

Employee Assistance Programs (EAPs)

Office of Personnel Management

- ◆ An Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems.
- ◆ EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.
- ◆ EAP counselors also work in a consultative role with managers and supervisors to address employee and organizational challenges and needs. Many EAPs are active in helping organizations prevent and cope with workplace violence, trauma, and other emergency response situations.

All prohibited behavior shall be reported, even if it stops. This helps identify previous patterns of prohibited behavior and prevent future occurrences to someone else.

"If you see something, say something!"

KNOW THE LAWS OF YOUR STATE

- ◆ Free databases such as the one maintained by RAINN, contain the most up-to-date source of information for companies to reference with regards to policy writing and the implementation of SASH Prevention and Reporting programs.
- ◆ Understanding the sexual violence laws across the nation and in your state is crucial to having a long standing and productive program.

<https://apps.rainn.org/policy/>



Examples of current online training options:

- ◆ Office of Victims of Crime
<https://www.ovc.gov/>
- ◆ National Sexual Violence Resource Center
<https://www.nsvrc.org/elearning/2355>
- ◆ U.S. DOJ - Office of Violence Against Women
<https://www.justice.gov/ovw>
- ◆ End of Violence Against Women International
<http://www.evawintl.org>



Quick Reference Guide for Operating Companies

"Prevention and Reporting of Sexual Assault & Sexual Harassment"



DISCLAIMER

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SHIP OPERATIONS COOPERATIVE PROGRAM

BUSINESS • GOVERNMENT • EDUCATION • WORKFORCE

WHAT YOU NEED

Report Intake & Management

Multiple ways for employees to report workplace harassment, and a secure place for reports of discrimination in the workplace to be gathered and managed.

Policy

Clear communication on your workplace harassment policy and an easy way to review and update it annually.

Training

Interactive training that provides employees a deeper level of understanding on how to spot age, racial or religious discrimination, workplace bullying, abusive conduct and sexual harassment.

Awareness

An ongoing awareness effort to reinforce the right tone and keep anti-harassment and anti-discrimination training top of mind.

Management Buy-in

A communication program to middle managers that provides ongoing practical steps they can take to stay connected with their employees, and help prevent harassment before it starts.

Follow Through

A commitment, enforcement and accountability for policy violations.

THIRD PARTY IMPLEMENTATION

Companies such as NAVEX GLOAL and RAINN can assist in helping to develop, implement and monitor a Prevention and Response program for companies of any size and financial status.

U.S. MERCHANT MARINERS HAVE A RESPONSIBILITY TO PROTECT ONE ANOTHER.

Recognizing the behaviors of potential offenders, being aware of high-risk situations and being an active bystander are all ways to protect your shipmates.

“If you see something, say something!”

**NATIONAL
SEXUAL ASSAULT HOTLINE
FREE, CONFIDENTIAL, 24/7
1-800-656-HOPE**



DIAL: +44 20 7323 2737
OR: help@seafarerhelp.org



Building a Prevention & Response Program

Step 1: Start with a commitment from leaders at all levels of an organization. All leaders (not just compliance and HR) must genuinely understand the importance of innovation and change, and hold others accountable

Step 2: Determine the metrics you will use to measure program success.

Step 3: Develop the components of your workplace harassment and discrimination prevention program including updating your **code of conduct**, implementing and distributing **SASH policies**, and providing **relevant training**.

Step 4: Make data driven improvements to your program and seek regular program feedback.



Any pattern of behavior resulting in termination associated with assault or harassment should be reported to the U.S. Coast Guard, Office in Charge of the Investigations Branch of the Sector/District in which the incident occurred. Extreme acts can result in suspension or revocation of the mariner's MMC in accordance with 46 CFR Part 5, Subpart B § 5.27.