

Sexual Harassment Training

What is Sexual Harassment?

Sexual harassment is legally defined as any unwanted and unwelcome sexual behavior.

Sexual harassment is illegal and is **a form of sex discrimination**, which violates Title VII of the Civil Rights Act of 1964 in employment settings.

Different Kinds of Sexual Harassment

- **Verbal harassment:** *e.g.*, derogatory comments, tales of sexual exploits
- **Physical harassment:** *e.g.*, leering, inappropriate touching, asking for sexual favors, and other advances or inappropriate conduct

Verbal Harassment



Physical Harassment

Not Limited by Gender

- Opposite-sex:
 - Male-to-female or
 - Female-to-male
- Same-sex, either gender

Forms of Sexual Harassment

1. Quid Pro Quo

- (Latin for “this for that” or “something for something”)
- Can involve tangible employment action against the victim.
- Can involve monetary loss or change in job (e.g., demotion, unfavorable assignment).

Forms of Sexual Harassment

2. Hostile Work Environment

- Speech or conduct that is severe and/or pervasive enough to create an abusive or hostile work environment.
- Displaying derogatory or lewd posters or art
- Refusal to respond to or remedy harassment complaints

Hostile Work Environment



Handling Sexual Harassment as the Victim - 1

- Individual Measures
 - Do **NOT** “ignore it and hope it will go away.” It probably won’t.
 - **DO** take the following steps:
 1. **Be proactive.** If you are being sexually harassed, don’t just shrug it off or ignore it. Take action and seek the advice of your employer so that you can resolve the issue and stop the harassment.

Handling Sexual Harassment as the Victim - 2

2. Let the harasser know about his or her offensive behavior. Though harassment may seem obvious to most people, there are some individuals who are unaware of how their behavior makes others feel and will actually stop once you have explained to them what they are doing. Be direct about their behavior. They may even apologize.

However, if you are nervous or afraid to confront the situation directly with the harasser, contact your supervisor or an HR manager to address the situation.

Handling Sexual Harassment as the Victim - 3

3. **Keep a written record of all incidents of the harassment.** In the moment(s) when you feel you are being sexually harassed, be sure to write down the date, time, and details of the harassing behavior. Be as specific as possible as to the types of comments or actions that are being directed at you. Also note if anyone witnessed the harassment.
4. **Don't keep the harassment bottled up—seek out help.** If you are a victim of sexual harassment, it is important that you talk about it. Ask family and friends as well as your colleagues for support. Don't allow yourself to bottle up your feelings about the situation. Taking appropriate action empowers you and stops you from feeling like a victim until the situation is resolved.

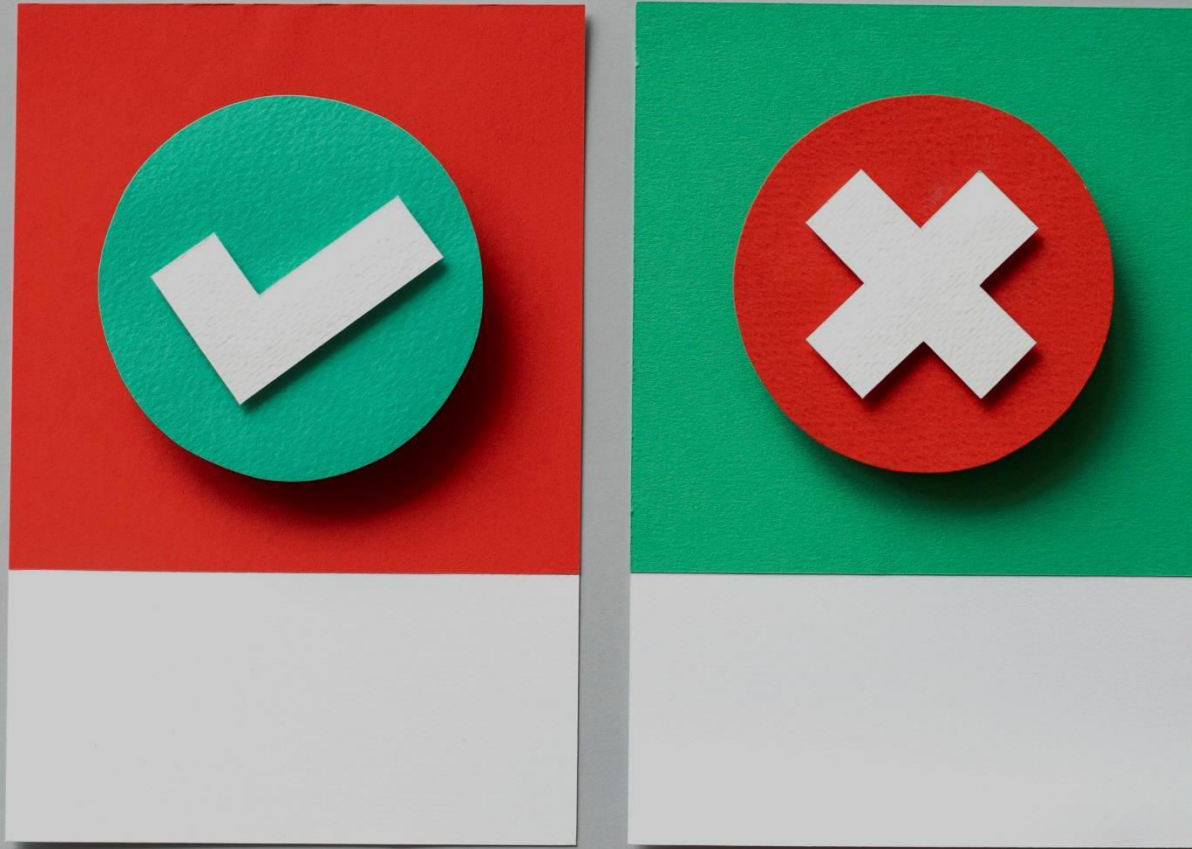
Handling Sexual Harassment as the Victim - 4

5. **Protect yourself.** If your harassment situation is beyond teasing and general offensiveness to a point where you feel in danger, take steps immediately. Alert your employer and the local authorities, and never allow yourself to be left alone with the harasser.

Avoiding Sexual Harassment as an Employee - 1

1. **Observe:** Be aware of the atmosphere in your department and the relationships between/among your co-workers.
2. **Avoid:** Keep from doing any actions or interactions – verbal or physical - that could be interpreted as harassing.
3. **Inform:** Notify your supervisor and Human Resources if you think the possibility of sexual harassment exists in your area.
4. **“If you see something, say something.”**

Possible Wrong Interpretation



Avoiding Sexual Harassment as an Employee - 2

IF YOU ARE INTERACTING WITH A PERSON OF THE OPPOSITE GENDER:

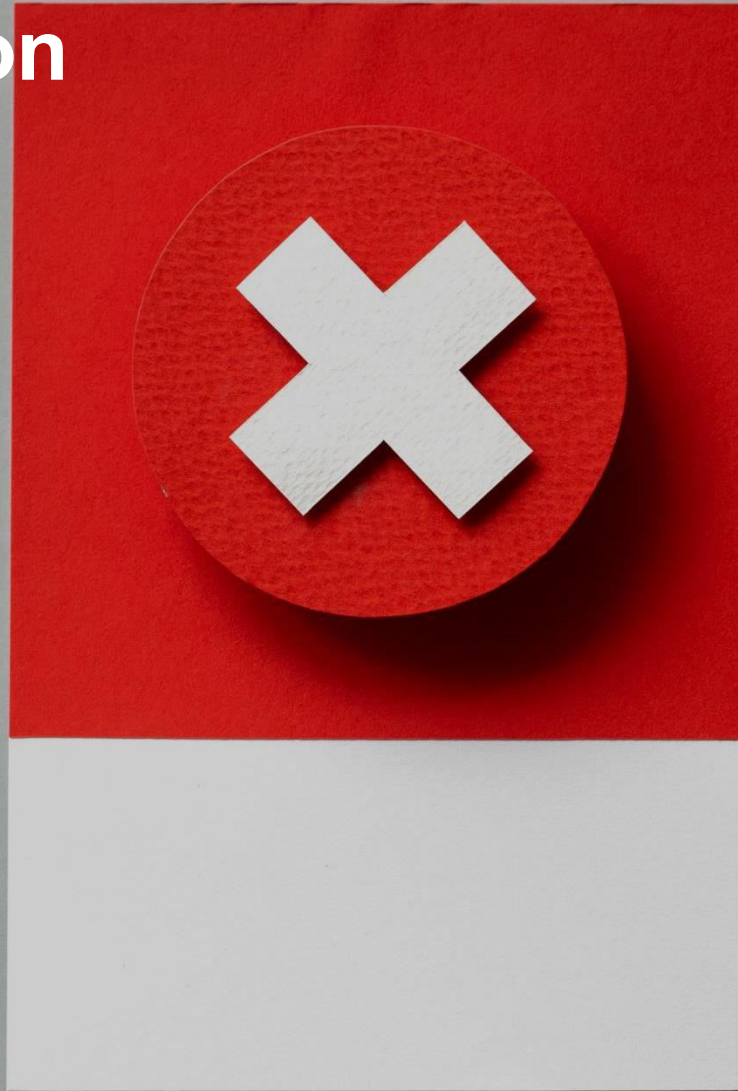
1. Avoid risqué or suggestive talk.

Some people are much more sensitive than others and tend to misinterpret statements negatively **whether or not** that was intention.

2. Avoid **actions** that could be interpreted as being too forward or intimate.

Same reason as above but on a higher level.

Wrong Interpretation



Avoiding Sexual Harassment as an Employee - 3

WHAT MATTERS IS NOT YOUR INTENTION BUT THE RECIPIENT'S PERCEPTION.

1. What you intend as innocent humor – especially if it is slightly ribald or even just a bit off-color – may easily be misunderstood or misinterpreted.
2. Actions are even easier to misinterpret as above.
3. Unless you are well-acquainted with an individual and are sure you know how they will react, best course to follow is “If in doubt, DON'T!”

Respectfully Working Together



Summary

- Employers are obligated to prevent sexual harassment from happening in the workplace, including formulation, distribution and enforcement of – and training in – a no-harassment policy.
- Every worker has the right to work in a harassment-free environment, and sexual harassment should never be taken lightly. If you feel you have been or are the victim of sexual harassment, notify your employer at once. If the harassment continues, or the harasser is in fact your manager, contact the HR representative.

Summary (cont.)

- Sexual harassment (including on the basis of gender identity, change of sex and/or transgender status) is illegal under federal and state laws.
- It is important to prevent sexual harassment in our workplace because it harms us all. It conflicts with our corporate value that **all** employees are treated with respect and dignity.

Questions?

HR Contact Information

Masha Klyuchko

HR Generalist

mklyuchko@strativia.com

301.362.6555 (ext.4010)

202.677.1144