Email Sample - 1

To:

Subject: If technology at work feels unsafe, here are some options to help make it safer for you

Technology can sometimes be used in ways that feel unsafe or upsetting. If this happens, there are steps you can take.

Here are a few things you can do:

- Use muting or message-restriction settings where available
- Save screenshots or a brief record before changing settings or reporting harmful content
- Treat edited or “fake-looking” images, videos, or audio as harmful
- Report concerns through work channels, like a supervisor, HR, Health & Safety, union representative
- Reach out to your supervisor, someone you trust or a community support for help

Some situations may also involve legal options. Support can help you understand what steps feel right for you.