

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



Handouts



SCAN ME

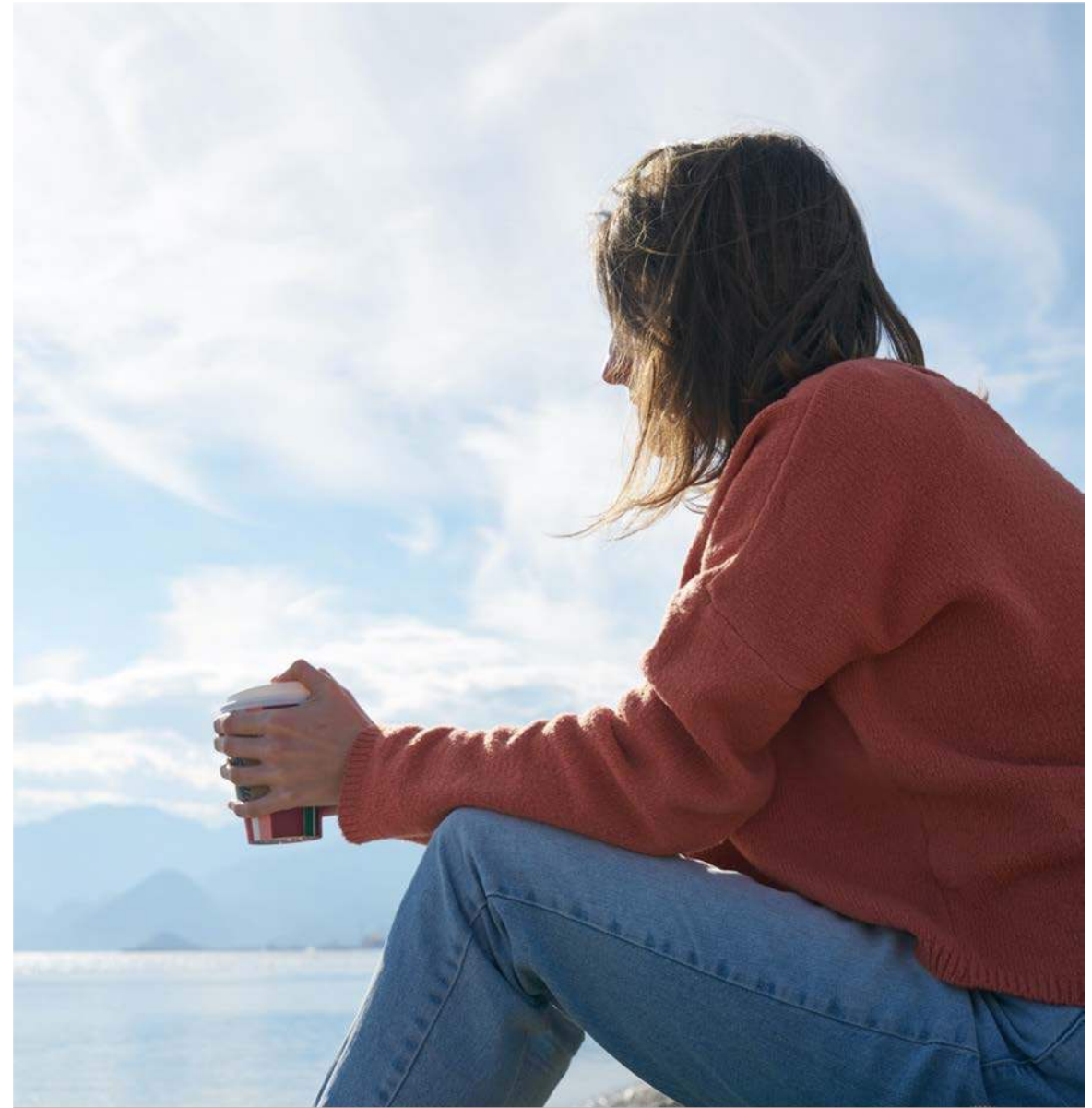
Learning Objectives

Promote a positive anti-harassment culture through:

- Understanding the definitions of discrimination, harassment and retaliation at work
- Recognizing the Village's Zero Tolerance Policy
- Empowering the bystander
- Encouraging reporting
- Facilitating equality, civility & respect

Sexual Harassment

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



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. Preferential treatment.



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



Harassment Includes the Following Based on Protected Status:

- Written or graphic material posted or distributed on the Village's computer system that shows hostility to a person or persons
- Slurs, negative stereotyping, intimidating acts, etc.
- Jokes, teasing, kidding, practical jokes
- Belittling or mocking
- Retaliation for reporting





Discrimination

- Sexism, racism, homophobia, transphobia, etc.
- How does this occur in workplaces?
- What is the impact?
- Why is antiharassment crucial for workplaces?

Types of Sexual Harassment

- Quid Pro Quo
- Hostile Workplace Environment



Inappropriate Physical Behaviors

- Unwelcome hugging or kissing
- Patting
- Pinching
- Grabbing
- Brushing against somebody
- Inappropriate touching
- Coerced sexual contact or intercourse
- Sexual assault or sexual battery
- Physical intimidation





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

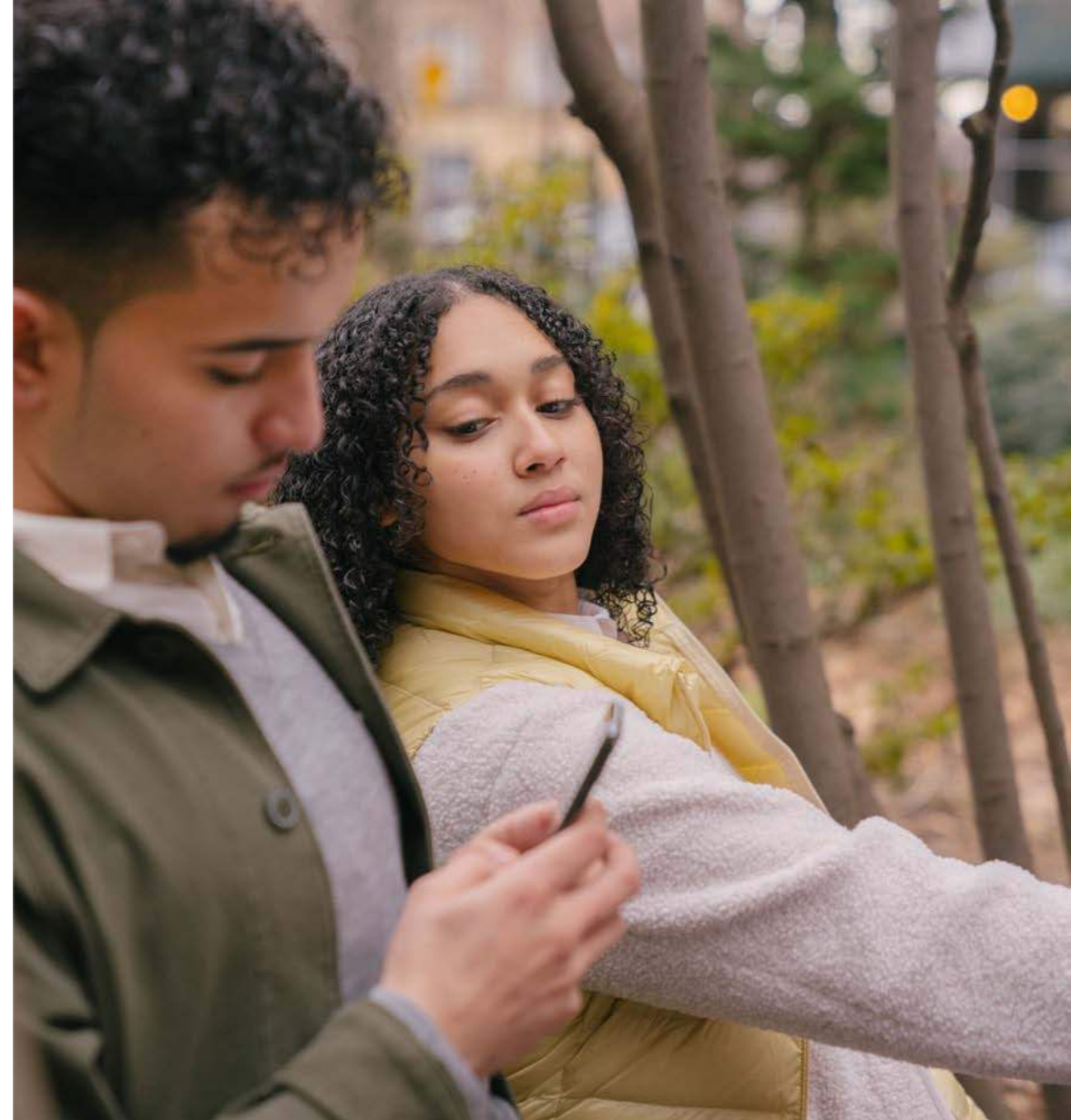
- Lewd hand gestures
- “Elevator eyes”
- Blowing kisses, licking lips
- Winking in a suggestive manner
- Touching or groping yourself in display of sexual innuendo
- Patting, pinching, or grabbing
- Unsolicited back rubs or clothing adjustments
- Cornering or blocking doorways/pathways
- Photos, drawings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

Inappropriate Visual Behaviors

- Posters
- Signs
- Slogans of a sexual nature
- Pornographic photos or videos
- Inappropriate T-Shirts or similar
- Content visible on phones or devices

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

Encourage Reporting

- Managers
- Peers
- Communications
 - Meetings
 - Newsletters
 - Signs
- Make it safe to report





Reporting Protocol

- Direct communication
- Followed by written email or memo
- Make a formal report (verbal or written)
- Anonymous reports are accepted

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

Jeron Dorsey, Superintendent of Parks and Recreation 847.745.4721 or jdorsey@lwd.org

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

Kandice Newton, Recreation Supervisor 847.745.4723 or knewton@lwd.org

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

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
 - Make a report



Complaint Procedure

- Report is made
- Interim measures put in place
- An investigation is conducted
- Village will strive to protect confidentiality
- Determination made
- Corrective action taken



External Complaint Procedure

- Illinois Department of Human Rights: 312-814-6200
- Illinois Human Rights Commission: 312-814-6269
- Equal Employment Opportunity Commission (EEOC): 312-353:2713



Retaliation Prohibition on Reporting

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



Harassment Versus Workplace Bullying

- Bullying is harassment when it is based on protected status
- 30% adults have been bullied in the workplace
- Bullying includes:
 - Unwanted aggressive behavior that causes psychological or physical harm
 - Observed or perceived power imbalance
 - There's a repetition of behaviors or high likelihood of repetition



Facilitate a Positive Workplace Culture

- Equality in treatment & opportunity
- Inclusivity
- Respect
- Civility
- Affirmation
- Kindness
- Professional Boundaries



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



Thank You!

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