

Preventing Sexual Harassment (2 Hours)

Description

Learn what sexual harassment is and how to prevent it in the workplace, as well as how to report and respond to harassing conduct that violates company policy.

Upon completion, learners should be able to:

- Identify quid quo pro and hostile work environment sexual harassment;
- Understand the damaging effects of workplace harassment to the victim, other employees, and the company;
- Know what steps to take if they experience, witness, or otherwise learn of workplace sexual harassment;
- Understand that it is unlawful to retaliate against someone who complains about harassing conduct in the workplace, and that retaliation is a violation of company policy; and
- Understand and comply with the employer's anti-harassment policy.

Course Content

Lesson 1: Overview of laws and policy

- Employer has zero tolerance for harassing or abusive conduct in the workplace.
- Sexual harassment in the workplace violates Title VII of the Civil Rights Act.
- Federal and state laws prohibit retaliation for protected action, which includes reporting harassment or participating in the investigation of a harassment complaint.
- Any person, regardless of their position, who violates the policy against harassment will be disciplined.

Lesson 2: Recognizing sexual harassment and its effects

- Sexual harassment is unwelcome, offensive conduct of a sexual nature or that is based on gender.

(Lesson 2: Continued)

- Tangible employment action (*quid pro quo*) harassment involves conduct by a manager, supervisor, or other individual in authority over the person who is being harassed, and includes:
 - Granting a tangible job benefit, such as a promotion or a positive performance evaluation, if the employee submits to the supervisor's sexual advance; or
 - Threatening a loss of employment benefits that might include demotion, negative performance review, or termination if the employee does not submit to the supervisor's sexual advances.
- Hostile work environment harassment occurs when the harassing conduct is so severe or pervasive that it creates an intimidating, hostile, or offensive work environment.
 - Harassment can be many small incidents or, in severe cases, can be a single incident. Examples will be provided.
 - Harassment can be verbal (comments, jokes, threats), physical (touching, blocking), or displayed (pictures, cartoons). Examples will be provided.
 - Sexual harassment doesn't have to be based on sexual desire, but may be based on gender or gender expectations. Examples will be provided.
- Employers face legal sanctions and costs if they do not take steps to prevent and address harassing conduct in the workplace [may include reference to personal liability depending on the state where employees are located].
- Inappropriate conduct that doesn't rise to the level of unlawful sexual harassment may be a violation of company policy. Examples will be provided.

Lesson 3: Responding to sexual harassment

- Review of the company's policy against harassment, and the complaint procedure.
- Steps to take if they experience, witness, or otherwise learn of workplace sexual harassment.
- Understand the process of investigating a complaint of sexual harassment, and the company's obligation to take steps to stop harassing conduct and take remedial action.
- Understand that retaliation against an individual who complains about harassing behavior in the workplace or participates in the investigation of a harassment complaint is a violation of law and of company policy. Examples will be provided.