Email Sample - 2

To:

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

Technology helps us do our jobs, but it can sometimes be used in harmful or unsafe ways.

If this happens, you have options and support.

🔕 **Block, Mute, or Report (When Possible)**

- Mute notifications or limit messages when settings allow
- Report harmful content on work systems to:
    - Your supervisor
    - Human Resources (HR)
    - Health & Safety Representative or Joint Health & Safety Committee member
    - IT support

💡 **Tip: If it's safe, save the content before reporting.**

🗂️ **Keep a Simple Record**

- Take screenshots (including names, dates, and times if possible)
- Write a short note of what happened and where
- Store records in a private, secure place

It's okay to ask a trusted person for help.

🧠 **If It Looks "Fake" or Edited**

- Save a copy or screenshot
- Report it using workplace steps

- Reach out for support

⚖️ Legal options can take time and may not feel right for everyone

Some behaviour may break the law. Legal options can take time. A trusted person or community legal service can help explain the next steps.

💙 Remember

You don’t have to handle this alone. Support is available, and you can respond at your own pace.