

Sexual Harassment Training: How to Promote an Anti-Harassment Culture



Handouts



SCAN ME

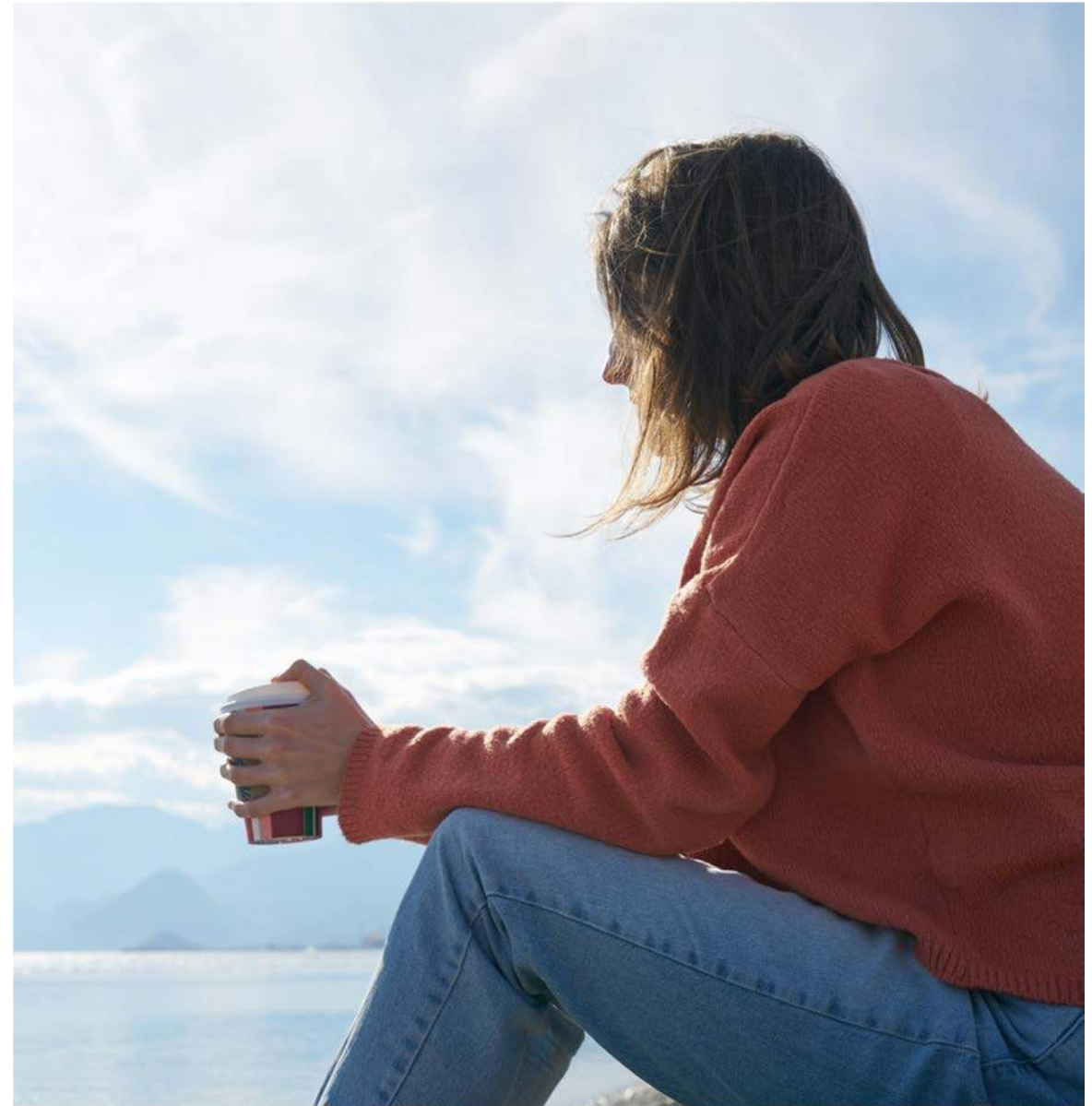
Learning Objectives

Promote a positive anti-harassment culture through:

- Understanding the impact of sexual harassment at work
- Recognizing sexism
- Appreciating the importance of anti-harassment trainings
- Empowering the bystander
- Encouraging reporting
- Facilitating equality, civility & respect

Sexual Harassment

- Definition
 - Illegal
 - Form of discrimination under Title VII of the US Civil Rights Act of 1964
- Prevalence
 - 1/4 women
 - 1/10 men
 - Minorities at higher risk
- Legal aspects



Sexual Harassment Includes:

- The making of unwanted & offensive sexual advances, remarks or acts.
- Unsolicited verbal or physical behavior of a sexual nature.
- Sexually motivated behavior considered offensive by the recipient.
- Rewards in exchange for sexual favors or requests.



Zero Tolerance Policy Prohibits Harassment Based on Protected Status

- Race
- Gender
- Sexual orientation
- Age
- Color
- Religious affiliation
- National origin
- Disability
- Ancestry
- Marital status
- Military status



Types of Sexual Harassment

- Quid Pro Quo
- Hostile Workplace Environment





Inappropriate Verbal Behaviors

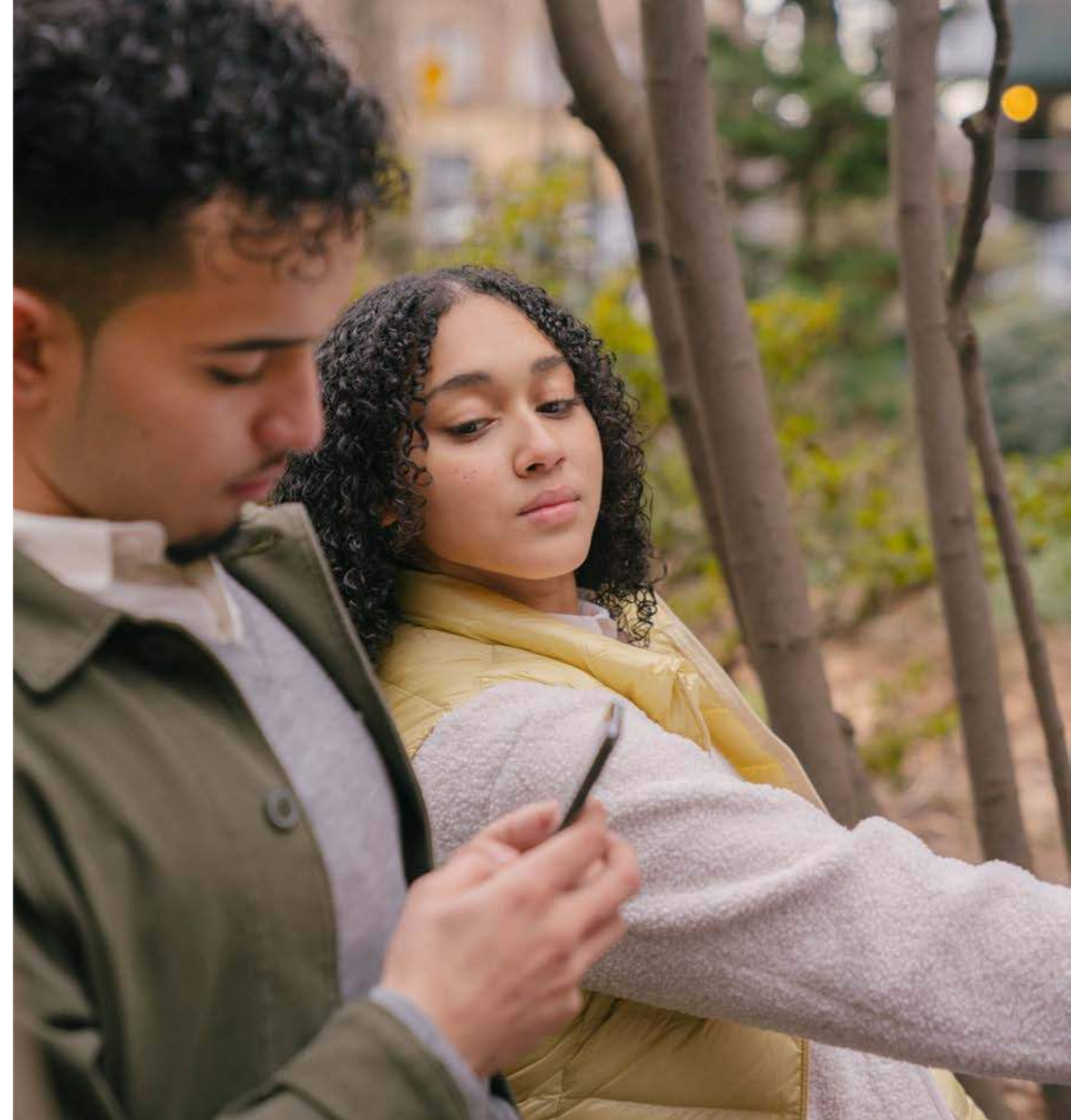
- Derogatory/demeaning comments based on gender, sex & stereotypes
- Crude or offensive language, name calling or gender slurs
- Comments about clothing if also mentioning physical attributes
- Requests for sexual favors
- Repeated requests for dates/flirting
- Terms of endearment
- Sexual innuendos

Inappropriate Non-Verbal Behaviors

- Lewd hand gestures
- “Elevator eyes”
- Blowing kisses, licking lips
- Winking in a suggestive manner
- Touching or groping yourself in display of sexual innuendo
- Patting, pinching, or grabbing
- Unsolicited back rubs or clothing adjustments
- Cornering or blocking doorways/pathways
- Photos, drawings or cartoons of a pornographic sexual nature

Inappropriate Electronic Behaviors

- Sexting (messages/pictures/video with sexual content)
- Cyber stalking
- Harassment & threats via all forms of electronic communication:
 - Email
 - Messaging
 - Online/intranet postings
 - Social media



Other Inappropriate Behaviors

- Dating, socializing, or engaging in sexual activity with someone you supervise, regardless of age
- Dating, socializing, or engaging in sexual activity with staff or patrons under the age of 18 - this could be criminal
- Using your position of authority to exert influence or control over others

Sexism

- Definition
- How does this occur?
 - Language
 - Opportunity/discrimination
 - Treatment/assigned tasks
 - Pay & benefits



Anti-Harassment Trainings

- Village's Sexual Harassment Policy
 - Standards and expectations
- Regular trainings
- Communication with Supervisor, HR & EAP





Reporting Protocol

- Direct communication
- Followed by written email or memo
- Report to:
 - Direct supervisor
 - Director or Assistant Director
- Anonymous reports are accepted

Encourage Reporting

- Management trainings
- Supervisory meetings
- Communications
 - Newsletters
 - Signs
- Make it safe to report



Empower the Bystander

- Feel empowered to do something or say something!
- Things you can do:
 - Seek help
 - Say something right then
 - Speak to the person in private
 - Report it



Retaliation Prohibition on Reporting

- Whistleblower Act
- Illinois Human Rights Act
- State Officials & Employee Ethics Act
- False reporting can result in disciplinary action, including termination



Facilitate a Positive Workplace Culture

- Equality in treatment & opportunity
- Respect
- Civility
- Affirmation



EAP Benefits:



Depression, grief, loss and emotional well-being



Family, marital and other relationship issues



Life improvement and goal-setting



Addictions such as alcohol and drug abuse



Stress or anxiety with work or family



Financial and legal concerns



Identity theft and fraud resolution



Online will preparation

You, your dependents (including children to age 26)² and all household members can contact master's-degreed clinicians 24/7 by phone, online, live chat, email and text. There's even a mobile EAP app. Receive referrals to support groups, a network counselor, community resources or your health plan. If necessary, you'll be connected to emergency services.

Your program includes up to three face-to-face assessment and counseling sessions per issue. EAP services can help with:

Contact **EAP**

888.293.6948

TDD: 800.327.1833

24 hours a day,
seven days a week

workhealthlife.com/Standard3

EAP

EAP Info: https://www.perspectivesltd.com/wp-content/uploads/2021/12/EAP-Brochure-Online_FINAL.pdf

In the brochure, there's mention of an online portal that can be accessed. The username and password are as followed:

Username: NSE004

Password: perspectives

Who to Contact to Make a Report

Lamar Jones, Assistant to the Village Manager 847.745.4711 or ljones@lwd.org

Karen Hawk, Director of Parks and Recreation 847.745.4728 or khawk@lwd.org

Anna Koperski-Walsh, Superintendent of Parks and Recreation 847.745.4721 or akoperskiwalsh@lwd.org

Nicole Interrante, Recreation Supervisor 847.745.4729 or ninterrante@lwd.org

Colleen Broderick, Recreation Supervisor 847.745.4723 or cbroderick@lwd.org

Chuck Meyer, Assistant Village Manager 847.745.4715 or cmeyer@lwd.org



Thank You!

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