

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



# Handouts

# Learning Objectives

Promote a positive anti-harassment culture through:

- Understanding the definitions of discrimination, harassment and retaliation at work
- Recognizing the City of Evanston'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

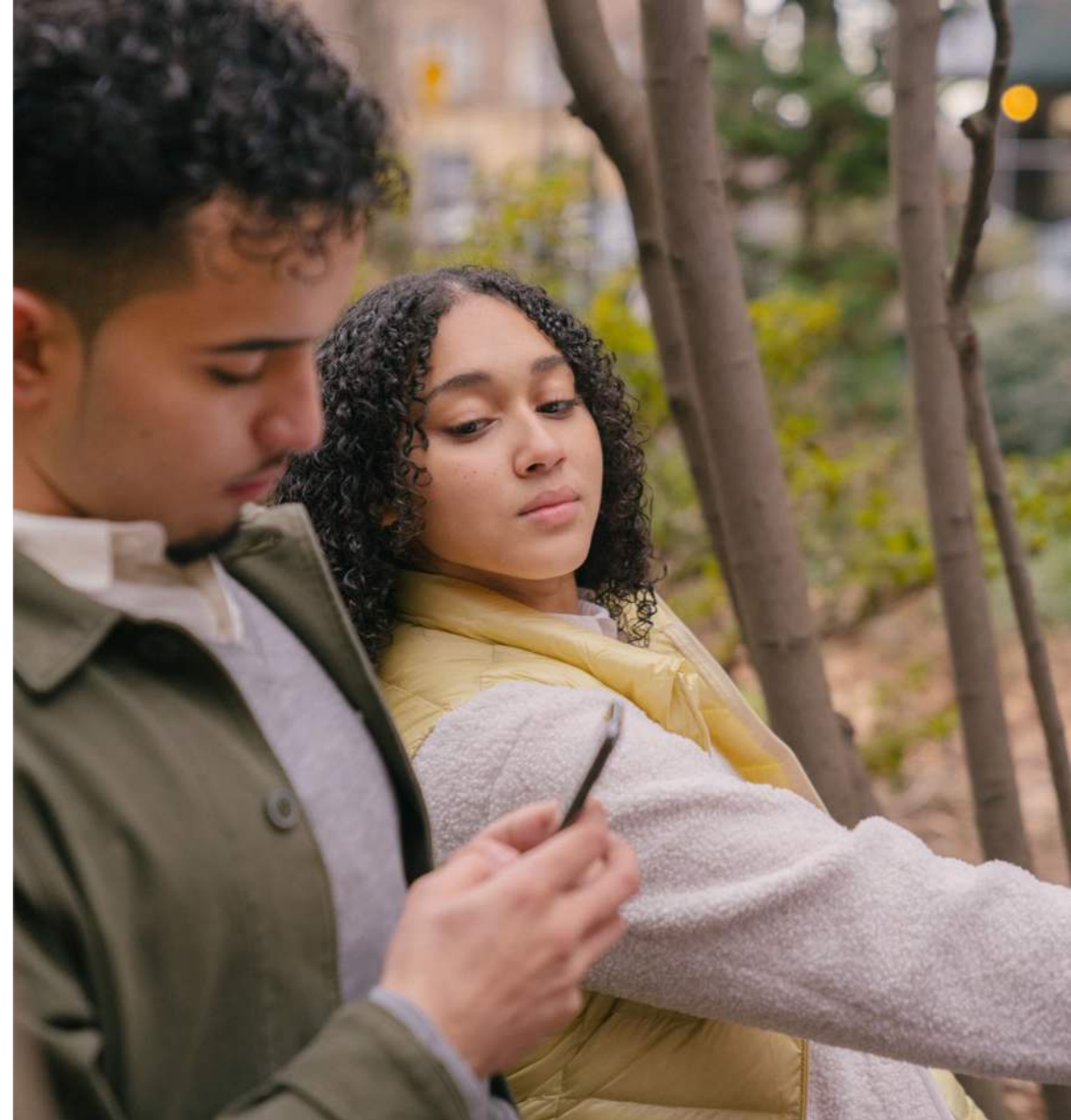


# Inappropriate Visual Behaviors

- 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

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- 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

Human Resources Main # (847) 448-8204

[humanresources@cityofevanston.org](mailto:humanresources@cityofevanston.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](tel:312-814-6200)
- Illinois Human Rights Commission: [312-814-6269](tel:312-814-6269)
- Equal Employment Opportunity Commission (EEOC): [312-353:2713](tel: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



**Thank you!**

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