



Learning Series

UNDERSTANDING SEXUAL HARASSMENT

TRAINING FOR: Employers Supervisors Employees

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TOPIC: **Sexual Harassment**

Introduction

Now more than ever before business owners and their personnel need to be aware of sexual harassment. In the last thirty years the work place has changed from a male dominated setting to one that now includes women, ethnic and sexual minorities. Sexual harassment is an unwelcome activity of a sexual nature and it is against the law. CEO's and managers must recognize the concerns and causes of sexual harassment to safeguard their business.

In 1972 Sexual Harassment was included in the Civil Rights Act of 1964

- Sexual Harassment is unwanted and unwelcome attention of a sexual nature
- Sexual Harassment is also the promise of monetary gifts or promotion for sexual favors
- Holding ones job in jeopardy unless sexual favors occur is sexual harassment
- Inappropriate pictures, photos and calendars are also considered sexual harassment
- Creating a "hostile work environment" with these behaviors as well as, suggestive language or innuendo are all sexual harassment

Why should we be concerned with sexual harassment?

- Sexual harassment is a form of discrimination and its against the law
- Tolerating sexual harassment creates an atmosphere of disrespect towards all personnel
- Sexual harassment lowers morale and production

How do I know if I am being sexually harassed?

- Am I receiving comments on my clothes and body rather than my work?
- Are intimate stories concerning sexual escapades being described to me?
- Am I the recipient of jokes and pictures of a sexual nature?
- Are embarrassing details concerning intimate relationships described to me?
- Am I asked personal details such as dates and sexual fulfillment?
- Am I forced to listen to non-professional conversations during business hours?
- Am I subjected to being bumped into and receiving hugs?
- Am I referred to as "honey" and "sweetie"?



How do we prevent sexual harassment?

- ❑ Help personnel understand what sexual harassment is and isn't.
- ❑ Inform all personnel that sexual harassment will not be tolerated
- ❑ Provide training concerning the identification and prevention of sexual harassment
- ❑ Create a reporting mechanism that will encourage and promote confidential disclosure
- ❑ Speak out when offensive language, pictures, or comments occur
- ❑ Be supportive of concerned personnel
- ❑ Educate employees how to respond to sexual harassment:
 - Tell the harasser their comments or behavior makes you feel uncomfortable
 - Tell the harasser to stop
 - Find and identify a witness if a harasser will not cease their activity
 - Document events as to date, place, and witnesses