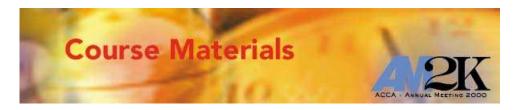
AM2KProgram Page 1



DELIVERING STRATEGIC SOLUTIONS ACCA'S 2000 ANNUAL MEETING

Sexual Harassment Training for Employees

Presentation for [Company]

February, 1999

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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.

AM2KProgram Page 2

- D. Report any retaliatory actions against you.
- 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

AM2KProgram Page 3

- (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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