
*Sexual Harassment:
It Can Happen Here*

P a r t i c i p a n t M a t e r i a l s

FOR
PREVIEW
ONLY

Pretraining Assessment

Instructions:

Read each question and write your answer in the space provided. This survey is a learning exercise only, not a test. Your responses will be used to help develop a training session to meet your specific needs.

1. Do you feel you have a good understanding of sexual harassment? Explain.
2. Do you feel sexual harassment can happen in our organization? Explain.
3. How would you define sexual harassment?
4. What are the two main types of sexual harassment?
5. If someone sexually harassed you, what would you do?
6. Do you feel preventing sexual harassment is your responsibility? Explain.

Frequently Asked Questions About Sexual Harassment

1. **What behavior is harassing?**

Sexual harassment behavior falls into four main groups—verbal, visual, physical, and written. The behavior can be blatant or very subtle. Any behavior in any of the categories listed is considered sexual harassment if the behavior is unwelcome.

2. **Why do people sexually harass others?**

The majority of people who harass do so as a conscious or unconscious way of expressing dominance or power. It may be used as a method for organizational or social control over someone else. Sometimes people harass others in an attempt to keep them in their place. Others harass in front of their peers in an attempt to seek peer approval. Sexual harassment is a bullying tactic used by some to get what they want. Very little harassment is based on sexual desire.

3. **Who harasses, and how can they be identified?**

There is really no typical abuser. Some sources give characteristics of typical or potential harassers, but there can be no positive identification until the harassing is committed. Anyone can harass, just as anyone can be a target of harassment, regardless of sex, sexual preference, age, or professional position.

4. **What is the difference between sexual attraction and sexual harassment?**

Sexual harassment is a form of discrimination and may have nothing to do with one person's physical attraction to another. It is a misuse of power. From the beginning, the harasser is out to prove his or her dominance over the victim. The harasser's goals are usually intimidation and control, not the pursuit of a mutually satisfying relationship.

5. **Who are the most frequent victims of sexual harassment?**

Early statistics on sexual harassment indicated that this was a problem of working women. Additional studies, conducted as a result of increased interest in the subject, indicate that it is becoming a growing problem for men as well. There is also an increase of homosexual harassment incidents reported.

6. **Can a sexual harassment claim be made by an employee even if that employee consented to the sexual activity?**

Yes. Submission to the sexual activity by the employee citing harassment is not a defense an employer can use to avoid liability in a sexual harassment suit. The employee may have consented to the sexual activity only after pressure from the harasser.

7. **What do most people want as a result of filing a sexual harassment claim?**

Studies show that the majority of these people just want the harassment to stop. More and more people are filing complaints with employee-rights agencies like the EEOC because employers fail to take action. It's interesting to note that the majority of people who have been harassed quit or transfer out of the offensive work environment.

8. **How can sexual harassment be prevented?**

Of course, the best method to stop harassment is to prevent it from happening. Prevention begins with an attitude that sexual harassment in any form will not be tolerated.

Video Discussion Questions

Instructions:

The following questions are based on the video *Sexual Harassment: It Can Happen Here*. Answer each question and be prepared to share your answers with the group.

- 1. What do we need to remember about touching in the workplace?**

- 2. How should you respond if someone does or says something that makes you uncomfortable?**

- 3. What is the best way to determine if a joke or e-mail might be inappropriate?**

- 4. What did the narrator mean when he said “sexual harassment knows no boundaries”?**

- 5. What do you do if you don’t feel comfortable confronting the harasser?**

- 6. What should supervisor’s do if an employee comes to them with a sexual harassment claim?**

Identifying Sexual Harassment Worksheet

Instructions:

Review each situation and determine if the situation is a hostile work environment (HWE), quid pro quo (QPQ), or not a sexual harassment situation (NSH). Circle the appropriate answer.

1. You and Chris have been good friends for three years. You have dated on several occasions. Last week, Chris was promoted to division head of your region. Chris is not your direct supervisor, but is the head of your division. Chris stops by your office and asks you to dinner. Concerned about how having dinner with the new division head may look, you decline. Chris leans over your desk and in a whisper makes it very clear that if you want to be promoted to team leader, it is in your best interest to go to dinner.

HWE

QPQ

NSH

2. Alice, Jana, and Jeff make up a very-tight spaced three-person department. Alice, Jana and Jeff work very well together and are friends outside of work. They have gone out after work on several occasions. Jeff is usually the first one to leave the after-work festivities. Alice and Jana stay out late flirting with various men they meet in the bar. The next morning Alice and Jana, come in very tired and hung over. Jeff knows that on those days he is going to have to pick up some extra work because the women are too out-of-it to handle their fair share.

HWE

QPQ

NSH

3. You have to work with Amanda on most projects. Amanda is a very free-spirited women with a great sense of humor. She has a habit of telling off-color jokes to her friends while at work. She never shares these jokes with you directly because she knows that they would offend you. Unfortunately, Amanda is in the cubicle right next to yours, and she has such a loud voice that it carries into your cubicle. You have asked her to stop and she told you not to eavesdrop on her conversations with other people. She also told you to loosen up a bit. You are very offended by her response and have a hard time concentrating on your work when she is in one of her storytelling moods.

HWE

QPQ

NSH

4. You went to your supervisor to request some vacation time so that you could go with your spouse on a trip to the Bahamas. Your supervisor agreed to let you take your vacation if you go on an overnight business trip. You and your supervisor would be the only employees on this business trip. Your supervisor places a hand on your shoulder and insinuates that if you can't go on the business trip, your vacation request could get lost and not approved.

HWE

QPQ

NSH

5. Every time you have to go into the art department to work with Lee he comments on what you're wearing. Lee has a real eye for color and likes the way you dress. On several occasions Lee has come up to you and placed his hand on your clothes, claiming to want to feel the fabric or get a closer look at an accessory. Lee doesn't treat everyone like this. Lee also has a habit of looking at you from head to toe before listening to you. You have asked Lee to stop checking you out on several occasions, but the behavior continues. You're not sure whether Lee is conscious of the elevator eyes, but the behavior makes you very uncomfortable.

HWE

QPQ

NSH

Being Proactive Worksheet

Instructions:

Review each situation, and determine how you would proactively respond to the situation. Write your response in the space provided.

- 1. You are standing by the watercooler in the break room. You hear Bob and Dan talking about Brenda. They are talking more specifically about how Brenda dresses and how great her legs look in her new suit. Their conversation is inappropriate for such a public place and you are embarrassed by their comments.**

Possible proactive response:

- 2. You and Pat have been working together for two years. Pat sits in the same cubicle space you do. Pat asked you out last week, and you made it very clear that you didn't date people at work. When you get to work this morning, there is a bouquet of flowers on your desk. The card reads, "Please say yes. Thoughtfully, Your Cubicle Mate." Pat is pretending to read a document, but is obviously waiting for your reaction.**

Possible proactive response:

- 3. In the last week, you have bumped into Carol on several occasions in the copier room. The room is very congested and people are always bumping into one another. Your hand accidentally hit her backside on several occasions. At the time, you didn't say anything because it was just an accident. Now Carol is avoiding you and won't make eye contact with you.**

Possible proactive response:

- 4. Every time you discuss something with Jo, you walk away feeling really strange. Jo has a tendency not to look you in the eyes but instead looks up and down your body. You know Jo is a little shy but this staring at your body makes you feel really uncomfortable.**

Possible proactive response:

Acknowledgement of Sexual Harassment Training

I acknowledge that on _____, _____, I attended sexual harassment training entitled ***Sexual Harassment: It Can Happen Here.***

I understand my organization's policy on sexual harassment.

I also understand that:

1. I have a right to work in an environment free from sexual harassment.
2. I have the responsibility not to engage in behaviors that constitute sexual harassment.
3. If I feel I am being harassed, I have the right and responsibility to communicate this directly to the appropriate party.
4. If I observe, or am made aware of, sexual harassment behavior in our organization, I have a responsibility to take immediate appropriate action to ensure the behavior stops.

Signature

Please Print Your Name

Date

Posttraining Assessment

Instructions:

Consider the following questions based on the video, *Sexual Harassment: It Can Happen Here*, and write your answers in the space provided.

1. **True or False.** All touching in the workplace is illegal.
2. **True or False.** A man asking a woman for repeated dates after she has made it clear that she doesn't want to date is an example of hostile work environment.
3. **True or False.** Humor in the workplace is acceptable as long as it is used appropriately and not hurting or offending anyone.
4. **True or False.** Once you have been harassed, there is no way you would ever harass someone else.
5. **True or False.** Unwelcome sexual behavior when it becomes a condition of employment or career advancement is sexual harassment. This type of harassment is called quid pro quo.
6. **True or False.** Everyone has a right to work in an environment free from sexual harassment.
7. **True or False.** If you are a manager and someone comes to you with a sexual harassment claim, it is acceptable to let the person work the situation out for him or herself.
8. **True or False.** As a supervisor, you must also inform the employee what actions may occur as a result of the inquiry.
9. **True or False.** Sexual harassment prevention is strictly a manager's responsibility.

Session Evaluation Form

Instructions:

Please circle the number that best describes your evaluation of the training session.

	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
This training program concentrates on sexual harassment awareness and prevention.	5	4	3	2	1
This training program helped me understand how to take responsibility for my own actions.	5	4	3	2	1
As a result of this program, I am more confident in MY ability to be proactive in dealing with inappropriate behavior.	5	4	3	2	1
The objectives of the program were clearly presented.	5	4	3	2	1
Opportunities to ask questions and discuss issues were sufficient.	5	4	3	2	1
The session was well organized.	5	4	3	2	1

The best part of the program was: _____

This program could be improved by: _____

Additional comments: _____

I would recommend this session to others (circle one). Yes No

Notes:

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