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Sexual Harassment Prevention

Human Resources: Employee Training

Learning Objectives

- ▶ Defining sexual harassment
- ▶ Types of sexual harassment
- ▶ Identifying & preventing sexual harassment
- ▶ Our policy and procedures
- ▶ Your responsibilities



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Defining Sexual Harassment

- ▶ Unwelcome sexual advances
- ▶ Requests for sexual favors
- ▶ Other verbal, written, electronic or physical conduct of a sexual nature that affects an individual's employment, unreasonably interferes with his or her work performance, or creates an intimidating, hostile, or offensive work environment.



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Types of Sexual Harassment

1. Quid pro quo (Latin for “this for that” or “something for something”)
2. Hostile work environment



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Types of Sexual Harassment

- ▶ Quid Pro Quo
 - Tangible employment action against the victim.
 - Involves monetary loss or change in job.
- ▶ Example: Mary Smith receives smaller pay increase based on performance than other employees with similar performance because she refused to go out with her supervisor, John Doe



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Types of Sexual Harassment

- ▶ Hostile Work Environment:
 - Speech or conduct that is severe and/or pervasive enough to create an abusive or hostile work environment.
- ▶ Example: Mike Maloney is leering at and intentionally brushing against Sally Davis.



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Identifying Sexual Harassment

- ▶ Definition of “conduct”
 - ▶ Conduct is NOT sexual harassment if it is welcome. For this reason, it is important to communicate, either verbally or in writing, to the individual that the conduct makes you uncomfortable and you want it to stop.
 - ▶ If you are not comfortable communicating this, contact your leader or HR for guidance.



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Identifying Sexual Harassment

- ▶ Conduct of a sexual nature
 - ▶ **Verbal and Written:** Comments about clothing, personal behaviors, a person's body, sexual or sexual-based jokes, requesting sexual favors or repeatedly asking a person out, sexual innuendoes, telling rumors or gossip about a person's sexual life, sexual threats, messages of a sexual nature. Referring to an adult as a girl, boy, hunk, doll, babe, honey, or similar. Whistling. Making cat calls. Telling sexual jokes or stories. Asking about sexual history, preferences, or similar.
 - ▶ **Physical:** Assault, impeding or blocking movement, inappropriate touching of a person or a person's clothing, kissing, hugging, patting, stroking, or similar touching.



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Identifying Sexual Harassment

- ▶ Conduct of a sexual nature (continued)
 - ▶ **Nonverbal:** Looking up and down a person's body, derogatory gestures, facial expressions of a sexual nature, following a person.
 - ▶ **Visual:** Posters, drawings, pictures, screensavers, emails, texts, social media posts of a sexual nature.



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Identifying Sexual Harassment

- ▶ Conduct of a non-sexual nature
 - ▶ Non-sexual conduct may also be sexual harassment if you are harassed because you are female rather than male, male rather than female, or because you are gender fluid, gender non-conforming, non-binary or similar.
 - ▶ Sexual orientation and gender identity harassment
 - ▶ May include: stating or implying in a negative manner that an employee is gay, lesbian, bi-sexual, transgender, or gender non-conforming.
 - ▶ Making jokes, negative comments or opinions, derogatory slang, or inquiring into the sexual practices of gay, lesbian, bi-sexual, transgender, or gender non-conforming individual.



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Identifying Sexual Harassment

- ▶ Who can commit sexual harassment?
 - ▶ Employees at all levels
 - ▶ Customers, vendors, or visitors
 - ▶ Volunteers
 - ▶ Patients or family members
 - ▶ Members of the same or different sex
- ▶ Who can be the victim of sexual harassment?
 - ▶ Individual(s) targeted by statement or actions
 - ▶ Bystanders or witnesses not directly targeted



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Preventing Sexual Harassment

- ▶ Why it is important to prevent sexual harassment in our workplace:
 - ▶ Sexual harassment harms us all
 - ▶ The most important part of our corporate values is to ensure our employees are treated with dignity and respect
 - ▶ Engaging in, condoning, or not reporting sexual harassment is in direct conflict with our policies and values
 - ▶ We want to remain in compliance with Title VII of the Civil Rights Act which prohibits sex discrimination (including gender identity, gender expression, change of sex, or transgender status)
 - ▶ We want to remain in compliance with applicable state civil rights laws and fair employment laws



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Our Sexual Harassment Policies and Procedures

- All forms of sexual harassment are strictly prohibited at West Cancer Center
- Employees are assured they may raise concerns without fear or retaliation
- You should let the other person know their conduct is not welcome if you have experienced or witnessed inappropriate behavior.
- If you believe it to be unlawful harassment and it continues after you have objected, you are expected to report the situation to HR.
- If you are uncomfortable addressing the matter directly with the other person, you should immediately report the situation to HR.
- In all instances of unlawful harassment, HR will initiate a prompt investigation and take appropriate action to end the conduct.
- It is your responsibility to utilize these procedures or otherwise act reasonably to avoid harm.



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Our Sexual Harassment Policies and Procedures

- ▶ What HR will do with a complaint:
 - ▶ Listen and take notes about what you share
 - ▶ Remain objective, investigate, and gather facts before recommending a course of action
 - ▶ Keep the information as confidential as possible and only discuss it directly with those involved in the investigation
 - ▶ Follow-up and inform you of action taken



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Your Responsibilities in Preventing Sexual Harassment

- ▶ Understand that harassment is illegal under federal and state laws.
- ▶ Your responsibilities regarding prevention are to know and comply with our policy and procedure, report incidents that you experience directly or witness, cooperate with investigations and support victims.
- ▶ Review the EEO & Anti-Harassment Policy in the Employee Handbook
- ▶ Contact your leader or HR with questions

West Cancer Center & Research Institute

Sexual Harassment Prevention - Conclusion

This concludes Module 4 - Sexual Harassment Prevention

This course includes four modules:

- Module 1 - Compliance & HIPAA Training
- Module 2 - Infection Prevention Training
- Module 3 - Safety Training
- Module 4 - Sexual Harassment Prevention

After completing these four modules, you are required to pass a test with a score of 90% or higher. You have three attempts to pass the test, and you may refer back to these modules if needed.

A link is included with this training to access the test. Thank you!