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## REVIEW OF RESEARCH



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# SEXUAL HARASSMENT AND HOW IT AFFECTS WOMEN AND ORGANIZATIONS

M. Tejashwini<sup>1</sup> and Dr. G. S. Venumadhava<sup>2</sup>

<sup>1</sup>Research Scholar, Department of Studies in Criminology & Forensic Science,
Karnatak University, Dharwad.

<sup>2</sup>Co-Ordinator I/c Department of Studies in Criminology & Forensic Science

<sup>2</sup>Co-Ordinator I/c Department of Studies in Criminology & Forensic Science, Karnatak University, Dharwad.

#### **ABSTRACT: -**

Sexual Harassment has become an issue our society and organizations cannot ignore. Women need to understand how to improve their position in a male dominated society and what to do if they are the victims of sexual harassment. Many organizations are trying to find ways to better educate their employees and to incorporate a zero tolerance policy when it comes to sexual harassment. If organizations are to keep harmony within the ranks of their employees they must act now on sexual harassment education and training. History has shown us that sexual harassment has been around for ages and in today's modern society it continues to be an issue that makes headlines on a daily basis. The Supreme Court of the United States has ruled on several cases involving sexual harassment that has long reaching implications for all organizations and the society as a whole. The purpose for this research paper is to show how women are viewed in today's society, defining sexual harassment and the steps in dealing with sexual harassment if you are a victim. I will also identify some recently highly publicized cases and how organizations can protect themselves and their employees by incorporating sexual harassment policies and how to recover from sexual harassment within an organization.

**KEYWORDS:** Sexual harassment; Society; Organization

#### **INTRODUCTION**

"If women weren't so irrational there wouldn't be a problem (Foritano, 2000, p.2). This is the prevailing attitude in organization's that have failed in their sexual harassment training. In order to prepare an organization for zero tolerance with sexual harassment issues managers must first train all employees. Understanding how to int

eract with the opposite sex is a key function to any society



and any organization. Women have often been the targets of sexual harassment so women need to understand how they can influence their surroundings and what to do to change the opinion of a male dominated society.

A perceptive woman will need to know influential people or contacts in order to have the right connections to help her causes and her business. It is often not what you know but whom you know in today's society. You need to know what other people want and need in order to move ahead. To be able to satisfy the need of others whether it is your supervisor or your employee.

Women need to realize that the most

important power is the inner power everyone possesses. This inner power cannot be taken away, but will do no good unless women act upon it and take risks. It is easier said than done, many workshops are available to tap into the inner power everyone has in them. Large corporations and organizations are recognizing the need to assist the individual employee to be at their best and one way is to hire a professional to develop and present workshops within their organizations. These seminars or workshops are aimed at providing the organization with the information necessary in today's workplace to be a successful employee or business.

Information is key to success in that you need to know what is important to one person may not necessarily be important to somebody else, so know what motivates your supervisor or employee's. Know what information is needed to get the job done. Be an expert in your field, the skills and competence which you display will say a lot about you. If you are lacking in these skills educate yourself and learn the right skills to move ahead in your profession. Many times women do nothing for themselves expecting the system to work for them. Hard work and dedication will only take you so far in today's competitive work environment. Many times women are passed over for promotions because they are not perceived as aggressive enough.

Men are often seen as overbearing and women are often the targets of their actions. According to Bowdish (1995, p.1), men often say, "I can do anything I want without repercussions. This seems to be the attitude of many organizations around the world that are not held accountable for their actions.

Personality traits of women are often viewed as the nice girl image, but the ability to interact and work with others is only half the game. Women need to take a leading role in the ability to get their point across. Sometimes women will have to adapt to a nontraditional role of being the first to speak or the one to bring up the cost saving ideas in the workplace. Instead of pthe males in their working environment, it is all a part of being noticed and not being passed up due to not being aggressive enough.

Opportunities are out there for the women of today but women have to make these opportunities work for them. In any organization you have to make yourself known, do not be invisible by staying in the back and not speaking up. Be aggressive and voice your opinion when appropriate, do your research and know what you are talking about.

In order for women to be taken seriously, they need to be serious about making change and take an active role in shaping their future. Let us look at one point in general, men have always had the money and women have always depended on the income of the man to get the things they needed or wanted. Even necessities of life such as food and clothing for the children, historically women have been dependent on the opposite sex. Money means power and independence for the women who can get their hands on it. Imagine being able to do for you what for years could not be done and that is take care of yourself and be independent.

Women have also become aware of the need to hold particular positions in the household or in business. With the holding of an influential position will come authority, something women have lacked and continue to lack in today's modern workplace? Authority to be in charge within the workplace not only raises the position of women but also their self-esteem.

According to Wyatt (2000, p.1) "Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

# Sexual harassment comes in many forms and in many different environments. There are two legally recognized types of sexual harassment:

- Quid pro quo sexual harassment involves making conditions of employment i.e. hiring, promoting or retaining dependent on the victim providing sexual favors.
- Hostile environment sexual harassment is any speech and or conduct of a sexual nature which is not welcome or encouraged, and is committed by a superior who is considered to be offensive to the average reasonable person that creates an abusive working environment and impairs job performance.

"Hostile working environment harassment is the one people are really arguing about. ("Sexual Harassment "Fact v. Myth, 1994, p.1). Hostile working environment is hard to define even for the Supreme Court of the United States. Even though sexual harassment is defined in Title VII of the Civil Rights Act of 1964 it is still vague in respects to the working environment. If a victim does not perceive an environment to be abusive then there is no violation of Title VII of the Civil Rights Act of 1964.

In the workplace, women are often viewed by males as a sex object and an easy target for unwanted gestures or physical advances. Women have often complained about men who corner them by the water fountain making them feel uneasy or brushing past their breasts. The workplace environment says a lot about the way the male society thinks and feels about women. Offensive pictures can often be found in the workplace hanging in offices or in today's modern workplace as screensavers on computers. Many managers will often go so far as to threaten women with their promotions, pay raises and their jobs if certain sexual favors are not met a clear violation of sexual harassment laws. "It's a "hear-no-evil, see-no-evil' attitude that's been a big problem in the workplace.(Bravo, 1998, p.2).

In the school environment it does not get any better, women often complain that teachers come on to them in schools even though teacher student relations are forbidden the attempt is still made on the part of the teacher. Professors are sometimes even as bold to attempt to get the female student to receive "private lessons that have nothing to do with the school environment. Many women often are forced to make a decision on whether to accept a sexual advance in order to pass class. The most alarming sexual advance that is on the rise is rape it is estimated that 1 in 8 women will be raped in their lifetime. This information just goes to show that from an early age women continuously are targets of sexual harassment from men and it does not stop once the women complete school. Sexual harassment is a continuous vicious cycle that will continue to happen unless we as a society do something about it and educate the entire population. Sometimes it seems like such a large undertaking, but if no one makes the effort or attempts to make a difference then nothing will ever change.

#### **PUBLICIZED CASES OF SEXUAL HARASSMENT**

One of the most recent publicized cases of sexual harassment involved the Clarence Thomas hearings. The outcome of the trial set women back in time, as Anita Hill was not taken seriously or sexual harassment for that matter. Throughout the trial process men stood against Anita Hill. The senators in the trial process also treated Anita Hill badly attempting at every chance to discredit her and her claims of sexual harassment. What was most surprising is that the African American community supported the man and not the woman in this case. "Two weeks after the Hill vs. Thomas hearings, the President agreed to sign a civil rights bill that specifically provided dollar penalties for sexual harassment. ("What You Need to Know, 2002, p.2).

Other recent cases of sexual harassment hit closer to home for those in the armed services. The sexual harassment cases against two soldiers, former Sergeant Major of the Army and former Major General Hale now retired, have changed the culture and the training that goes on in the military. The punishment handed down to the former Sergeant Major of the Army and General Hale many say was too little too late. Both soldiers were still able to retire from the military with full benefits. The question has to be asked what happened to the women in the sexual harassment cases. As if adding insult to injury former General Hale recently married one of his former subordinate's ex-wives.

The damage done by these two former soldiers to the US military and society will take many years to fix. Again, sexual harassment cases should not only be measured in monetary value, but in the cost to society and the organizations that these cases originate from.

#### STEPS IN DEALING WITH SEXUAL HARASSMENT

The first step in dealing with sexual harassment is to know the definition and how it pertains to every situation. The key is to know that any unwelcome advance is grounds for sexual harassment. To better support, your case there are certain things a woman must do to protect them when and if the situation ever goes to court. "Documentation is the single most important proof you can have. Memories can fade, witnesses can change their testimony, but documents remain the same. ("National Association of Working Women 1999, p.1). If

written records are kept the ability to tell your side of the story will be much easier. Know who actually caused the sexual harassment, what took place, when did it occur, where did it take place and if at all possible get the names of any potential witnesses that can back up the incident if possible.

Many times women are reluctant to come forward with the accounts of the sexual harassment for fear of hurting the harasser. Women should not be concerned with the reputation of the harasser or if he is a family man, more than likely this is not the harasser's first time. When dealing with sexual harassment do not delay in doing something about it, don't blame yourself, and don't keep it to yourself if there is someone you can confide in then let someone else know especially in the workplace. If the harassment becomes intense to the point that you need to seek professional medical help such as a psychiatrist, this in the future will assist in your case if it ever goes to court.

After an organization has dealt with sexual harassment within its ranks it must come to terms with the results and recover from it. Once a verdict has been handed down in any case of sexual harassment that does not mean that the organization and all involved have forgotten what has just transpired. Prior to any recovery effort by a human resources department it's important to realize that the individual is not the only victim in the situation but the organization as a whole. "There are three fairly predictable phases to the successful recovery process of the individuals in the post-harassment organization. ("Mopping up the Mess, 1999, p.4).

#### RECOVERING FROM SEXUAL HARASSMENT IN ORGANIZATIONS

The first stage in the recovery process is to meet individually with the employees directly involved in the sexual harassment. Many times it is necessary to conduct several meeting with the employees. It is always important to maintain an open-door policy throughout this process to allow those employees not directly involved in the sexual harassment case to speak to management if they choose to do so.

The second stage may involve conducting group training aimed at speaking about sexual harassment issues within the organization. This allows employees to speak about their feelings about what went on or just an opportunity to speak in a group setting. During this stage conduct an assessment of the organization and see if more expertise is needed to "fix the organization.

The third stage should have the organization feeling trust for one another and mutual respect. This is after conducting communication training at individual and group levels. This will give the employees the trust they need and have enjoyed in building relationships throughout the organization. Employees will more likely speak with one another or human resource representatives if a sexual harassment situation should arise again. As a manager you have shown the organization the proper way in dealing with sexual harassment within the organization. Employees can now enjoy a workplace free of sexual harassment and an organization that follows its policies not just hangs them on the wall or in some employee handbook.

"According to the EEOC sexual harassment complaints grew from 6,833 in 1991 to more than 15,000 in 1995, but the rate of growth has leveled off. ("Women and the Law: Sexual Harassment, 1998, p.4). Employers are liable for the actions of their employees even if a policy or guidelines are in place. Now more than ever management is finding ways to combat the sexual harassment suites that can destroy an organization. Some insurance companies even cover such events as sexual harassment as long as the organization is doing all it can to prevent sexual harassment in its organization.

When putting a policy in place in any organization there are certain guidelines that need to be followed to insure the policy will cover all required laws in effect. The first thing that needs to be identified in the policy is the definition of sexual harassment in accordance with Title VII of the Civil rights Act of 1964 and any decisions by the United States Supreme Court that could affect the definition of sexual harassment. A portion of the policy must talk about Consensual Sexual Relationships. "Consensual Sexual Relationships are relationships involving students and teachers or employees and supervisors that each party voluntary consents to. ("Discrimination and Sexual Harassment Policy, p.3). Consensual Relationships in a professional setting within an organization is strongly discouraged. Such relationships could be viewed by other employees as bias, favoritism, intimidation, and could affect the working environment.

Retaliation showed not is allowed in any form when dealing with sexual harassment complaints. It

showed be made clear that any attempts to retaliate for any sexual harassment threats or complaints will be dealt with in the strictest form.

Responsibilities for the sexual harassment policy need to be clearly identified. The Human Resource Department usually will implement and enforce the policy in many organizations. When filing a complaint the employee needs to know who to turn to and who to speak to in confidentiality. Complete confidentiality will be maintained throughout the process while an investigation is taking place.

When a complaint is initiated the Human resources representative can proceed with an Informal process or a Formal process. The Informal Resolution Process takes place at the lowest level possible and is non-adversarial. Disciplinary actions towards the accused are dependent on the results of the informal proceedings. "Eighty-three percent said they believed that executives who sexually harass subordinates get nothing more than a "slap on the wrist by the company. ("Jurors Views of Sexual Harassment in 2001, 2001, p.4). Any employee can use these proceedings within the organization. Usually a complaint showed take place within 90 days of the incident and a written statement is not necessary to lodge a complaint. Once the informal process is complete the HR representative assists in preparing an agreement that both parties once agreed upon will sign and execute. The HR Department will maintain a record of the proceeding and agreement for future reference.

The Formal Action requires a written formal complaint by an employee within 90 days. Once lodged the harassed employee will receive written notice within 5 days. The Organization headed by the HR Department will assign a committee to investigate the allegations by the employee. A time period of 10 days should be sufficient to come up with some findings and give a report to the harassed employee. At any time during these proceedings both parties may elect to have an Informal Proceeding.

A sexual harassment policy should also define the appeals process and identify what other agencies the employees have at their disposal for any sexual harassment complaints. "Nothing in the policy prevents the complainant or the person charged from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts. ("Discrimination and Sexual Harassment Policy, p.8).

Women nowadays are trying to find a balance between motherhood and a career. Women throughout history were taught that they were not complete without children and a family to take care of. Many women after having children become side tracked and never go back to their ambitions in life putting their careers on hold and sometimes never being able to accomplish what they wanted in life. Most women even in today's society want a sense of security and often find it in a marriage. Women are often too content to live life as the caregiver and be financially dependent on the husband for all their needs and wants. Men on the other hand want what we have been discussing, a women that can clean, cook and have babies. Now we all know that all men are not alike but, as women you want to be able to be financially independent and have the skills necessary to be able to survive on your own. The bottom line is that you want to be prepared for whatever may come.

When confronted with a problem, be a problem solver does not give the problem to someone else, provide solutions and do not be afraid to ask for help along the way. When you have succeeded in something let other people know by announcing it in newsletters or writing memos to your boss with your accomplishments. To feel the part you must look the part, dress for success and carry yourself with self-confidence and self-assurance. Show everyone around you that you are the person that can do the job and can provide leadership where needed.

#### KEYS TO SUCCESSFUL WOMEN IN TODAY'S SOCIETY

Women even in today's modern workforce are not considered to possess leadership skills or qualities necessary to carry out important job assignments. "The dominant group in an organization still for the most part determines the culture in that organization, she said." Right now, the dominant group is mainly white men. (Paetzold, 1996, p.1). Women seem to have to prove themselves at every turn in order to compete with their male counterparts. Whereas men are given their opportunities based solely on their gender. In order to succeed women have to be more direct and to the point when dealing with their peers and their bosses. When opportunities arrive for career advancement, women have to ask to be sent to the workshops and seminars that will benefit them and the company in the end. Women need to seek the opportunity to better educate

themselves in leadership skills and management skills by reading books and learning from other successful women in the workforce. Women need to ask for more from their present job by taking on more responsibility and challenges.

There are several keys to success for women in today's society to be successful in the workplace. One of the essential issues is history; women have always been portrayed as a meek individual and a caregiver at most. The roles that women have held throughout history have not helped champion their causes in recent times. "It is estimated that 50 to 85% of American females will experience some form of sexual harassment during their academic or working lives. ("Sexual Harassment Facts, 1998, p.1).

Women will never truly go beyond the stereotyping of the nice girl image if women do not take control of their own lives and make their own life's choices. If you fail in these choices or career moves at least you as a woman can say they were your own and not ones dictated to you by someone else or society. It is great to have a plan of action but unless you act upon them, you accomplish nothing. Many of histories major events in life were accomplished with some degree of risk involved nothing is foolproof. Remember the worst thing a woman can do is nothing at all.

#### **CONCLUSION**

Women in today's society are breaking the mold of the past. Women understand that they are competing in a male dominated society for the same positions and benefits as men. Sexual Harassment is defined as any wanted or unwanted sexual gestures verbal or physical. Sexual Harassment has no place in today's society it will bring disharmony and be counterproductive to any organization. When dealing with sexual harassment there are certain steps that need to be taken when an employee lodges an Informal or Formal complaint. All organizations need to have a sexual harassment policy in place and need to be able to conduct proper training if they are to recover as an organization when sexual harassment complaints take place. Finally women need to understand key points to be successful in today's modern workplace. The more an organization understands sexual harassment and how it can destroy an organization the better off the organization and its employees will be.

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M. Tejashwini
Research Scholar, Department of Studies in Criminology & Forensic Science,
Karnatak University, Dharwad.

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