

FOR PREVIEW ONLY

**It's UP
to YOU:
Stopping Sexual Harassment**

REPRODUCIBLE MATERIALS

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Note to facilitator about the Post-Viewing Quiz and Assessment Evaluations

1. The Pre-Assessment Evaluation Parts I and II should be given before training begins. Following the training, participants should revisit the Pre-Assessment and reevaluate their choices. Plan to discuss each question after watching the video and discuss how answers differ, and what the correct responses should be based on their training.
2. The Post-Assessment should be given after training so that you can begin discussion on what has been learned and what participants can do to discourage and stop sexual harassment within their organization.

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IT'S UP TO YOU: STOPPING SEXUAL HARASSMENT PRE-ASSESSMENT EVALUATION

The It's Up to You; Stopping Sexual Harassment program is designed to teach you how to recognize and stop to sexual harassment behavior in the workplace. Please fill out this assessment as honestly as you can. At the end of the training, you will have an opportunity to revisit these questions, and apply what you've learned.

Pre-Assessment Evaluation

Part I

Answer the following questions about your work experience. Please circle either yes, no or maybe:

1. Do you feel it is okay to display pictures or images that are sexually provocative, such as a swimsuit calendar or a beefcake picture if there is no nudity involved?

Yes

No

Maybe

2. Is it okay to touch someone, if you consider it just friendly behavior, and not meant in a sexual way?

Yes

No

Maybe

3. Are jokes about women or men acceptable and harmless?

Yes

No

Maybe

4. Is it okay to compliment someone's looks, even if that person seems uncomfortable by it?

Yes

No

Maybe

5. Is it demeaning to use words like "chicks" or "queer" since they are considered "common"?

Yes

No

Maybe

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6. If someone said “no” to a request for a date, would it be okay to pursue the matter?

Yes

No

Maybe

7. Is it appropriate to use work computers to send personal e-mails or share games or Web pages that contain sexual material, no matter how mild?

Yes

No

Maybe

8. Would you consider it okay to discuss someone’s sexual orientation, or jest with him or her about it?

Yes

No

Maybe

9. Is it ok to flirt with managers if you think it might improve your chances of getting a promotion or any other employee benefit?

Yes

No

Maybe

10. Would you find it offensive if someone joked about someone’s physical state because they were pregnant?

Yes

No

Maybe

11. Would you consider looking someone “up and down” or staring too long wrong in the workplace?

Yes

No

Maybe

12. Is it appropriate to discuss someone’s non-work-related sexual conduct at work?

Yes

No

Maybe

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13. Is good-natured hugging or patting always considered acceptable if you don't mean it in a "sexual" way?

Yes

No

Maybe

14. Is it okay to whistle or make catcalls to someone you find physically attractive?

Yes

No

Maybe

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Pre-Assessment Evaluation

Part II

Answer the following questions about your workplace. Please circle either yes, no or maybe:

1. Do you understand what constitutes sexual harassment?

Yes

No

Maybe

2. Are you aware of the concept of sexually offensive behavior based on *perception*?

Yes

No

Maybe

3. Do you understand such concepts as Quid Pro Quo behavior and Hostile Environment sexual harassment?

Yes

No

Maybe

4. Do you witness or engage in sexually inappropriate behavior at work?

Yes

No

Maybe

5. Do you understand appropriate measures to take when you encounter sexually offensive behavior?

Yes

No

Maybe

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ROLE-PLAYING SCENARIOS

Scenario 1: Quid Pro Quo behavior

You're up for a promotion that you've been working on for almost a year. A coworker you know is also up for the promotion, and you notice that employee leave one night with the manager responsible for granting the promotion. You approach the manager about the upcoming decision, and the manager suggests that perhaps you two should spend some "personal" time together to see if you "click" on a more physical level before the promotion is awarded. What do you do?

You are the night manager in the shipping department, and oversee several employees. One evening an employee approaches you to ask to leave early. You object, due to the amount of work that has to get done. The employee offers to give you a soothing massage in exchange for the early leave. What do you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 2: Lewd comments and sexual innuendo

You work in a relaxed office, with several friendly coworkers. One day, while typing a letter, a coworker comes to your desk and mentions that another coworker has a great chest. This kind of language makes you very uncomfortable. What do you do?

Today at work, you notice that one of your coworkers has a rather tight pair of pants on. Thinking that you are all friends, you catcall and whistle at the employee, intending it as a joking compliment. But the coworker becomes angry and embarrassed. What do you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 3: E-mails or computer-related graphics that are sexual in nature

You've just come back from lunch, and are about to start working on a project when you decide to check your e-mail. You notice that your sister has sent you a risqué picture. You think that it's pretty funny, so you forward it to several coworkers. Fifteen minutes later, you receive a couple of responses telling you that the e-mail is offensive. What should you do?

You and another coworker have been e-mailing each other websites to gather documentation for a marketing project you are collaborating on. But one day, you receive a link that opens up a pornography site. You find it amusing, though you know it is not appropriate. Unfortunately, two coworkers near you also see the site when you open the link. What do you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 4: Repeated requests for dates

Jim's a nice guy, and he's always been really nice to you. He's asked you out on several occasions, and you've always politely declined because you don't want to date a coworker. He's just sent you an e-mail asking you to go to dinner with him tonight. You're tired of the persistent requests. What do you do?

Jennifer is a really attractive and smart woman who works in the department next to yours. You are on friendly terms, and even attend the same church. You've tried to get her to go to a movie before, but she didn't seem willing. But you know if she gave you one chance, you'd hit it off. She's just turned you down again, but you are considering asking if she'd like to go to a church service with you tonight. What do you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 5: Ogling, leering and staring too long

Your coworker has a habit of staring at the woman who works in the office across from him, especially at her legs and chest. It makes you uncomfortable to watch and you want him to quit. What should you do?

As manager of the team, you must lead the group to finish the latest project. One member of the team keeps making sexually suggestive remarks to you in front of the other team members. You laugh along, but are hurt and embarrassed. What do you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 6: Third- Party sexual harassment

You love your job in customer service, but lately a man keeps returning his purchases and asking specifically for you. Whenever you help him, he makes sexually lewd comments. You are unsure how to respond, and fear that you may lose your job if you complain. What should you do?

In the restaurant where you work, you notice that the woman who delivers the paper supplies keeps flirting with a male server who is married. He obviously is uncomfortable with her advances, but does nothing to discourage her behavior. He's a great employee, and one day you notice he has the want ads in his pocket after an encounter with the vendor. What do you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 7: Gender harassment

You've been with your company for years, and are content, but recently a new hire has been making comments on the phone to one of his friends like "Bang her up and keep her in the kitchen." You find it really offensive, but when you asked him to stop, he told you to mind your own business. What do you do?

You've noticed lately that Carl in accounting has been acting odd lately, and ask him what's up? He responds that he's sick of working with women "that time of the month" and that this kind of work isn't suitable for women anyway. You are taken aback. What should you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 8: Hostile taunts, slurs and remarks

Workers are usually pretty cheerful on the loading dock and the shipping platform, but lately a couple of employees have been picking on a new guy. You walk out one day to check an order, and hear one of them call the man a “homo.” What do you do?

You and your friends like to joke around. You’ve known each other for years, and know you’re being harmless when you kid with each other. You tease your friend about “how big” a man he really is and suggest a contest to find out. You notice that another coworker seems really annoyed, and embarrassed. What should you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 9: Third-Party Quid Pro Quo

You've been with the organization for several months now, and have been doing a great job. You expect a raise any day, but it hasn't happened yet. One afternoon, a coworker tells you she just got a nice raise. You ask her why she got it, and she replies "feminine charms." You are outraged because you have been with the company longer. What do you do?

You really want to attend this year's conference, and feel pretty confident, based on your work, that you'll be chosen. However, when the choice is made, the manager chooses a young pretty woman with little experience to go with him. You feel sure it's because you are a man, and she is an attractive young woman. What should you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 10: Inappropriate touching

Debbie is a nice lady, but she has a habit of hugging people if she thinks they are feeling down, or need a smile. While you appreciate her intentions, it makes you extremely uncomfortable, especially since she always seems to hug you too long. What do you do?

As you're walking down the hall, you feel someone brush against your leg. When you look back, you notice that a man is leaning into the aisle where you just passed. This is not the first time it has happened, and you begin to wonder if he is doing it on purpose just to touch you. What should you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 11: Same-gender harassment

Your company has a pretty lax dress code, and you've never been one who likes to dress up very much. You feel much more comfortable in slacks. One day, you overhear some women commenting on the fact that you don't wear dresses to work. One of the women comments that "lesbians don't shave their legs, so they won't wear skirts in public." You know they are talking about you. What do you do?

Larry seems like a good guy, and he always includes you in his business plans. You two play on the same men's bowling team. But lately, Larry has been putting his hand on your shoulder, and feeling your bicep to check your "bowling arm." It's starting to make you feel uncomfortable. What should you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 12: Pregnancy-related sexual harassment

You're 6-months pregnant with your second child, and very happy. But lately, when you walk through the cafeteria, some of the guys keep saying things like "look out, she's gonna blow!" and "get out of the way, here comes the baby factory!" It really annoys you. What do you do?

You're scheduled to go on a presentation trip in a couple of months. When you announce you are pregnant, your supervisor tells you that she is taking you off the roster of presenters for the trip. When you ask why, she tells you that no one wants to have a pregnant woman presenting an important plan. What should you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 13: Offensive jokes and stories

You love a good joke, but one day, while telling a couple of new “blonde” jokes, a coworker tells you that it’s not funny. You don’t understand why she is angry, and tell another joke. She asks you to stop. What do you do?

You are having lunch in the break room when you hear a coworker telling a story about why shopping for shoes is better than sex with men. You think it’s just stupid, but you notice that an older woman who you know is very religious seems offended. What should you do?

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ROLE-PLAYING SCENARIOS (cont.)

Scenario 14: Retaliation

One of your coworkers has been making sexually offensive remarks about your body, and although you asked him to stop, he wouldn't. So you reported him. One day, your manager calls you in and tells you that he has to let you go. Your reviews are exemplary, and your manager just says your position is no longer needed. You suspect it is because your manager and the coworker you complained about are good friends. What do you do?

Your manager asks to see you privately, and asks to take you out on a date. You refuse, and mention the incident to his supervisor. A few days later, you receive a letter saying you are being transferred to another branch. What should you do?

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**IT'S UP TO YOU: STOPPING SEXUAL
HARASSMENT**

OVERHEAD SLIDES

**SEXUAL HARASSMENT
INCLUDES ANY UNWELCOME
SEXUAL ADVANCES,
REQUESTS FOR SEXUAL
FAVORS, OR OTHER CONDUCT
OF A SEXUAL NATURE THAT
AFFECTS AN EMPLOYEE'S
PERFORMANCE, OR FOSTERS
A HOSTILE OR OFFENSIVE
WORK ENVIRONMENT**

SEXUAL HARASSMENT FALLS INTO TWO CATEGORIES:

- **QUID PRO QUO (WHICH MEANS “THIS FOR THAT”) AND**
- **HOSTILE ENVIRONMENT**

**QUID PRO QUO OCCURS
WHEN SOMEONE IS
DENIED OR GIVEN
EMPLOYEE BENEFITS
BASED ON SEXUAL
FAVORS, OR IF AN
EMPLOYEE IS DENIED
BENEFITS AS THE RESULT
OF SOMEONE ELSE
PROVIDING SEXUAL
FAVORS**

**HOSTILE ENVIRONMENT
SEXUAL HARASSMENT
INCLUDES UNWELCOME
SEXUAL ADVANCES,
GESTURES, REMARKS OF
A SEXUAL NATURE, AND
ANY OTHER UNWELCOME
SEXUAL CONDUCT THAT
AFFECTS AN EMPLOYEE'S
WORK PERFORMANCE OR
CREATES AN ABUSIVE OR
OFFENSIVE WORK
ENVIRONMENT**

**WE CAN JUDGE SEXUAL
HARASSMENT BY A
REASONABLE-PERSON
STANDARD:**

**THAT IS, WOULD A
REASONABLE PERSON
FIND THE BEHAVIOR
OFFENSIVE?**

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QUID PRO QUO BEHAVIOR IS STRICTLY ILLEGAL

**SEXUAL INNUENDO AND
LEWD COMMENTS ARE
ILLEGAL IN THE
WORKPLACE**

**E-MAIL OR COMPUTER-
RELATED GRAPHICS THAT
ARE SEXUAL IN NATURE
CAN CREATE HOSTILE
ENVIRONMENT SEXUAL
HARASSMENT**

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**PERSISTENT UNWELCOME
REQUESTS FOR DATES
ARE NOT ALLOWED IN THE
WORKPLACE**

**LEERING, OGLING, AND
PICTURES OR PHOTOS OF
A SEXUAL NATURE CAN
LEAD TO A HOSTILE
ENVIRONMENT**

**NON-EMPLOYEES, SUCH
AS VENDORS OR
SALESPERSONS CAN BE
HARASSERS**

GENDER HARASSMENT IS STRICTLY ILLEGAL

**HOSTILE TAUNTS, SLURS,
AND REMARKS ARE
UNACCEPTABLE IN THE
WORKPLACE**

THIRD-PARTY QUID PRO QUO IS STRICTLY ILLEGAL

**TOUCHING, RUBBING,
MASSAGING, OR
PHYSICAL CONTACT OF A
SEXUAL NATURE CAN
LEAD TO CHARGES OF
SEXUAL HARASSMENT**

**SEXUAL HARASSMENT
CAN OCCUR BETWEEN
PEOPLE OF THE SAME
GENDER**

**DISCRIMINATION BASED
ON PREGNANCY OR
PREGNANCY-RELATED
CONDITIONS IS
PROHIBITED BY FEDERAL
LAW**

**SEXUALLY OFFENSIVE
JOKES OR STORIES ARE
INAPPROPRIATE IN THE
WORKPLACE**

RETALIATION FOR REPORTING HARASSMENT IS ILLEGAL

**REMEMBER, IT'S UP TO
ALL OF US TO
RECOGNIZE,
DISCOURAGE, AND STOP
SEXUAL HARASSMENT
IN THE WORKPLACE**

Certificate of Sexual Harassment Training

Date of Training: _____

Participant's Name: _____

I do acknowledge that on the above date, I, _____, received comprehensive sexual harassment training through the **It's Up to You: Stopping Sexual Harassment** training program.

By signing this statement, I acknowledge that I:

- Understand organizational policies regarding sexual harassment.
- Understand my responsibility to not engage in behavior that could be perceived as sexual harassment.
- If harassed, I understand my right to request the behavior be stopped, and
- Understand that it is my responsibility to bring sexually offensive behavior to my organization's attention.

(print name)

(sign name)

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