## Introduction

<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
</table>
| Pg 1 | Welcome to Sexual Harassment for Employees.  
• To learn how to navigate this course, select the **Next** button now. |
| Pg 2 | The buttons at the bottom of your screen will help you navigate this course. Use the **Back** and **Next** buttons to go backward or forward through each lesson.  
As you go through the course, you will always find the Table of Contents in the drop-down menu along the top of the screen. Run your mouse over the list of lessons at the top of the screen and you will see these drop-down menus. Your first time through the course, you can look at the contents in these drop-down menus, but you will not be able to skip ahead.  
After you go through the course once, you can use the Table of Contents to skip around and review for the exam.  
Your progress through the course is tracked. If you must leave at any time, don't worry. You will be taken back to the same screen when you return. |
| Pg 3 | You can control each page's audio using the **Play/Pause** button at the bottom of the screen.  
The **Audio On/Off** button allows you to disable audio for the course.  
If you are taking the course in an area where you cannot hear the audio, you can download a printable audio transcript by selecting the **Transcript** button. |
| Pg 4 | The **Resources** button appears when additional learning tools like printable documents or web links are provided.  
Select the **Resources** button at the bottom of the page now to visit J. J. Keller's website. The site will open in a new browser window and will not interfere with your movement through this course. If the site does not open, you may have a pop-up blocker enabled. We'll talk more about disabling pop-up blockers on the next slide.  
Simply close the new browser window to return to the course. |
| Pg 5 | If you had trouble opening the J. J. Keller link on the previous page, you may have a pop-up blocker. This course will not work correctly unless all browser-based and third-party pop-up blockers are disabled. Instructions for disabling pop-up blockers for Internet Explorer and Firefox are shown on the screen.

You can also select the **Resources** button to download a PDF document with these and additional instructions. The document also contains instructions to help you adjust your screen text size. |
|---|---|
| Pg 6 | Parts of this course feature video. The Video Player controls are detailed in the image on the screen.

Use the **Play** button to start or pause the video.

You can move to any part of the video by selecting and dragging the **Progress Indicator** forward or backward along the Progress Bar.

Use **Rewind** to go back to the beginning of the video.

The **Maximize/Minimize** button allows you to make the video larger. Maximizing the video will allow it to fill the content screen. Select the button again to minimize the video so you can view the other screen content. |
| Pg 7 | Check out the Course Highlights document for an overview of the interactive activities you'll find in this course. Download Course Highlights by selecting the **Resources** button on this page. |
| Pg 8 | When you select **Next**, you will begin the pretest for this course. Your score will be reported to you, but will not be recorded. There are 15 questions in this pretest. |
Sexual Harassment is a pervasive problem in and out of the workplace that can affect anyone. By completing this course, you will learn:

- What sexual harassment is, where it can happen and who can be involved,
- The consequences of sexual harassment in the workplace,
- The different types of sexual harassment and how to recognize them,
- How to take action if you feel you are being harassed, and
- How to help others who are being sexually harassed.

Sexual Harassment

What is sexual harassment? Is it demanding sexual favors? Is it touching? Is it lewd comments? The answer is that it can be all of them and more.

The U.S. Equal Employment Opportunity Commission, commonly known as the EEOC,

- is the federal agency in charge of dealing with claims of discrimination.

According to the EEOC, sexual harassment is

- Unwelcome conduct of a sexual nature or based on a person's sex.
- Recognized as a form of sexual discrimination and is prohibited under both federal law and under many state laws.

Do you think sexual harassment only happens to a young, attractive woman and is only caused by a male co-worker or supervisor? This is absolutely not true. Sexual harassment is a problem that can happen to anyone and can be done by anyone.

Both women and men can be the victims of sexual harassment. In fact, in recent years the percentage of complaints filed to the EEOC by men compared to women has been increasing. In 2010 alone, one in every six complaints was filed by a male, up from one in every 11 cases almost two decades earlier.
Both men and women can be the sexual harasser and might be harassing members of either gender.

Sexual harassment can happen between people with any sort of working relationship. It might be between an employee and a coworker or a supervisor or even involve a client, a vendor or job applicant.

Sexual harassment can happen between people of almost all ages, including adults and youth.

Sexual harassment is a problem that can easily cross personal and professional boundaries.

- It is a problem not limited to the professional workplace. It can happen outside of work hours.

Sexual harassment can happen on the phone, via email and text messages or on social media.

So what’s the big deal? Why should we care so strongly? Well, sexual harassment can have severe and long-term consequences in your workplace.

Victims of sexual harassment suffer from:

- Being demoralized
- Low self-esteem
- Reduced productivity
- Increased absences, and
- Are even at risk of quitting work altogether

All of these can destroy teamwork and your work environment.
### Think about this scenario.

- Lori often makes sexual jokes about Rob’s work performance. Despite Rob’s protests, everyone laughs along.
- Rob was a top company marketer, but becomes less focused at work and starts to drop clients.
- Rob finally quits and files a complaint with the EEOC.
- The lost business, combined with a lawsuit settlement, means your company is forced to downsize to save on expenses.

Lori’s graphic jokes about Rob could cost you your job in the long run.

### Before we move on to discussing specific examples of sexual harassment, you need to know one more thing. One of the major issues with sexual harassment is that it is hard to know exactly how prevalent it is in the workforce. Many victims either never discuss the problem or only talk about it after it has become unmanageable.

- Fear of disapproval from others,
- Embarrassment,
- Fear of retaliation, and

Lack of knowledge of proper procedures for dealing with concerns and issues are some of the possible reasons why sexual harassment is often not dealt with in a timely manner.

### Recognizing Sexual Harassment

#### How can you recognize what is and is not sexual harassment? Federal law differentiates two types of Sexual Harassment:

- "Quid Pro Quo"
- And “Hostile Environment.”
### Page 3
"Quid Pro Quo" is generally the more straightforward type of sexual harassment.

- "Quid Pro Quo" is a term that comes from Latin, meaning "One thing for another".

In this case, one person offers work benefits in exchange for some kind of sexually-related favor or threatens consequences for the person's refusal.

### Page 4
Some examples of Quid Pro Quo include:

- Offering a promotion or raise in exchange for sex,
- Demoting or forcing work relocation for refusing to go on dates, and
- Firing for ending a relationship.

### Page 6
"Hostile Environment" is the fuzzier side of sexual harassment.

- "Hostile Environment" refers to a work environment that has become "hostile," or threatening, because of unwelcome verbal or non-verbal, physical or non-physical behaviors that have a sexual focus.

A hostile environment generally arises from continuous behavior, not onetime instances.

### Page 7
The type of sexual harassment which creates hostile environments comes in many forms. We will break it down into four categories, which may overlap:

- Verbal
- Non-verbal,
- Physical, and
- Non-physical.

The next few screens will look at some examples of hostile environments.

### Page 8
Some verbal examples include:

- Continually telling lewd jokes,
- Repeatedly requesting dates via phone, text, email or social media
- Playing songs with inappropriate lyrics that make your coworkers uncomfortable
Some examples of non-verbal actions that create a hostile environment include:
- Displaying x-rated pictures on a computer, and
- Repeatedly staring at a coworker's body

Here are some examples of physical interaction that can create a hostile environment, or when someone is touching someone else often at inappropriate times and/or in inappropriate ways, including:
- Giving unwelcome hugs to coworkers, or
- Putting an arm around someone you only know professionally.

Examples of a non-physical action:
- Sending sexually explicit messages or images via text, email or social media,
- Displaying or playing explicit content on your computer that makes coworkers feel uncomfortable, or
- Making inappropriate, private comments to coworkers

Some actions may not be sexual harassment if they are either not unwelcome or are not recurring:
- A pat on the back for a job well done
- Going on a date with a coworker one time
- Making a onetime, off-handed lewd comment. However, while these examples may not be sexual harassment in and of themselves, they can easily lead to problems. Moreover, they may also be prohibited by your company.

Here are ways the previous examples slip into sexual harassment:
- A pat on the back after repeatedly being told to stop in the past,
- Requesting multiple dates with a coworker, even after the coworker has said no, and
- Making multiple off-handed lewd comments
## Taking Action

### Pg 2
Knowing what to do if you think you are being sexually harassed is one of the toughest issues regarding sexual harassment.

- Should you ignore it?
- Should you immediately call a lawyer to file a lawsuit? The answer to both those questions is probably “NO.”

People often take the wrong course of action when they feel they have a problem, which may only result in their own personal disappointment. In fact, every year nearly half of all complaints filed with the EEOC are thrown out because, based on investigative evidence, they were determined by the agency to have no reasonable cause by which to believe that harassment occurred.

For many people lawsuits are the first thing that comes to mind, select **Next** to go over in greater detail some good initial steps to take when dealing with sexual harassment.

### Pg 3
If you think you are being harassed, use these steps to guide your actions:

1. Determine if sexual harassment is actually happening.
2. Confront the harasser.
3. Make records. Document what happened, identify witnesses and keep any email, written or voice mail messages.
4. Follow workplace policy, involving your supervisor/employer.
5. Go to the EOCC, state level employee rights agency and/or a lawyer.
You first need to determine if there is a problem. Think about previous examples of sexual harassment discussed. Does your situation resemble them in any way?

Are you still unsure about the presence of sexual harassment? One state agency suggests that you ask yourself these questions when in doubt about sexual harassment:

- With regards to words or behavior, would you say or do it in front of your boss, grandparent or a stranger?
- How would you feel if your family or close friends were subjected to the same words or behavior?
- With regards to words or behavior, would you say or do it to a colleague who is the same sex as you?

Also remember:

The harassment has to be unwelcome.

- However, just because a victim does not openly complain does not mean the behavior is “welcome.” The individual may feel his or her participation was not “voluntary.”

For instance, Lisa agrees to go on a date with her supervisor.

- The supervisor might have thought the date was “welcome,”
- But Lisa actually felt the date was necessary to keep her job.

One of the keys to solving sexual harassment problems is to stop them before they get out of hand. Clearly and calmly tell a harasser to stop what he/she is saying or doing.

- Confronting a potential problem can go a long way to ensuring it does not become an actual problem.
If you think you are being sexually harassed, you need to try and document the instances.

- Write down who, when, where and what happened.
- If there were any witnesses, note their names. Also consider asking them to make notes, too.
- Be sure to keep track of any documentation, such as emails or written notes, as well as "electronic footprints" like voice mails, texts, internet posts, chat records or social media messages.

The farther up the ladder you might have to go to resolve cases of sexual harassment, the more your proof will become necessary.

If sexual harassment is happening and the harasser is not stopping:

- Following your company policy and talking with management is always the next step. This is true even if you feel the case may be beyond what management is capable of solving.

Always talk to management in a private setting. If you start to, or still, feel nervous about speaking face-to-face:

You might want to consider first reporting the issue in writing. It could be easier for you emotionally and it may help you get a more leveled response back from your superiors.

If you are not sure who to talk to, refer to your employee manual.

- Most companies have procedures for complaints and grievances, including discussing the issue with your supervisor, HR department, upper level management or even a neutral outside party.

The following video presents an interaction between two employees, Cheryl and Dave. After watching the video, be prepared to decide how Cheryl should handle the situation.

Select **Next** to begin.

If you are part of a union, you can also go to them for help and guidance.
Sometimes cases of sexual harassment are so severe that individuals need strong outside help. This is where the EEOC comes in. Two of the laws that the EEOC has authority over and that are often cited in relationship to cases of sexual harassment are:

- **Title VII of the Civil Rights Act of 1964,** and
- **Sections 102 and 103 of the Civil Rights Act of 1991.**

It is important you note that the two laws relate specifically to companies and organizations with 15 or more people. However, that does not mean that people in smaller companies cannot get outside legal help.

What exactly is **Title VII of the Civil Rights Act of 1964?** According to the EEOC, it is the law that makes it illegal “to discriminate against someone on the basis of race, color, religion, sex or national origin.” As previously stated, sexual harassment fits under discrimination on the basis of sex.

**The Civil Rights Act of 1991** amends Title VII to

- "Permit jury trials and compensatory and punitive damage awards in intentional discrimination cases."

Also keep in mind that most states have their own versions of laws which condemn discrimination, including through sexual harassment, and may even be stricter than federal law.

- To learn more about state specific laws, you should contact those state agencies directly.

Select the **Resources** button to download a list of state agencies.

The other way people experience harassment is as witnesses. What should you do if you witness sexual harassment happening between two other people in your workplace?

Follow the same initial steps:

- Tell the harasser to stop. Peer pressure can often help solve problems.
- Record what is happening or what happened.
- Tell management, so that they can get involved.
Finally, you need to know about the idea of “retaliation.” Many people are afraid to report instances of sexual harassment because of:

- Fear they will suffer negative consequences.

Retaliation can be direct.

- For example, an employee complains that his/her supervisor has asked repeatedly for sexual favors. The employee is then put on unpaid leave, but no immediate action is taken against the supervisor. This kind of unequal treatment can be seen as retaliation for the employee’s complaint.

Retaliation can also come in more subtle, but no less harmful forms,

- Such as when peers label the harassed person as the true troublemaker and alienate him or her from the team environment.

No matter the type of retaliation, remember:

- *Retaliation is against the law.*

Let’s see if you can apply what you’ve learned to a real life situation. The following video presents an employee reporting to her supervisor her suspicions of retaliation by her coworkers.

Select **Next** to begin.

The following video presents a brief interaction between two employees, Jack and Dianne. Although they have always been on good terms, the conversation makes Dianne uncomfortable. After watching the video, be prepared to decide how Dianne should handle the situation.

Select **Next** to begin.
## Conclusion

<table>
<thead>
<tr>
<th>Pg 2</th>
<th>You should now have knowledge of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• What sexual harassment is,</td>
</tr>
<tr>
<td></td>
<td>• That it is a pervasive problem in and out of the workplace that can affect anyone and that there is no &quot;typical&quot; participant or victim,</td>
</tr>
<tr>
<td></td>
<td>• How to recognize sexual harassment, understanding the ways people can and do discriminate/alienate others on the basis of their sex,</td>
</tr>
<tr>
<td></td>
<td>• The differences between &quot;quid pro quo&quot; vs. &quot;hostile environment harassment,</td>
</tr>
<tr>
<td></td>
<td>• How to appropriately take action and who to involve to solve problems, and</td>
</tr>
<tr>
<td></td>
<td>• Some of the types of retaliation to look out for in cases of sexual harassment.</td>
</tr>
</tbody>
</table>

If you need a little more review, select the Resource button for the short compilation, "Understanding Sexual Harassment."

<table>
<thead>
<tr>
<th>Pg 3</th>
<th>Now that you've covered everything in the course, it's time to review for the exam. To help you prepare for the exam, you can now move back and forth within the course.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Use the drop-down menus at the top of the screen,</td>
</tr>
<tr>
<td></td>
<td>• or the <strong>Back</strong> and <strong>Next</strong> buttons at the bottom.</td>
</tr>
</tbody>
</table>

The review questions will also help you review main concepts covered on the exam. Select **Next** to download the review questions.

<table>
<thead>
<tr>
<th>Pg 4</th>
<th>The review questions will open in a separate window. Keep this original window open.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>That way when you don't know an answer, you can go back into the course and find it. Once you've finished the review questions and have finished studying, continue on to take the exam.</td>
</tr>
<tr>
<td></td>
<td>To begin the review questions, select <strong>Resources</strong>.</td>
</tr>
</tbody>
</table>
Now it’s time to take the final exam. This exam includes 15 questions. If you close the exam before finishing, your answers will not be saved for later.

- You will have three chances to take the final exam.
- Your highest score will be recorded.

To begin the exam, select **Next**.

Congratulations! You have completed this course.