

Answer Sheet

- Q1) Sexual harassment may include actions by members of _____.
 1. Opposite genders
 2. Same gender
 3. Both the opposite and same gender
 4. FALSE
- Q2) Sexual harassment can occur outside the work site and still be considered work related. Incidents that occur at retirement parties and office socials or in training are some of the situations where work related harassment occurs.
 1. false
 2. true
- Q3) The technique of mentally converting negative aspects into positive ones by looking for the positive elements in a situation is referred to as _____.
 1. Disarming the opposition
 2. Cognitive restructuring.
 3. Appealing to a third party
 4. Confrontation and problem solving.
- Q4) Quid pro quo sexual harassment occurs when _____.
 1. Employees lose benefits because they refused to grant a sexual favor.
 2. A manager requests a sexual favor from an employee.
 3. An employee is promoted because they granted a sexual favor.
 4. All of the above.
- Q5) Sexual Harassment is _____ sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature.
 1. Unwarrented
 2. Obvious
 3. Unwelcome
 4. None of these
- Q6) Quid Pro Quo harassment is a form of sexual harassment when there is a request or demand of sexual favors in exchange for employment benefits or threatening reprisals if the favors are not given.
 1. false
 2. true
- Q7) Sexual harassment is not limited to physical contact. It can occur any time that an individual is _____ another person's approaches, comments, or discussions.
 1. Avoiding
 2. Uncomfortable with
 3. Irritated by
 4. FALSE
- Q8) Terms of endearment with coworkers, i.e. "honey," "dear" are considered verbal abuse and charges can be brought up against the employee.
 1. false

2. true

- Q9) Employees can make a good faith report to their supervisor, the Director of Human Resources, or a senior company leader without fear of discipline or retaliation.

1. false

2. true

- Q10) _____ people state what they want without being abusive, abrasive or obnoxious, while _____ people are likely to remain quiet about their wants and feelings.

1. Aggressive, assertive

2. Assertive, nonassertive

3. Nonassertive, obnoxious

4. Passive, aggressive

- Q11) Conflict in the workplace most often occurs because _____.

1. Coworkers steal each other's ideas

2. Competition between coworkers is brutal

3. Two sets of demands, goals, or motives are incompatible.

4. Management is too demanding of workers.

- Q12) Hostile environment sexual harassment occurs when any of the following are present in the workplace except _____.

1. Sexual pictures, calendars, graffiti

2. Appropriate jokes or stories.

3. Inappropriate touching.

4. Unwanted phone calls, gifts, or letters.

- Q13) Due to strict privacy laws, supervisors cannot monitor employee email or be found liable for sexual harassment via email by their employees.

1. false

2. true

- Q14) Friendly flirting is not sexual harassment when flirting is practiced between mutually consenting individuals who are equal in power or authority.

1. false

2. true

- Q15) Women in professional jobs (teachers, lawyers, engineers, doctors, etc.) are not as likely to be sexually harassed as women in bluecollar jobs (factory workers, secretaries, truck drivers, etc.)

1. false

2. true

- Q16) Quid Pro Quo harassment is a form of sexual harassment when there is a request or demand of sexual favors in exchange for employment benefits or threatening retaliation if the favors are not given.

1. false

2. true

- Q17) Altius policy _____ sexual harassment.

1. Is lenient with
2. **Prohibits**
3. Allows explanations for
4. FALSE

- Q18) A grievance procedure used in many companies without a union, whereby unresolved grievances are submitted to a panel of coworkers is referred to as _____.

1. A formal grievance procedure.
2. **A jury of peers.**
3. Arbitration.
4. All of the above.

- Q19) Sexual harassment complaints are generally false or unjustified.

1. true
2. **false**
3. FALSE
4. FALSE

- Q20) Sexual harassment can occur outside the work site and still be considered work related. Incidents that occur at retirement parties and office socials or in training are some of the situations where work related harassment occurs.

1. **true**
2. false

- Q21) An antagonistic relationship between two people based on differences in personal attributes, preferences, interests, values and styles is referred to as _____.

1. Competition for limited resources.
2. **A personality clash.**
3. Bullying.
4. Factional groups.

- Q22) Dirty jokes and language may be considered as sexual harassment.

1. false
2. **true**

- Q23) All of the following are effective techniques for resolving conflict in an organisation with angry people except _____.

1. Confront.
2. Contain.
3. Connect.
4. **Compassion**

- Q24) When working to achieve a winwin solution to a conflict, it is most effective to use _____.

1. Competition
2. **Confrontation and problem solving.**
3. Compromise.
4. Forcing.

- Q25) All employees share responsibility for ensuring that the workplace is free from sexual harassment.

1. false
2. **true**

- Q26) Employees who encounter harassment, directly or indirectly, have a responsibility to take advantage of the provided resources and procedures to protect themselves from unlawful harassment.

1. false
2. **true**

- Q27) An employee witnesses another employee being harassed. Even though this involved a coworker, the witness can be considered _____ in this case.

1. **A victim**
2. An accomplice
3. Uninvolved
4. FALSE

- Q28) Sexual harassment behavior will ultimately stop or go away if it is ignored

1. **false**
2. true

- Q29) All of the following are typical behaviors of workplace bullies except _____.

1. **Giving compliments.**
2. Making threats.
3. Interrupting others.
4. Creating physical and mental stress for others.

- Q30) All of the following are steps in the grievance procedure except _____.

1. Initiation of a formal grievance.
2. **Documenting everything the employee has been doing wrong.**
3. Documenting the points from both sides in the grievance.
4. Arbitration.

- Q31) There are both positive and negative consequences of conflict in the workplace. A positive consequence is _____, while a negative consequence is _____.

1. **Becoming more creative, wasting time and energy**
2. Receiving attention from management, giving money to charity
3. Finding better employment elsewhere, receiving attention from management
4. Financial and emotional costs, becoming united after the conflict

- Q32) Sexual harassment in the workplace is entirely a women's issue.

1. **false**
2. true

- Q33) In order for it to be determined sexual harassment, the victim has to be of the opposite sex of the harasser.

1. **false**
2. true

- Q34) The behavior cannot be considered as sexual harassment, if the intentions are good.

1. **false**

2. true

- Q35) Sexual harrassment is not limited to physical contact. It can occur any time that an individual is uncomfortable with another person's approaches, comments or discussions.

1. false

2. true

- Q36) Incidents of harassment are made public within the organization to keep employees informed.

1. false

2. true

- Q37) The percentage of people who report receiving sexually harassing behavior at least once in their career is approximately _____

1. 10 to 20 percent.

2. 30 to 40 percent.

3. 50 to 60 percent.

4. 80 to 90 percent.

- Q38) Employees claiming sexual harassment who are aware of but fail to take advantage of company policies or resources designed to prevent, correct or eliminate harassment have much weaker cases than those who do.

1. false

2. true

- Q39) If he didn't like the sexual attention, but she meant it only as flirting or joking, then it was not sexual harassment.

1. true

2. false

- Q40) A man who is sexually harassed does not have the same legal rights as a woman who is sexually harassed.

1. false

2. true

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