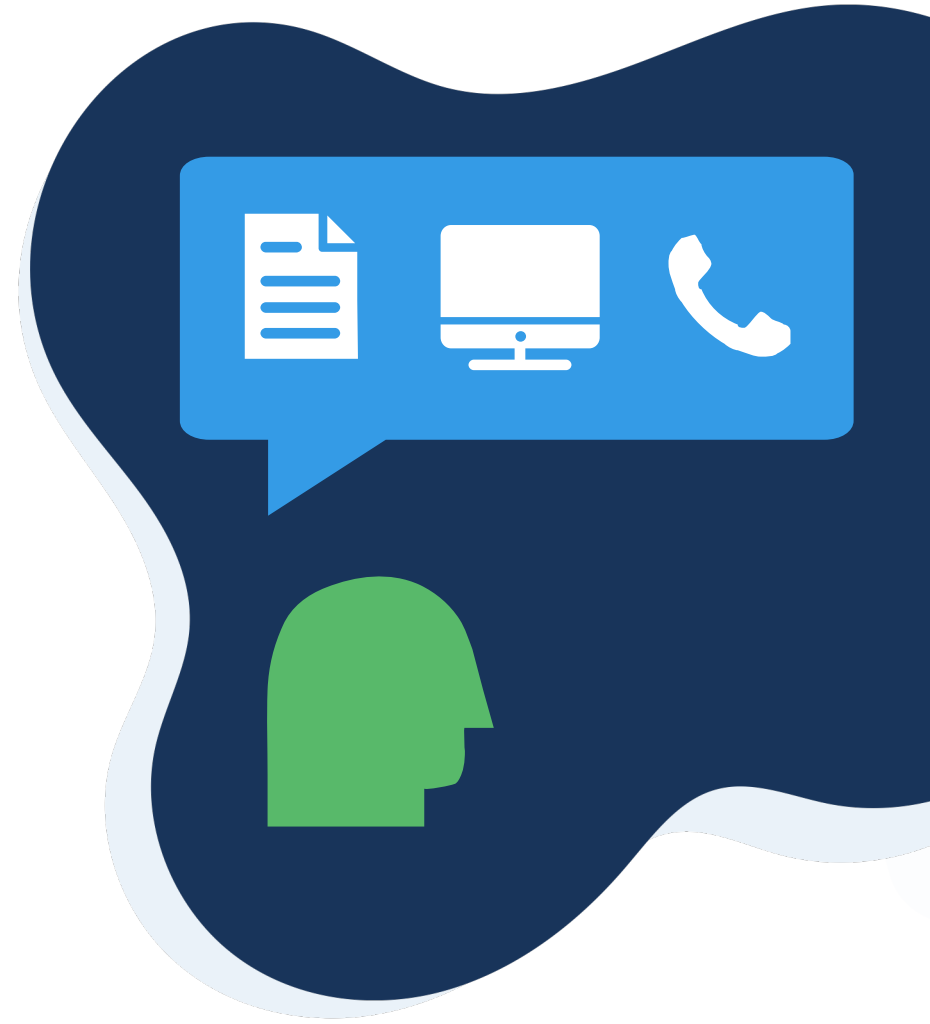
### **Communicate Reporting Methods**

In addition to teaching them to identify stalking, make employees aware of how to report stalking if they see or experience it. Include processes and contact information for your reporting system in company-wide emails, harassment training and posters hung in common areas.

3

### **Train Managers to Support Victims**

If employees are afraid to report a stalking incident, they may turn to their managers for help. Train managers on how to offer emotional support as well as assist with the reporting process.



4

## Encourage a Safe Work Environment

Educate employees about good safety practices. Don't hand out coworkers' personal information, keep reports confidential and provide information on resources for harassment and stalking victims.

5

## Implement Physical Security Measures

Employees may be stalked at work by clients or family members. Protect your workplace from intruders by installing security cameras, secure doors, security guards and extra lighting in areas such as stairwells and parking garages.



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