

## Recommendations on how to handle sexually harassing phone calls

### Recommendations for those affected

1. Hang up the phone immediately or defend yourself by making unambiguously clear to the person harassing you that their behavior is unsolicited and will have consequences!
2. Make a note of when the call came in, to which number, what was said and, where possible, also of the caller ID shown on the display! Record the call with your cell phone, if possible!
3. Ask your colleagues for support and do inform your line manager! Alternatively, please reach out to the Anti-Discrimination Office directly.

### Recommendations for line managers

1. Do take the concerns of those affected seriously! Ask for the facts, but also listen to their concerns and fears!
2. Get in touch with the Anti-Discrimination Office and discuss and agree on how to best proceed!

Contact details of the Anti-Discrimination Office (complaints desk per the General Equality Act (AGG))

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