

# Steps to take in the case of **sexual harassment**

**01.**

**KEEP A RECORD**



Take notes.  
Save screenshots and emails.  
Keep these records at home and not in the workplace.

**02.**

**TELL YOUR EMPLOYER**



There are two ways to file a complaint at BCCIC. Send an email to **focalpoint@bccic.ca** if you wish to remain anonymous, or speak directly with the Executive Director. Refer to the records you saved when filing a complaint.

**03.**

**SEEK EXTERNAL HELP**



You can also file a human rights or criminal complaint. Contact:

- **BC Human Rights Clinic** (1 855 685 6222),
- **WorkSafeBC** (1 888 621 7233)
- **Victim Link BC** (1 800 563 0808).

**04.**

**FIND ALLIES**



There are many institutions and organizations that are able to provide you with immediate support, including:

- **Women Against Violence Against Women** (1 877 392 7583)
- **Vancouver Rape Relief & Women's Shelter** (604 872 8212)
- **BC Society for Male Survivors of Sexual Abuse** (604 682 6482)
- **Vancouver Police Department Victim Services** (604 717 2737)
- **BC Women's Hospital and Health Centre** (1 888 300 3088).

