



Sexual Harassment



integrity
Ethics & Compliance Training

Topic 1 – What is Sexual Harassment?

1. **Interactive Screen:** Definition of sexual harassment. It doesn't have to be sexual in nature – could include offensive remarks about a person's sex.
2. **Interactive Screen:** State laws for states with specific sexual harassment training requirements; California, Connecticut, Delaware, Maine, New York State, New York City.
3. **Scenario:** A drunken proposal while at a work conference.
4. **Key Learning:** Just because an employee is not at work, does not mean they may engage in inappropriate conduct that would otherwise be impermissible in the workplace itself.
5. **Assessment:** Five-question quiz on the content presented in this topic.

Topic 2 – Types of Sexual Harassment

1. **Interactive Screen:** Types sexual harassment; hostile work environment and quid pro quo.
2. **Interactive Screen:** What constitutes a hostile work environment? Verbal harassment, non-verbal (visual) harassment, physical harassment.
3. **Interactive Screen:** What is quid pro quo harassment? Essence of quid pro quo. Typical cases. Examples.
4. **Scenario:** Spreading rumors about a colleague's sexuality.
5. **Key Learning:** Offensive comments about a person's sexuality are harassment, even if the victim doesn't hear.
6. **Scenario:** Quid pro quo scenario.
7. **Key Learning:** Always report incidents of quid pro quo sexual harassment.
8. **Assessment:** Five-question quiz on the content presented in this topic.

Topic 3 – Preventing Sexual Harassment

1. **Interactive Screen:** Your role in preventing sexual harassment. Who can be impacted? Who can perpetrate sexual harassment? Where can sexual harassment occur? What is sex stereotyping? How can I speak up?
2. **Scenario:** Same-sex harassment – one colleague sending another flirty emails and sticky notes.
3. **Key Learning:** Conduct constitutes harassment because the conduct is unwelcome and it has unreasonably interfered with a colleague's work.
4. **Scenario:** Bystander intervention.
5. **Key Learning:** We encourage you to intervene and call out the sexual harassment, if you are comfortable doing so. This is called "bystander intervention."
6. **Assessment:** Five-question quiz on the content presented in this topic.

Topic 4 – Sexual Orientation & Gender Identity Harassment

1. **Video:** Define gender identity. Discrimination against an individual because that person is transgender is discrimination because of sex.
2. **Scenario:** Hiring a new team member who is in a same-sex relationship.
3. **Key Learning:** You cannot treat individuals differently because of their sexual orientation or preference.
4. **Scenario:** Whispers about gender reassignment.
5. **Key Learning:** When someone at work goes through a gender transition, it's important to have in-person training with the employee's managers and the colleagues who work directly with the transitioning employee.
6. **Assessment:** Five-question quiz on the content presented in this topic.

Topic 5 – Speaking Up

1. Summary screen that wraps up the module and provides details of where to go to speak up.
2. Attestation screen where learners attest that they will always adhere to anti-harassment policies.