Sexual Harassment Training Program
Types of Sexual Harassment

Quid Pro Quo Sexual Harassment

Hostile Work Environment Sexual Harassment
Quid Pro Quo Harassment

Means “this for that” or “in exchange for”

**Examples**

- Demanding sexual favors in exchange for a promotion or raise or some other employment benefit
- Disciplining or firing a subordinate who ends a romantic relationship
- Changing job performance expectations after a subordinate refuses repeated requests for a date
The 4 most common types of hostile work environment are:
Verbal, Physical, Visual, Written

The following behaviors can create a hostile work environment if they are unwanted or uninvited:

- Off-color jokes or teasing
- Comments about body parts or sex life
- Suggestive pictures, posters, calendars, or cartoons
- Leering, stares or gestures
- Repeated requests for dates
- Excessive attention in the form of love letters, telephone calls or gifts
- Touching
- Assault/rape
The Civil Rights Act of 1964, as amended, prohibits discrimination in the workplace on the basis of sex. Sexual harassment is a form of sex discrimination and is therefore prohibited by law.
What is a Sexual Harassment Incident?

An incident constitutes sexual harassment if it:

- Is unwelcome
- Focuses on sex
- Creates unreasonable interference with the individual’s terms and conditions of employment
- Causes an intimidating, hostile, or offensive work environment
Definitions Related to Sexual Harassment

- **Derogatory Comment**: comment that treats a person or a group in a negative way.

- **Discrimination**: treating others differently because of their race, sex, religion, national origin, color, disability, age or any other protected category.

- **Harassment**: may be verbal, physical, or visual based on race, sex, religion, national origin, color, disability, age or any other protected category.
The Concepts of Sexual Harassment

The Key Word is “Unwelcome”
- Any unwanted, unwelcome, or unsolicited sexual conduct that is imposed on a person who regards it as offensive or undesirable is sexual harassment.

An Inappropriate Use of Power
- The majority of people who harass do so as a way of expressing dominance or power.

The “What-if-They-Were-Here” Principle
- When in doubt if your conduct may be considered offensive, ask yourself if you would act in this manner if a person with whom you have a personal relationship were observing.

The Employer and the Non-Employee
- Sexual harassment can also occur from outside the organization by a visitor, patient, resident, contractor, etc…
Why Does Sexual Harassment Occur?

1. Sexual Harassment is more often about the misuse of power than about sex. From the beginning, the harasser is out to prove his or her dominance and to intimidate and control.

2. The difference between how men and women see things may be one of the greatest contributors to incidents of workplace sexual harassment. Concern for a co-worker can be mistaken as an invitation to pursue a romantic relationship.

3. Most people do not even realize that their behavior offends others. If you think that something might be perceived as sexual harassment, don’t say it and don’t do it.
Who Harasses & How Can They be Identified?

- There is really no typical harasser.

- Anyone can harass, just as anyone can be a target of harassment regardless of sex, sexual preference, age or professional position.
How to Prevent Sexual Harassment

“The best method to stop harassment is to prevent it from happening. Prevention begins with an attitude that sexual harassment in any form will not be tolerated.”

1. Conduct yourself in a businesslike manner.

2. Become familiar with your right to work in an environment free from discrimination based on sex and be prepared to assert that right.

3. Dress appropriately for your job.

4. Become acquainted with your organization’s policy and procedures for reporting harassment.

5. Before harassment occurs, take a few minutes to plan what kind of action you would take if you were harassed.
How to Deal with Sexual Harassment

1. Be direct and candid with the person and remain professional. Say “No” clearly and inform the harasser that his or her intentions are unwanted and make it clear that the behavior is offensive.

2. If the behavior continues, contact your Supervisor or the HR Department to make a formal complaint.

3. Refer to CVMC’s Workplace Harassment Policy to follow the procedure to file a complaint. (Personnel Policy P-35)

4. When reporting the harassment, be prepared to tell all the facts surrounding the incident, including date, time, place and any witnesses. Be as thorough as possible with details. Remember, your complaint is much stronger if made while the harassment is going on or shortly after it has ceased.
It’s Your Right!

• It’s your right to work in an environment free from sexual harassment.

• Every person has the right to be valued for his or her work, and not sexual performance.

• Each person in the workplace has the duty and responsibility to ensure that these rights are protected.
You have completed your review of the Harassment Presentation. You now need to complete the Harassment Training Exam to demonstrate competency on the material that you just covered. In order to successfully pass, you must receive a score of 80% or greater.