

THE INVESTIGATIVE PROCESS

Industry Best Practice is that 100% of all reported incidents shall be investigated.

- ◆ All complaints are reported per policy; in cases of sexual assault this is the appropriate legal authority.
- ◆ Individual safety, medical support, or advocacy services should take priority.
- ◆ If possible separate the individuals, prevent further escalation, and ensure a safe work environment.
- ◆ The investigation will include interviewing the accuser, the accused, and witness.
- ◆ Maintain confidentiality and advise all parties of the company's retaliation policy.
- ◆ Witnesses may be required to provide a written statement, as appropriate.
- ◆ Labor Relations/Human Resources will review involved parties' work history, statements and facts.
- ◆ A third party or legal counsel may be involved.
- ◆ The report of findings will be forwarded to the appropriate Senior Management.
- ◆ Senior Management and Labor Relations/ Human Resources will decide if disciplinary action is required.
- ◆ The involved parties are notified of the progress of the investigation.
- ◆ Once a final decision is made, the parties involved are notified of the results, as appropriate.

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

VICTIM RESOURCES

The Rape Abuse and Incest National network (RAINN) is the nation's largest anti-sexual violence organization and leading authority on sexual violence.

RAINN

**National Sexual Assault Hotline.
Free. Confidential. 24/7.
1-800-656-HOPE
online.rainn.org**



SeafarerHelp
The lifeline for seafarers

SeafarerHelp.org is the free, confidential, multilingual helpline for seafarers and their families available 24 hours a day, 365 days per year.

**+44 20 7323 2737
help@seafarerhelp.org**

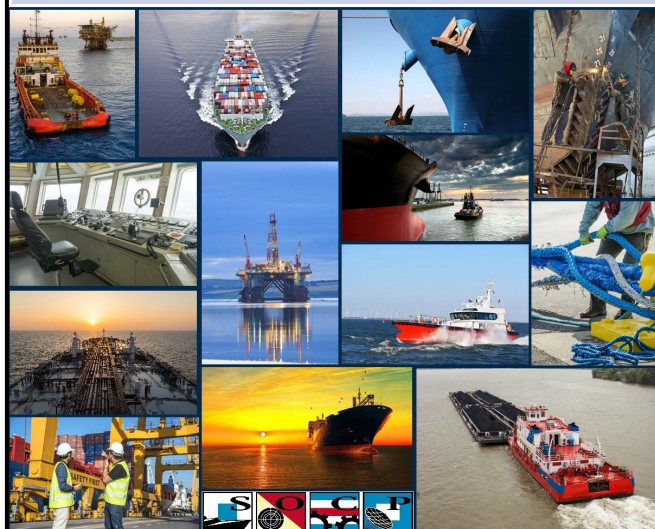


There is zero tolerance for retaliation against anyone reporting an incident, on or off the job.



Quick Reference Guide for Victims

"Prevention and Reporting of Sexual Assault & Sexual Harassment"



DISCLAIMER

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SHIP OPERATIONS COOPERATIVE PROGRAM
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REPORTING AN INCIDENT

Victims often do not report an incident or repeated incidents of Sexual Harassment or other prohibited behavior because they do not know how to report it or are unsure of what will happen next.

- ◆ Make sure you know your company's reporting procedures. Companies will often have multiple ways for you to report an incident to ensure your protection.
- ◆ Understand that your company will make every effort to maintain confidentiality.
- ◆ Know that there is zero tolerance for retaliation (on or off the job) against anyone reporting an incident.
- ◆ Report any prohibited behaviors to the appropriate person as soon as it happens.
- ◆ Familiarize yourself with the information your company requires in a report; such as who, what, when and where.

If you are being harassed or witness someone else being harassed:

- ◆ You are encouraged to confront the harasser and ask him or her to stop right away, if you feel safe to do so.
- ◆ If you feel there may be a confrontation, you may request a support person be present to help prevent the situation from escalating.
- ◆ You should report all prohibited behavior, even if it stops. This will help to identify previous incidents and prevent future occurrences.

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.

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!"

SAFETY ON SHORE LEAVE

The following are tips to help you and your shipmates stay safe while on shore leave:

- ◆ Do not go ashore alone, there is safety in numbers.
- ◆ Do not wear your uniform ashore.
- ◆ Be aware of your surroundings.
- ◆ Always watch for suspicious behavior.
- ◆ Walk quickly and confidently; have a plan of where you are going.
- ◆ Try to keep valuables concealed; do not openly show large amounts of money.
- ◆ Stay in well lit, populated areas.
- ◆ Take the phone numbers of the ship and ship's agent ashore with you.
- ◆ If in a foreign country, know the phone number and address of the US Embassy.
- ◆ Know how to call for help in an emergency.
- ◆ Do not engage with prostitutes or other sex workers, even if local laws permit it.

If you see a colleague in distress, step up and be a responsible mariner, a true shipmate.

Know your reporting options:

Vessel Supervisor

Vessel Master

**Designated Person Ashore (DPA)
and/or**

Onboard Union Representative

Port Captain or Port Engineer

Marine Personnel Department

Human Resources Department

Labor Relations Department



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.