



Training Solutions, Delivered!

HARASSMENT EXPOSED

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

Item Number: 5243

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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.

5243 HARASSMENT EXPOSED FACT SHEET

LENGTH: 17 MINUTES

PROGRAM SYNOPSIS:

Many companies have done very little to create a workplace free of harassment and they pay a high price. The people who leave their jobs take their ideas, their talent and their potential to another company. This program explains why it is mostly men who harass others, when an environment becomes sexually hostile and the ways to disarm a harassing perpetrator. Other topics include the effects of sexual harassment in the workplace, common myths about sexual harassment, how to respond when coworkers are being harassed and how management can effectively respond to workplace harassment.

PROGRAM OBJECTIVES:

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

- How humor can minimize the suffering of those affected by harassment;
- Why men harass their coworkers;
- How to determine if behavior creates a hostile environment;
- What the effects of sexual harassment in the workplace are;
- How to disarm a perpetrator and respond to the harassment of coworkers;
- How management can effectively respond to harassment.

PROGRAM OUTLINE:

BEING PLEASANT AND RESPECTFUL SHOULD BE THE NORM

- We are part of a vast and diverse planet. Each of us has a unique story. Each of us have been influenced by family, community, education and our peers.
- We need each other as much as our independence. We need our privacy as much as our professional life. We work to utilize our skills and receive a paycheck.
- We are guided by rules and boundaries to keep from upsetting one another. Being pleasant and respectful should be the norm, not the exception.

HUMOR CAN MINIMIZE THE SUFFERING OF THOSE AFFECTED

- As a manager, I've seen plenty of training films that depict harassment in a lighthearted, humorous way. It's as if we're protecting an antiquated status quo. It's almost as if we're rewarding the perpetrators with a nudge and a wink. It minimizes the suffering of those affected.
- Examples include the person who lost their job unjustly and cannot find work, the person who was discriminated against due to emotion and not facts and the person who was seen as an object and a dispensable thing.
- Humor can be a great healer, but ask the victim of harassment if their emotional and physical scars are funny and amusing.

—Every day, thousands of workers are mistreated.

—Every day, workers are accused of something they did not do.

—Every day, workers are asked to do something they should not have to do.

—It happens because we don't speak up.

—The innocent get blamed, the blamers get promoted.

—Whatever happened to fairness?

—Whatever happened to respect?

—Whatever happened to boundaries?

—Those who think they are powerful, those who think they are entitled, those who act like cowards are not above the law.

WORK NEEDS BOUNDARIES

- In a world full of people and opportunities, a socially fulfilling life can be pursued in your personal time. As work

needs boundaries, it is important not to view or substitute work as a social playground.

- When interacting, ask yourself if your behavior would change if someone from your family was in the room or would you want someone in your family to be treated this way.

WHY MEN HARASS THEIR COWORKERS

- Harassment in the workplace. Both men and women commit the crime, but why is it mostly men that sexually harass their coworkers?

—Could it be some men live in a bubble that reduces women to sexualized objects?

—Could it be some men enjoy humiliating others to make them feel powerful?

—Could it be some men receive sadistic pleasure in watching others squirm?

—Could it be narcissists have endless needs and cannot regulate their urges?

—Or could it be some men use inappropriate behavior to protect their occupational territory?

- Sadly, it is all those reasons and one more. To these men, people are things, nothing more.
- Many men have difficulty handling power and money with grace. Intense issues of entitlement and control often go unchecked, thus become the norm.
- Powerful men who are focused solely on themselves are more likely to objectify others. These men exploit and mistreat others simply because they can get away with it.

CONDUCT THAT IS CONSIDERED SEXUAL HARASSMENT

- Integrity, honesty and moral conduct are essential elements in a good leader. A good leader creates a work environment conducive to creativity and productivity, an atmosphere that is safe and free of harassment.
- Sexual harassment at work occurs whenever unwelcome conduct on the basis of gender affects a person's job. There are two types of unlawful sexual harassment: harassment that results in a tangible employment action or quid pro quo, or this for that, caused by a supervisor or one that can influence employment actions.
- A hostile environment can result from the gender-based unwelcome conduct of supervisors, coworkers, customers, vendors or anyone else with whom the victimized employee interacts on the job. Such activities include discussing sexual activities or commenting on physical attributes, telling off-color jokes or using crude and offensive language, using demeaning or inappropriate terms, unnecessary touching or using indecent gestures, engaging in hostile physical conduct, sabotaging the victim's work, granting job favors to those who participate in consensual sexual activity.

DETERMINING IF BEHAVIOR CREATES A HOSTILE ENVIRONMENT

- When does an environment become sexually hostile? It must be subjectively abusive to the person who is affected and it must be objectively severe or pervasive enough to create a work environment that a reasonable person would find abusive.
- To determine whether the behavior is severe or pervasive enough to create a hostile environment, the following facts need to be considered: the frequency and severity of the unwelcome discriminatory conduct, whether the conduct was physically threatening or humiliating, whether the conduct unreasonably interfered with work performance, the effect on the employee's psychological well-being and whether the harasser was a superior in the organization.
 - Is this verbal or physical behavior of a sexual nature?
 - Is this conduct offensive to those who witnessed it?
 - Is this behavior being initiated by one who has power over the other?
 - Does the employee have to tolerate that type of conduct to keep their job?
 - Does the conduct make the employee's job unpleasant?
- Only unwelcome conduct can be sexual harassment. The clearest case is when an employee tells a potential harasser a specific conduct is unwelcome and makes the employee uncomfortable. The word "no" or shake of the head "no" is clear and not ambiguous.
- Consensual dating, joking and touching are not harassment if they are welcomed by the persons involved.

EFFECTS OF SEXUAL HARASSMENT IN THE WORKPLACE

- Sexual relationships may end between two employees and each should have the right to end the relationship at any time without fear of retaliation on the job.
- Herein lies the distinction between one's personal and professional life. If you flirt with someone at a party, you can't get arrested, but if you flirt with someone at work you could lose your job.

- The work environment should not be a sexually provocative place and your mouth and hands do not have independent lives of their own.
 - 31 percent of female workers claimed to have been harassed at work.
 - 7 percent of male workers claimed to have been harassed at work.
 - 62 percent of targets took no action.
 - 100 percent of women claimed the harasser was a man.
 - 59 percent of men claimed the harasser was a woman.
 - 41 percent of men claimed the harasser was another man.
 - 75 percent believed nothing would be done if they went to their supervisor.
- Effects a victim can experience include:
 - Decreased work performance,
 - Depression and anxiety,
 - Increased absenteeism,
 - Sleeplessness or nightmares,
 - Retaliation from harasser,
 - Shame or guilt,
 - Humiliated by scrutiny,
 - Headaches, stomach problems,
 - Defamation of character,
 - Fatigue or loss of motivation,
 - Loss of trust in people,
 - Feeling betrayed or violated,
 - Stressed relationships,
 - Loss of confidence and self-esteem,
 - Loss of job, income or career,
 - Loss of references,
 - Weakening of support network,
 - Increased blood pressure,
 - Withdrawal and isolation,
 - Suicidal thoughts or attempts.

COMMON MYTHS VS. FACTS ABOUT SEXUAL HARASSMENT

- A wise person listens to facts. It is time for change through education. It is time to replace myths with facts.
- Some people are just asking to be sexually harassed by the way they act or dress. That is not accurate or acceptable.
- A person can really discourage sexual harassment if they want to. Very often the harasser does not accept no for an answer.
 - I've heard most charges of sexual harassment are false. Since the system can be hostile to accusers, what is their motive to lie?
 - If you ignore the behavior, the problem will resolve itself. Over 61 percent of women surveyed said that telling the harasser to stop was effective.
 - All these concerns of sexual harassment are exaggerated. It is all about domination and punishment with devastating effects.
 - Sexual harassment is decreasing as a problem. Sexual harassment affects 40 to 60 percent of working women. Ten to 20 percent of men have experienced harassment in the workplace.
 - Sexual harassment is bound to happen when people work together. Interactions are natural; uninvited advances are not.

WAYS TO DISARM THE PERPETRATOR

- Ways to disarm the perpetrator:
 - I can't believe you said that.
 - I hope you know that behavior is not acceptable here.
 - I can't concentrate on my work when you say things like that.

- Comments like that make me uncomfortable.
- I don't understand how your comment is relevant to this discussion.
- I am hoping you misspoke but please don't do it again.
- Be firm but polite.

RESPONDING TO HARASSMENT OF COWORKERS

- Many people find it difficult to intervene when they observe someone sexually harassing another person. They may not have the training or could be worried about the reaction of their peers. Some feel it is not their business.
- Rather than passive bystanders, coworkers need to know how to respond when they observe or listen to one who has been harassed. Listen to the details of what actually happened. Be supportive and reassuring.
- If the behavior is inappropriate, encourage the coworker to speak directly to the offending person and offer to accompany them or suggest sending a letter making clearly the behavior is offensive.

RESPONDING TO UNACCEPTABLE AND INAPPROPRIATE BEHAVIOR

- If the behavior is unacceptable, encourage the coworker to meet with their supervisor or department in charge of complaints.
- If possible, intervene nonviolently to stop the behavior if the behavior is inappropriate, tell the offending person what you observed and urge that person to correct their behavior.
- If the behavior is unacceptable, inform management and encourage the recipient to submit a complaint through the proper channels. In addition, you should fully document the incident and follow up to ensure prompt resolution.
- You have a right to work in an atmosphere free of harassment, free of unwelcome jokes gestures or comments of a sexual nature, free of unwelcome displays of sexually suggestive objects or pictures, free of unwelcome flirting or unwanted sexual advances, free of unwelcome touching or blocking movements.
- Prevention is the best tool to eliminate sexual harassment in the workplace.

THE DOS AND DON'TS OF SEXUAL HARASSMENT

- Here are the dos and don'ts of sexual harassment. Do admit that a problem exists. Tell the offender specifically what you find offensive. Tell the offender that his or her behavior is bothering you. Specify what you want or don't want to happen.
- Don't blame yourself for someone else's behavior, choose to ignore the behavior, try to handle any severe or recurring harassment by yourself.
- The effects of sexual harassment vary from person to person. Victims of chronic harassment could suffer the same psychological effects as rape victims. They can become the target of retaliation after their complaining or filing a formal grievance.
- It is sad when good people come to work to be of service only to be abused. Remember that no means no.

MANAGEMENT RESPONSE TO HARASSMENT

- Many companies have done very little to create a workplace free of harassment and they pay a high price. The people who leave their jobs take their ideas, their talent and their potential to another company.
 - At this time, it is predominantly men who decide whether to prevent harassment or allow it to spread. Managers must do more than create policies and provide trainings. They must once and for all decide whether their company culture will provide treatment for harassers or enable them.
 - Ask yourself if this employee can change. Ask the employee if they want to change. If the answer is yes, provide a personalized evaluation and retrain the abuser.
 - What works effectively is interactive training, preferably one on one. Taking a real significant action may transform the abuser into a respectful worker. It's a win-win.
- Take action!
 - Implement a zero-tolerance policy.
 - Train everyone from the top down without exception.
 - Conduct workplace civility training.
 - Encourage employees to report misconduct.
 - Ensure all complaints will be taken seriously.
 - Investing in the well-being of your employees is a sound investment.

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ANSWERS TO THE REVIEW QUIZ

1. a
2. a
3. c
4. a
5. c
6. b
7. a
8. b
9. b
10. d

HARASSMENT EXPOSED
REVIEW QUIZ

Name _____ Date _____

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

1. It is important NOT to view or substitute work as a social playground.
 - a. True
 - b. False
2. Powerful men who are focused solely on themselves are _____ likely to objectify others.
 - a. More
 - b. Less
3. Sexual harassment at work occurs whenever unwelcome conduct on the basis of _____ affects a person's job.
 - a. Race
 - b. Religion
 - c. Gender
4. Only unwelcome conduct can be sexual harassment.
 - a. True
 - b. False
5. _____ of harassed workers believed nothing would be done if they went to their supervisor.
 - a. 25 percent
 - b. 50 percent
 - c. 75 percent
6. Sexual harassment affects 20 to 40 percent of working women.
 - a. True
 - b. False
7. When confronting a perpetrator of harassing behavior, you should be firm but polite.
 - a. True
 - b. False
8. When observing someone sexually harassing another person, you should NOT get involved since it's none of your business.
 - a. True
 - b. False
9. _____ is the best tool to eliminate sexual harassment in the workplace.
 - a. Education
 - b. Prevention
 - c. Discipline
10. If you are being harassed, you should NOT _____.
 - a. Tell the offender what you find offensive
 - b. Tell the offender his behavior is bothering you
 - c. Admit that a problem exists
 - d. Try to handle any severe or recurring harassment by yourself