

Sexual Harassment Training for Seasonal Staff: How to Promote an Anti-Harassment Culture

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Handouts



Scan here!



<https://qrco.de/bd31VW>

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

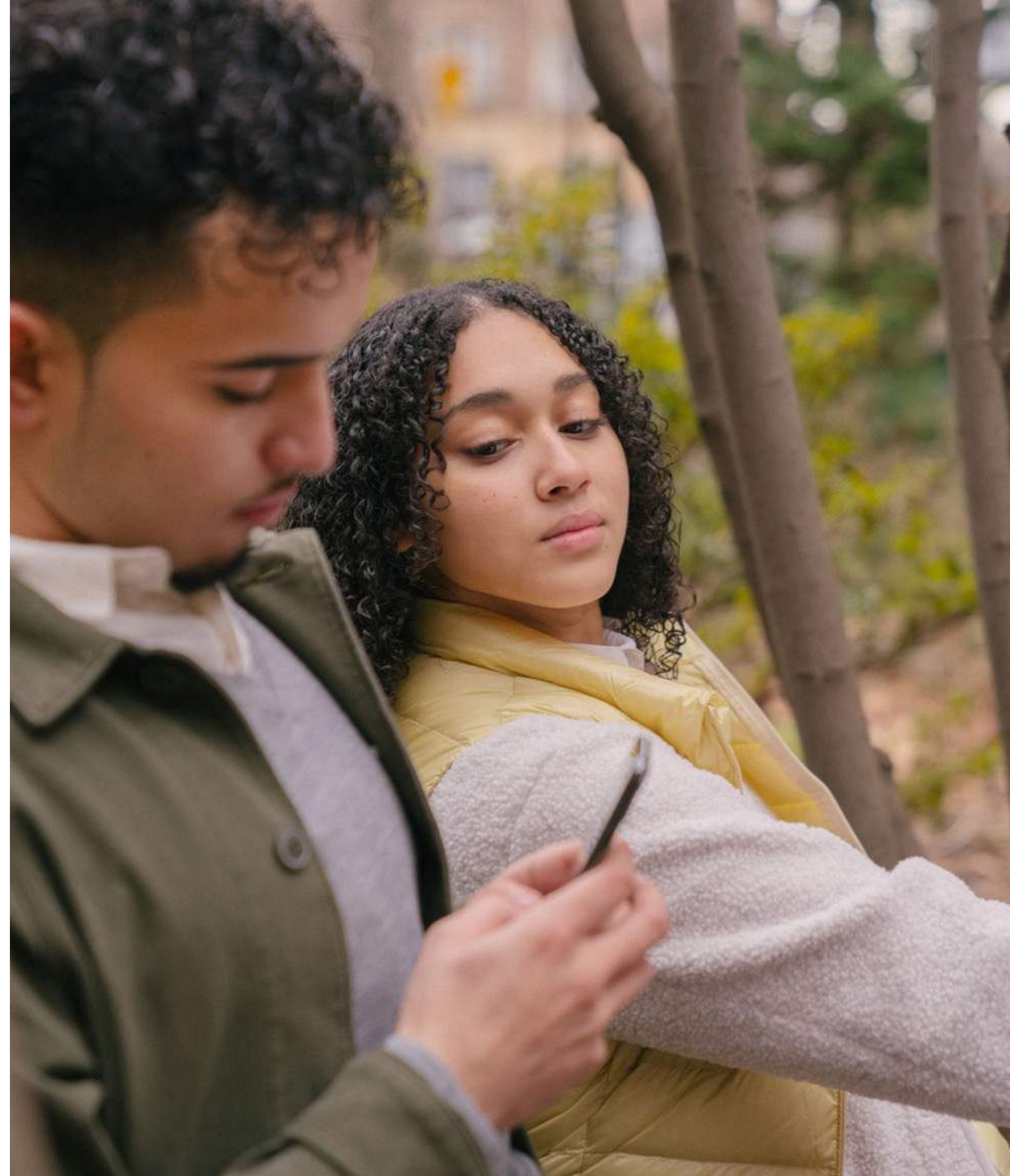
- Lewd hand gestures
- “Elevator eyes”
- Blowing kisses, licking lips
- Winking in a suggestive manner
- Touching or groping yourself in display of sexual innuendo
- Patting, pinching, or grabbing
- Unsolicited back rubs or clothing adjustments
- Cornering or blocking doorways/pathways
- Photos, drawings 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
- Unbalanced Power Dynamics: mixing personal and professional life can create create issues during and outside work hours.

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

Alex Tagle, Recreation Supervisor 847.745.4729 or atagle@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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Resources
Scan here!



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