



Training Solutions, Delivered!

HARASSMENT PREVENTION

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 5219
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5219 HARASSMENT PREVENTION FACT SHEET

LENGTH: 5 MINUTES

PROGRAM SYNOPSIS:

Employees have the legal right to perform their job without being subjected to workplace harassment. Sexual harassment occurs whenever unwelcome conduct on the basis of gender affects a person's job. While we often link sexual harassment to unwanted advances or inappropriate sexual comments, it also includes any discriminatory action based on gender. Harassment, whether deliberate or not, is an issue that must be addressed and handled immediately. It can take a serious toll on the victims as well as affect the accused, the coworkers, and the company itself. This program explains what comprises harassment, what to do about harassment and how to eliminate harassment in the workplace.

Topics include the different types of harassment, how to handle the situation if you're being harassed, steps to create a harassment free workplace and how to help those who harass learn from their mistakes.

PROGRAM OBJECTIVES:

After watching the program, the participant will be able to explain the following:

- What harassment is;
- The different types of harassment;
- How to handle a harassing situation
- The steps used to help create a harassment free workplace;
- How to help those who harass others.

INSTRUCTIONAL CONTENT:

BACKGROUND

- Employees have the legal right to perform their job without being subjected to workplace harassment.
- Sexual harassment occurs whenever unwelcome conduct on the basis of gender affects a person's job.
- Harassment whether deliberate or not is an issue that must be addressed and handled immediately. It can take a serious toll on the victims as well as affect the accused, the coworkers and the company itself.

HARASSMENT BY THE NUMBERS

- 64% of Americans see sexual harassment as a problem.
- 79% of victims are women, 21% are men.
- 51% of women and 17% of men were touched in an unwelcome way.
- 66.6% of victims were not aware of harassment policies.
- 50.4% were not aware what department to contact.
- 90% of harassed victims do not file a formal complaint.
- 75% of victims experienced retaliation when they spoke up.

TYPES OF HARASSMENT

- While we often link sexual harassment to unwanted advances or inappropriate sexual comments, it also includes any discriminatory action based on gender.
- Harassment is an expression of power and hostility, establishing dominance, a desire to protect occupational territory, approval of sexual objectification, displacement of responsibility, entitlement, narcissism and attitudes toward people, race, creed, religion and disability.
- Employees often say, "he is such a great guy and would never do that". That could be true. It could also be true that we do not know what happens in a private setting or in the privacy of one's mind.
- A great guy could have grave problems and need help.
- Keep in mind activities or behaviors that are inappropriate but consensual are a separate matter.

A HARASSING SITUATION & HOW TO HANDLE IT

- If you are in a situation where you tell a potential harasser that a specific conduct is unwelcome and makes you uncomfortable, or even if you said "no" or signal no by shaking your head, it is important to admit that a problem exists.
- Specify what you want or don't want to happen.
- Walk away and do not gossip.
- List the details of what actually happened. Was the verbal or physical behavior of a sexual nature?

- Was this conduct offensive to those that witnessed it?
- Was this behavior being initiated by one who has power over you?
- Do you have to tolerate this type of conduct in order to keep your job?
- Does this conduct make your job unpleasant?
- Do not blame yourself for someone else's behavior.
- Do not choose to ignore the behavior for you're on the side of right. Report and discuss with the appropriate source.
- In the case of a sexual harassment claim, it's illegal for your employer to retaliate against you or the witness.
- For your organization, there are many ways to eliminate harassment, but it must start from the top down.

STEPS TO HELP CREATE A HARASSMENT FREE WORKPLACE

- Implement a zero-tolerance policy.
- Conduct employee and manager surveys.
- Create an anonymous hotline.
- Train all managers and employees.
- Conduct civility and etiquette training.
- Encourage staff to come forward without fear.

HOW TO HANDLE A HARASSER

- As for the harasser, studies show rather than punishment or termination, action should include counseling and training.
- Sometimes a talented worker needs training on behavior skills.
- Without help, this worker will simply go to another company and the damage will continue.
- A good employee on the outside will benefit from meeting the good person within, if they're willing to try.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. c

3. b

4. b

5. b

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REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. Employees have the legal right to perform their job without being subjected to workplace harassment.
 - a. True
 - b. False

2. _____ of victims are women and _____ are men.
 - a. 15%, 80%
 - b. 50%, 50%
 - c. 79%, 21%
 - d. 100%, 0%

3. Sexual harassment is the only form of harassment.
 - a. True
 - b. False

4. Which of the following is NOT a good response in a harassment situation?
 - a. Walking away
 - b. Making a scene
 - c. Filing a complaint with management

5. The best way to handle the harasser is to punish and fire them.
 - a. True
 - b. False