



DELIVERING STRATEGIC SOLUTIONS ACCA'S 2000 ANNUAL MEETING

Sexual Harassment Training for Employees

Presentation for
[Company]

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This handout is comprised of material prepared by EPS for discussion purposes only and is not intended to be legal advice.

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SEXUAL HARASSMENT TRAINING

I. What is sexual harassment?

A. Definition: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of employment, used as a basis for employment decisions affecting such individual, or has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile or intimidating work environment. 29 CFR 1604.11. Sexual harassment is prohibited by company policy, as well as state and federal law.

B. Refer to Equal Opportunity, Anti-Sexual Harassment, and Non-Discrimination Policy.

C. Types of sexual harassment:

1. Quid pro quo: A.k.a. "economic" harassment. When a tangible job benefit or job status is affected by sexually harassing behavior, i.e., sexual favors in return for a promotion.

2. Hostile work environment: Sexual conduct that is so significant that an employee's overall work experience is substantially and adversely affected.

D. What is sexual? Verbal, non-verbal/visual, or physical conduct of a sexual nature, based on the viewpoint of the victim.

E. What is unwelcome? A case by case decision made by looking at the parties' relationship as a whole and based on the viewpoint and actions of the victim. There is no such thing as "asking for it."

II. What do I do if sexual harassment occurs?

A. Tell the person the sexual conduct is unwelcome and ask her to stop.

B. Report the conduct immediately to

1. your supervisor,
2. any member of the HR staff,
3. any member of senior management at your office,
4. corporate legal counsel at your office,
5. the group legal director of [parent company] in London,
6. the group personnel director in London, and/or
7. the outside "800" employee hotline number, (800) XXX-XXXX.

C. Cooperate with the company's investigation and need for confidentiality.

D. Report any retaliatory actions against you.

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III. How can I prevent sexual harassment?

A. Do not be a harasser: Is your behavior sexual or unwelcome? Then stop!

B. Do not be a victim: Tell others when their behavior is unwelcome and ask them to stop, regulate your own behavior, and report offensive sexual behavior.

TRAINING NOTES

EVALUATION FORM FOR [COMPANY] II. III. Sexual Harassment Training

Employee's Name (optional) Course Title

Please circle the letter that indicates the most appropriate response for each question.

1. Indicate whether you are:

(A) Employee

(C) Manager

2. You will report to your manager/supervisor that the training was:

(A) Highly beneficial

(B) Beneficial

(C) Somewhat beneficial

(D) A waste of time

3. Please evaluate this course overall:

(A) Excellent

(B) Good

(C) Average

(D) Fair

(E) Poor

Circle the appropriate letter response:

(A) Strongly Agree

(B) Agree

(C) Uncertain

(D) Disagree

(E) Strongly Disagree

4. The training was well organized.

(A) Strongly Agree

(B) Agree

(C) Uncertain

(D) Disagree

(E) Strongly Disagree

5. The learning activities were interesting and appropriate.

(A) Strongly Agree

(B) Agree

(C) Uncertain

(D) Disagree

(E) Strongly Disagree

6. The content was very practical.

(A) Strongly Agree

(B) Agree

(C) Uncertain

(D) Disagree

(E) Strongly Disagree

- (D) Disagree
- (E) Strongly Disagree

7. The terminology used was understandable.

- (A) Strongly Agree
- (B) Agree
- (C) Uncertain
- (D) Disagree
- (E) Strongly Disagree

8. The training support materials (visuals, handouts, etc.) complemented the training.

- (A) Strongly Agree
- (B) Agree
- (C) Uncertain
- (D) Disagree
- (E) Strongly Disagree

9. The time allocation for the course was adequate.

- (A) Strongly Agree
- (B) Agree
- (C) Uncertain
- (D) Disagree
- (E) Strongly Disagree

10. The instructor was well prepared.

- (A) Strongly Agree
- (B) Agree
- (C) Uncertain
- (D) Disagree
- (E) Strongly Disagree

11. The instructor was enthusiastic.

- (A) Strongly Agree
- (B) Agree
- (C) Uncertain
- (D) Disagree
- (E) Strongly Disagree

Any recommended improvements for the course:

Additional topics for training you would like to receive:

Comments:

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