



# Workplace Harassment Awareness US Employees Edition - (v7)

Choose one:

 **Video**  
Video and Audio

 **Audio**  
Audio and Images

 **Silent**  
No Audio, Images Only



# Workplace Harassment Awareness US Employees Edition - (v7)



- Policy
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## Menu

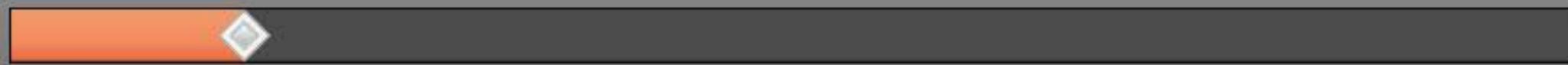
Workplace Harassment Prevention: Your Role



Conclusion



Help





# Workplace Harassment Awareness US Employees Edition - (v7)



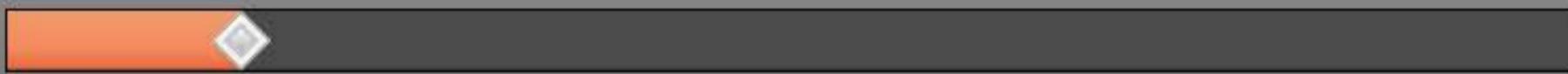
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- Harassment Basics 
- PAL@Work 
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# Introduction



Policy

Questions

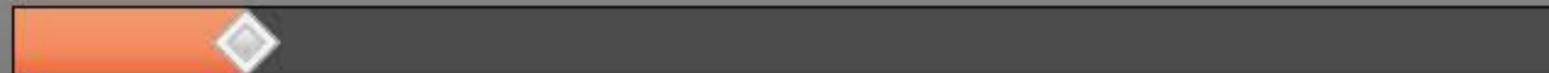
Report



**Bobbie:**

Welcome to your course on workplace harassment. As you can see from the images behind me, I have some interesting information to share with you today.

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# Introduction



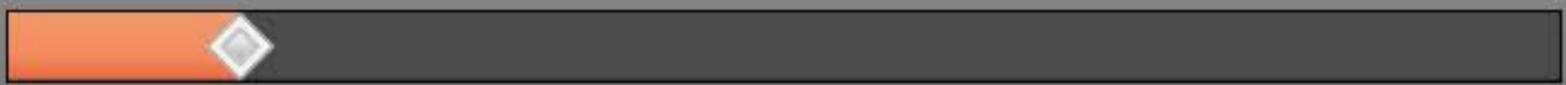
- Policy
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**Bobbie:**  
Welcome to your course on workplace harassment. As you can see from the images behind me, I have some interesting information to share with you today.

As you move through this course, I will be presenting you with information and scenarios dealing with harassment. It's up to you to demonstrate that you know how to spot and respond to each scenario properly.

Menu



 Silent 

Continue



# Introduction

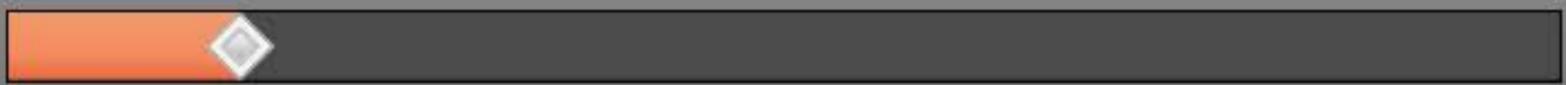


- Policy
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**Bobbie:**  
To assist you with this, you'll have access to a Harassment Handbook. It contains essentials on policy and best practices.

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 Silent 

Continue



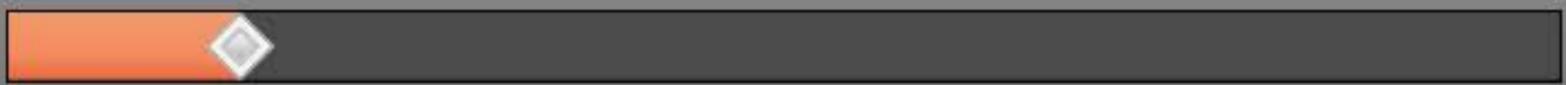
# Introduction x

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**Bobbie:**  
To assist you with this, you'll have access to a Harassment Handbook. It contains essentials on policy and best practices.  
  
We'll be referring to it throughout the course.

Menu



 Silent 

Continue



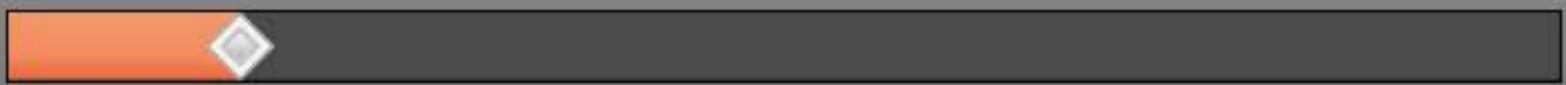
# Introduction x

- Policy
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**Bobbie:**  
To assist you with this, you'll have access to a Harassment Handbook. It contains essentials on policy and best practices.  
  
We'll be referring to it throughout the course.  
  
You must successfully complete each module to get credit for taking this course.

Menu



 Silent 

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# Introduction

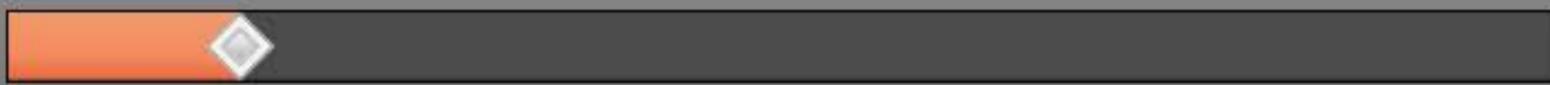


- Policy
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**Bobbie:**  
That's all you need for now. Let's get started.

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 Silent 

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# Harassment Basics

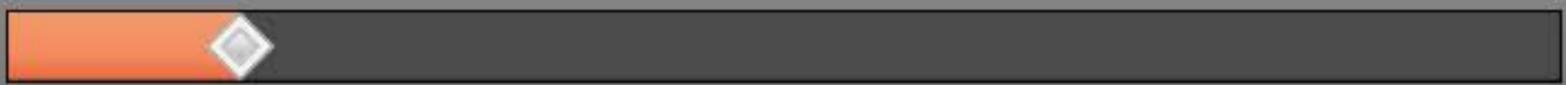


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**Bobbie:**  
It's a bit surprising that harassment is still an ongoing challenge. But it is.

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## Harassment Basics x

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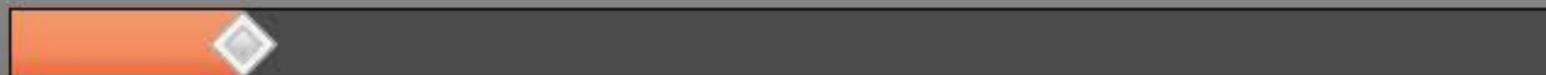


**Bobbie:**

It's a bit surprising that harassment is still an ongoing challenge. But it is.

As technology continues to advance, people find new ways to use it to harass others. And new employees don't always understand that harassment is prohibited by policy and the law.

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 Silent 

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# Harassment Basics

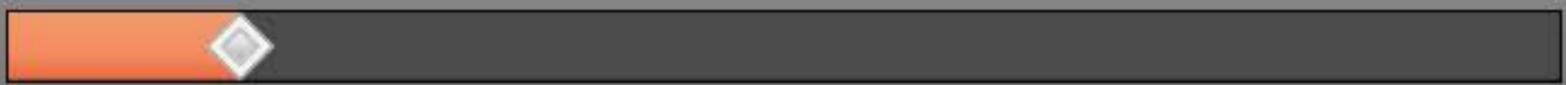


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**Bobbie:**  
Which is why it's important that you continue to learn about harassment and what you can do to help put an end to it.

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 Silent 

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## Harassment Basics x

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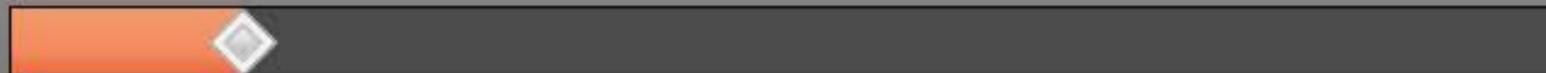


**Bobbie:**

Which is why it's important that you continue to learn about harassment and what you can do to help put an end to it.

Get started by reviewing the Harassment Handbook.

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 Silent 

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# Harassment Basics x

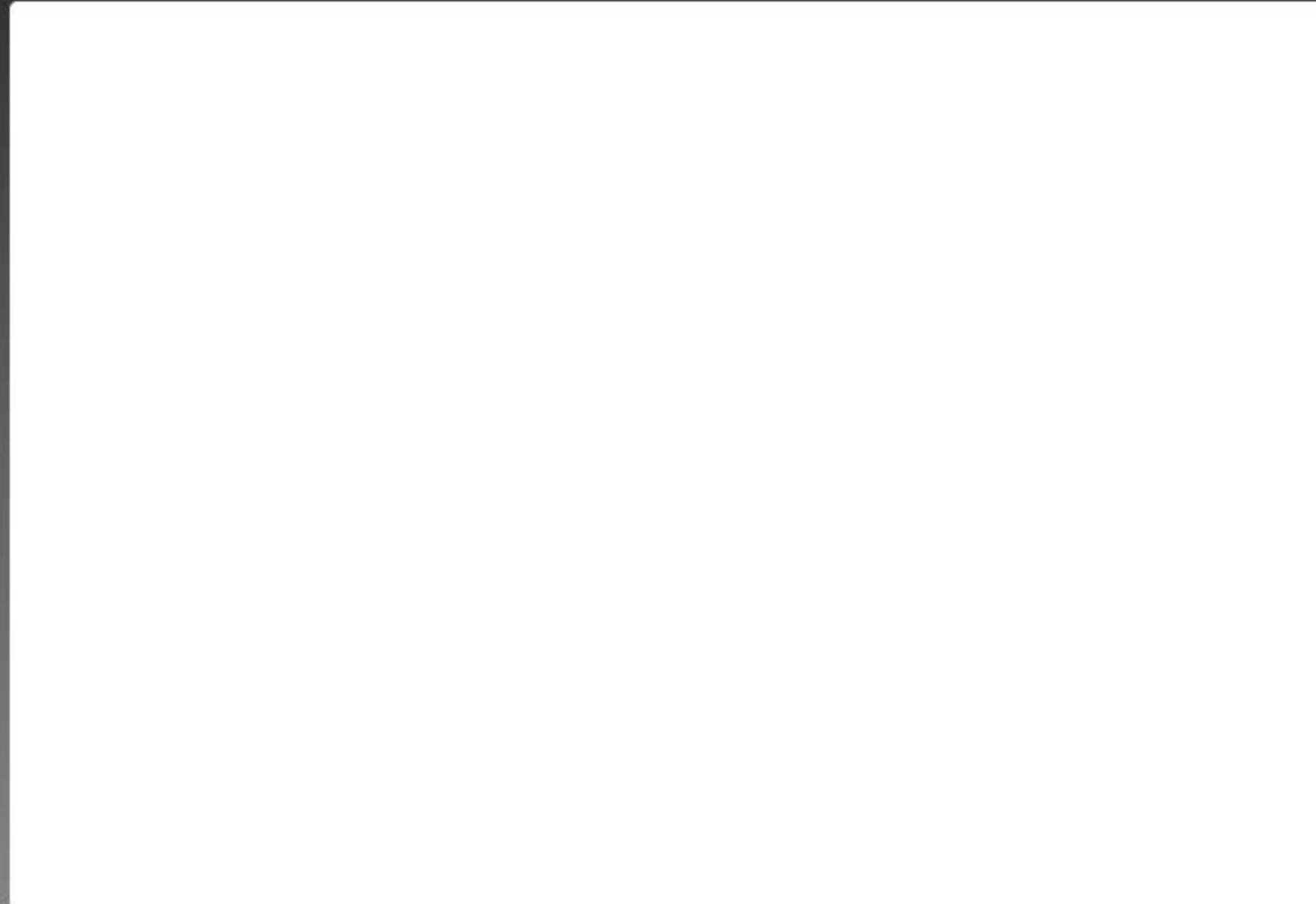
Policy

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## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



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 Silent 



# Harassment Basics x

- Policy
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## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



Employer harassment policies provide guidance on the kinds of behavior that are unacceptable in the workplace.

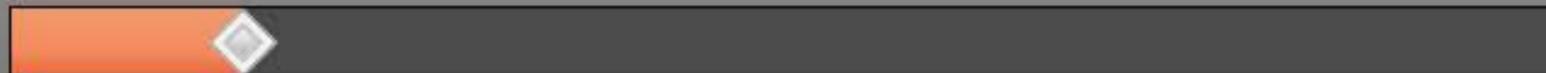
The policy generally identifies:

- The types of conduct that are prohibited
- The characteristics that are protected by law and policy
- Who the policy applies to
- The forms that harassment can take
- Rules relating to workplace dating
- The process for raising concerns
- That retaliation is strictly prohibited



The harassment policy protects all employees regardless of job or level. It also applies to interns and business partners and third parties.

Menu



 Silent 

## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.

1 2 

3

4

Prohibited Workplace Harassment is a term that has a specific meaning; it does not include generally rude or insensitive behavior.

Rather, it refers to conduct that is:

- Unwelcome
- Offensive to a reasonable person
- Severe or pervasive
- Related to or done because of a **protected characteristic**

While this is the general legal standard, most employers have policies that are much broader than the law. That means that employers prohibit offensive conduct even if it is not severe or pervasive enough to violate the law. Any employee who violates the policy can be subject to corrective action, up to termination of employment.



### Harassment Handbook

Click each of the images on the left to reveal important content on this topic.

1



2



3



4

There are two main forms of harassment. These include:

- Environmental harassment, which describes conduct tied to a protected category that is unwelcome and severe or pervasive enough that it makes the work environment hostile.
- Quid Pro Quo (or this-for-that) is most often associated with sexual harassment. It can occur when a manager or supervisor makes a request for sex, sexual favors, or a sexual relationship in exchange for a promise to give a benefit (such as a promotion, new job, or salary increase) or threatens to take a significant negative action (such as a demotion or pay cut) based on his or her response to the request.

Both kinds of harassment are strictly prohibited by policy and the law.





# Harassment Basics



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## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



The term protected category or protected characteristic also has a very specific meaning. For conduct to be considered prohibited harassment, it must be based on or because of a protected characteristic.

Characteristics protected by federal law include:

- Race
- Color
- Gender (including sexual orientation and gender identity or expression)
- Sex
- National origin
- Disability (including being regarded as disabled)
- Religion
- Age (40+)
- Pregnancy (including pregnancy, childbirth or related medical conditions)
- Genetic information
- Military status
- Citizenship status

Most states also have laws prohibiting harassment, and some provide broader protections.

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 Silent 

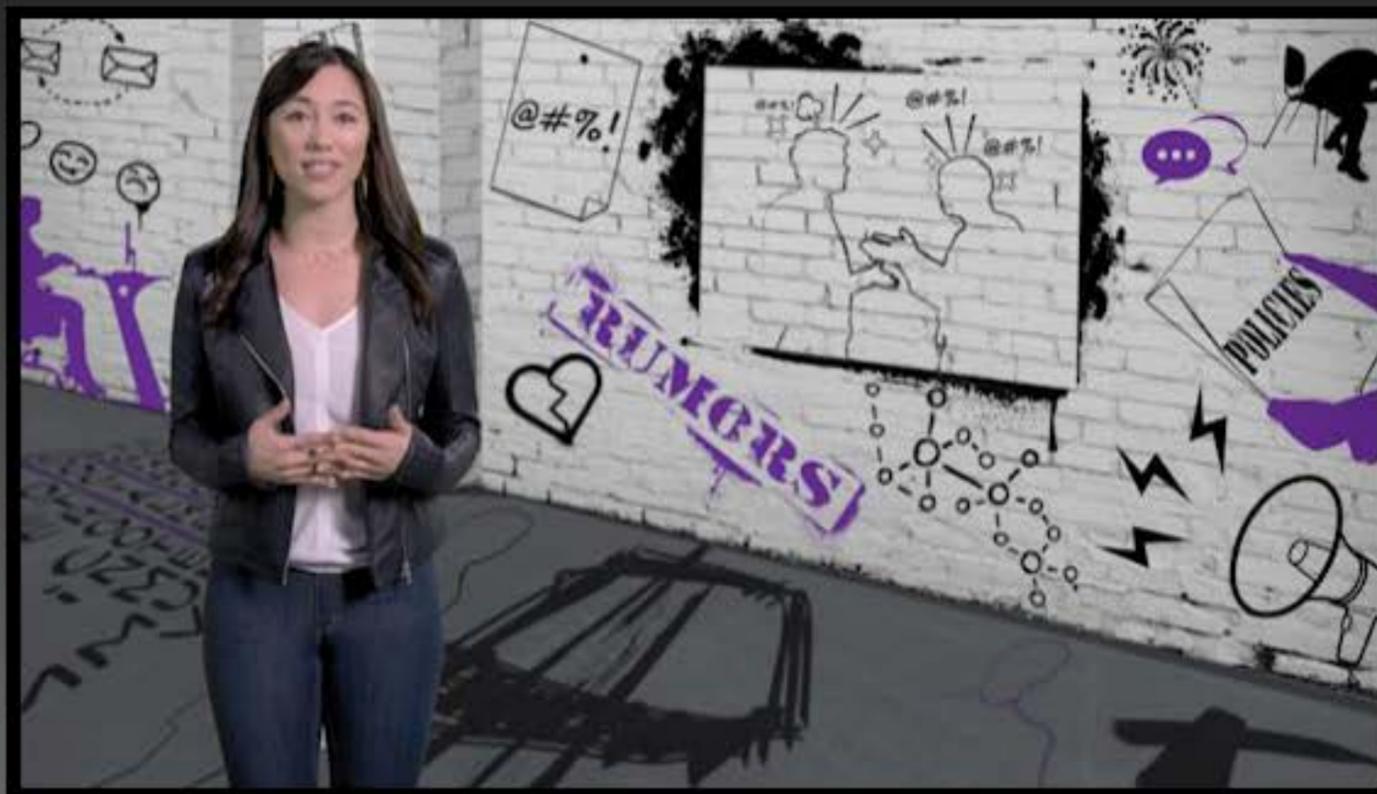
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# Harassment Basics

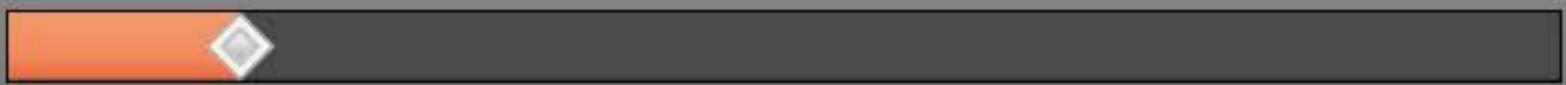


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**Bobbie:**  
I've got a few additional pointers before you tackle your first scenario:

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 Silent 

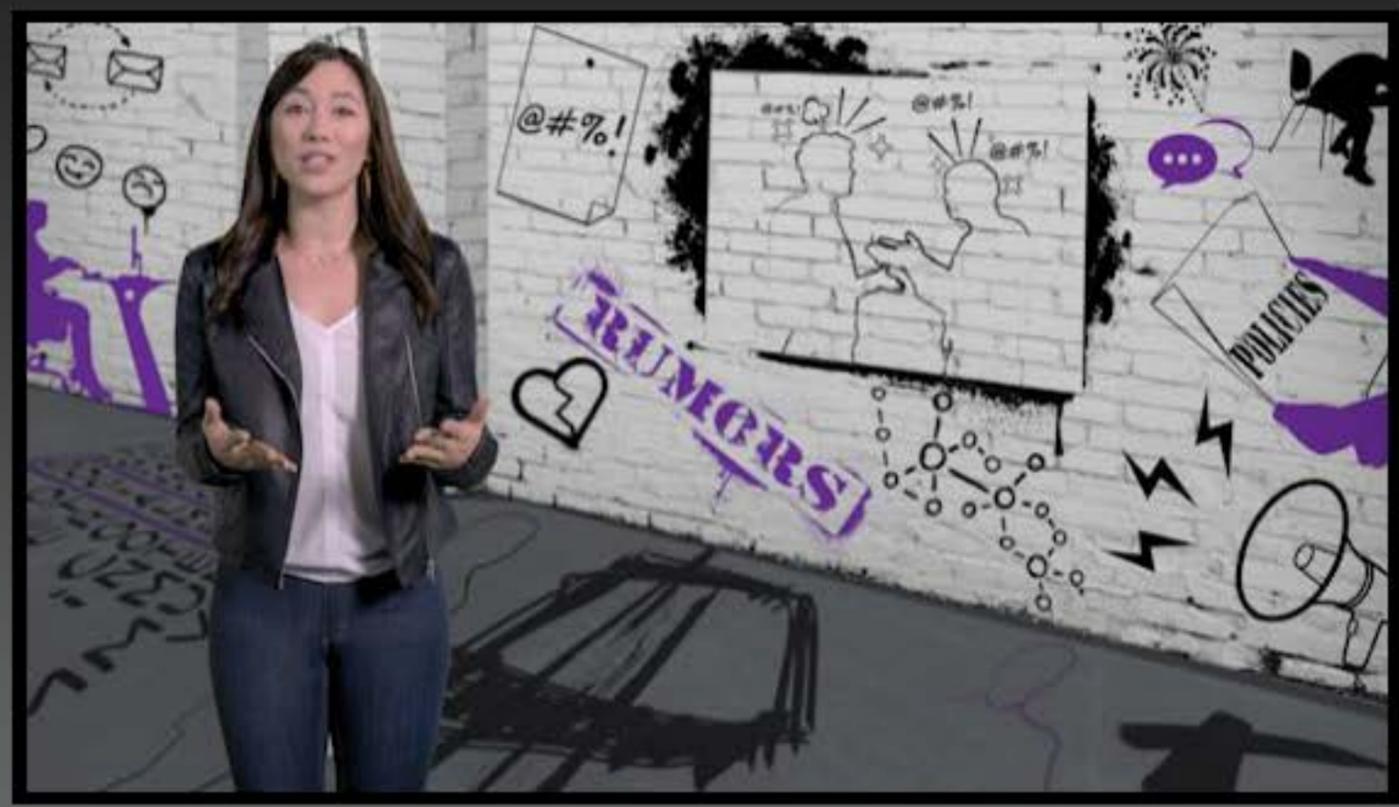
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Press F11 to exit full screen **Harassment Basics**



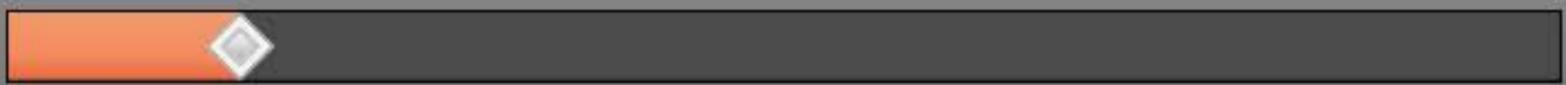
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**Bobbie:**

- Harassment can happen in any organization—even those that are considered great places to work
- Intent doesn't matter—so even if an employee never meant to say or do something offensive, he or she can still violate policy

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 Silent 

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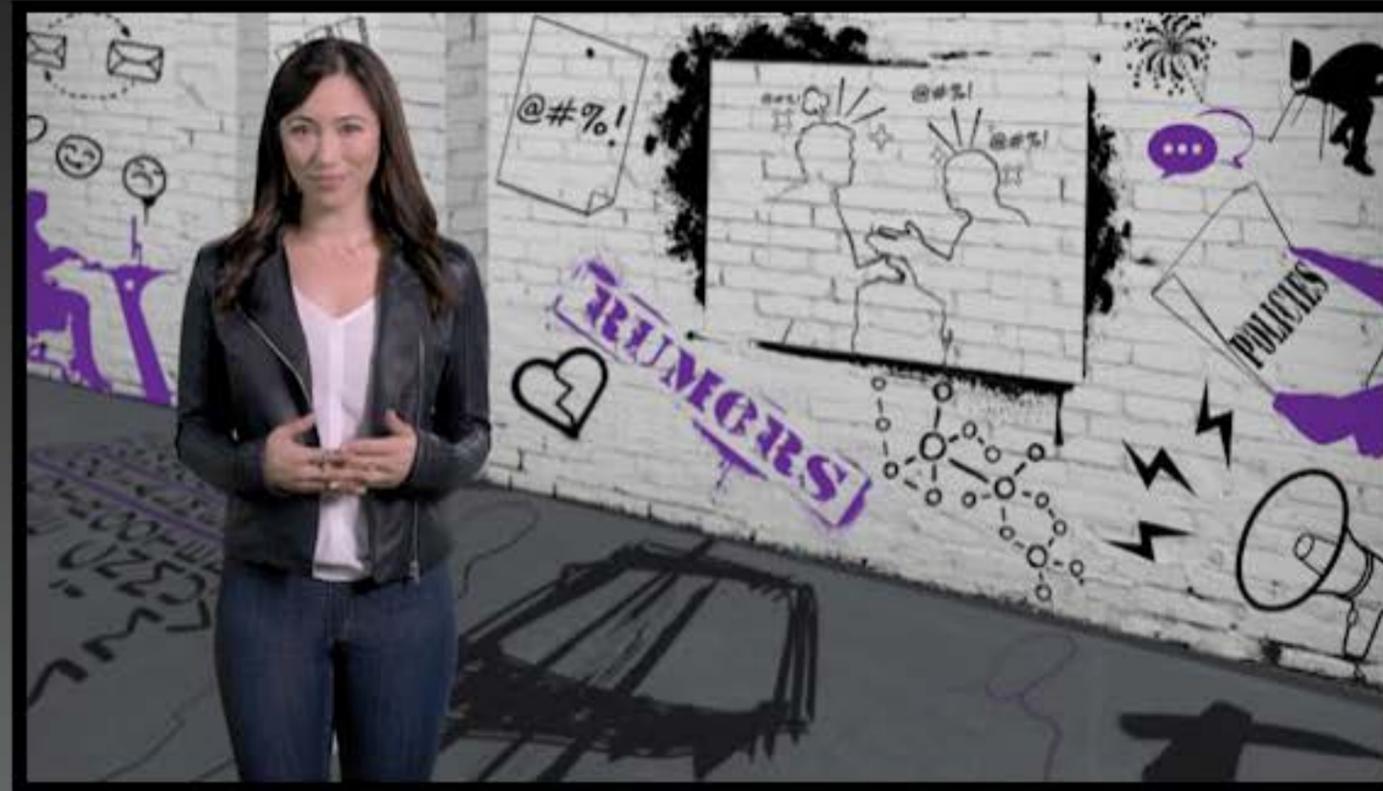
# Harassment Basics



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**Bobbie:**

- Not everything that's upsetting is harassment—so if a manager denies a vacation request or asks an employee to work extra hours, that doesn't necessarily make it harassment

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Silent



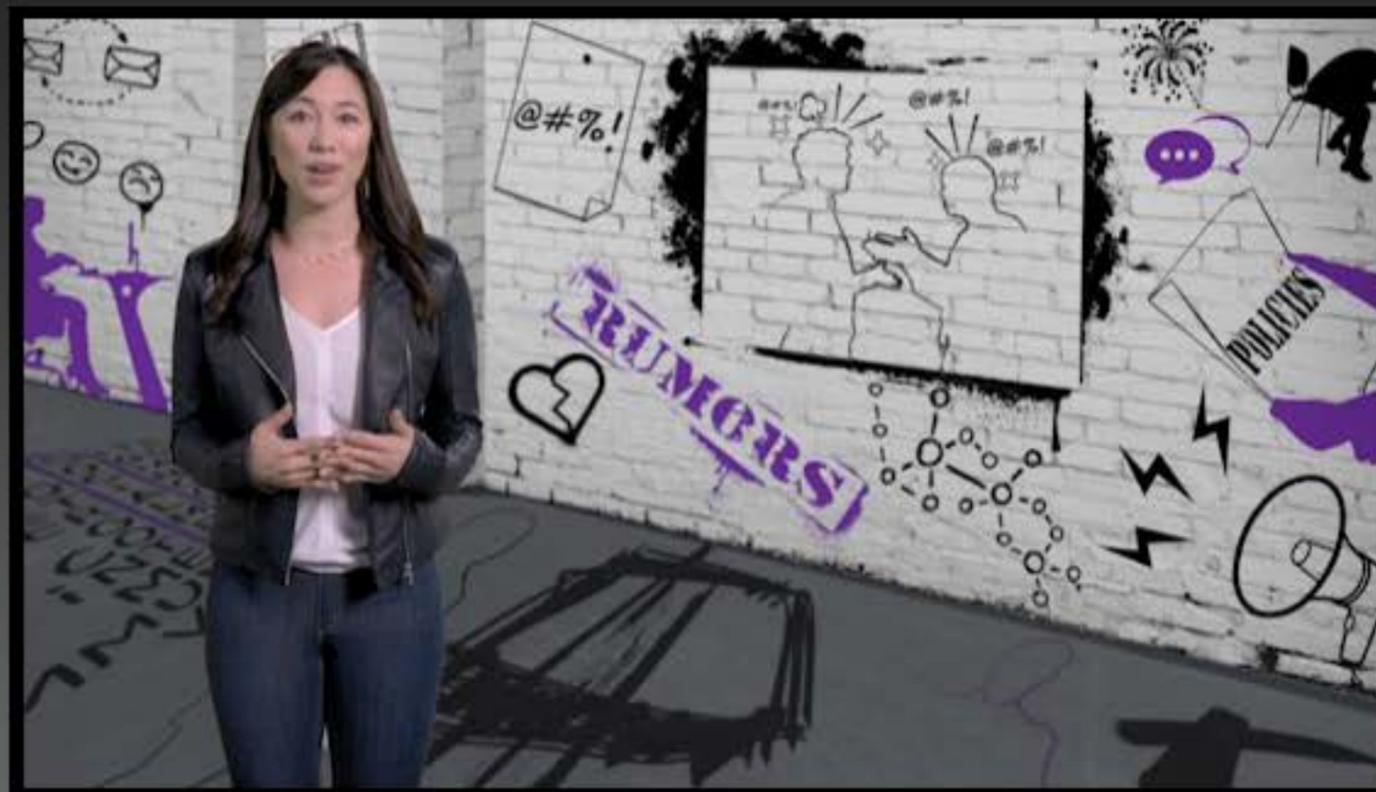
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# Harassment Basics

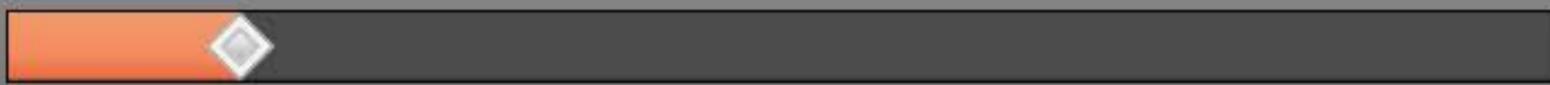


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**Bobbie:**  
Time for you to put your knowledge to work.

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 Silent 

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Policy

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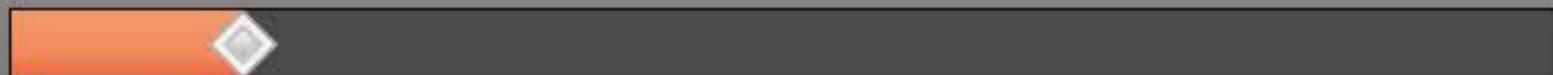
Report



**Bobbie:**

As little as five years ago, the workplace was a very different place.

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Silent



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# PAL@Work

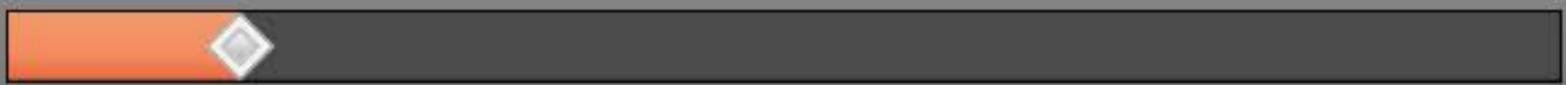


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**Bobbie:**  
As little as five years ago, the workplace was a very different place.  
  
Technology has dramatically changed how we interact with each other, and the types of information we have access to.

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Silent

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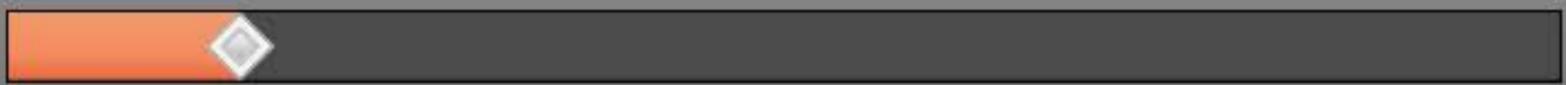


- Policy
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**Bobbie:**  
As little as five years ago, the workplace was a very different place.  
  
Technology has dramatically changed how we interact with each other, and the types of information we have access to.  
  
Some changes are good, and others not so much.

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Silent

Continue



# PAL@Work

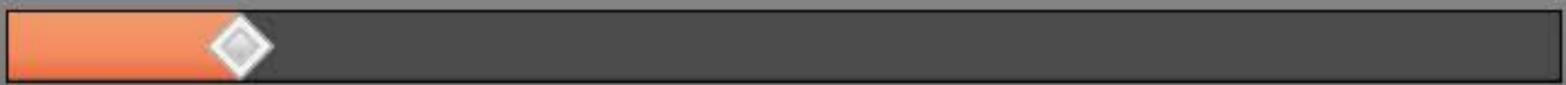


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**Bobbie:**  
For instance, portability is a convenience but it can also create problems.

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Silent

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# PAL@Work

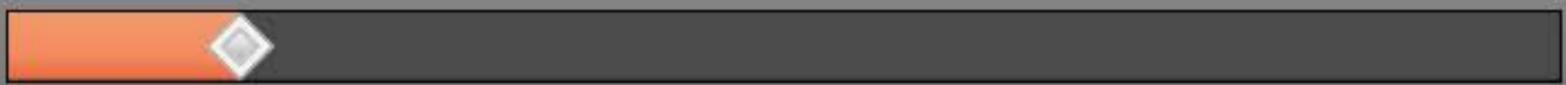


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**Jan:**  
What is that?

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# PAL@Work



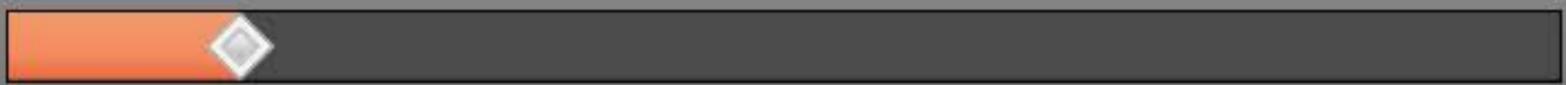
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**Jan:**  
What is that?

**Adam:**  
It's my new PAL.

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Silent

Continue

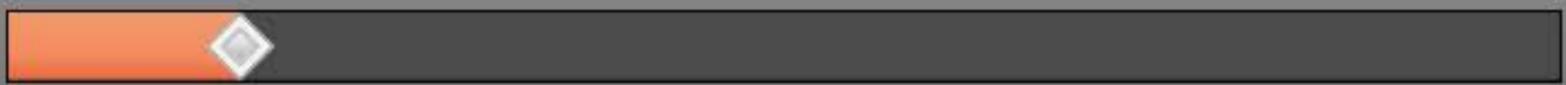


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**Jan:**  
Uh-huh. So you bought a new friend?

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Silent

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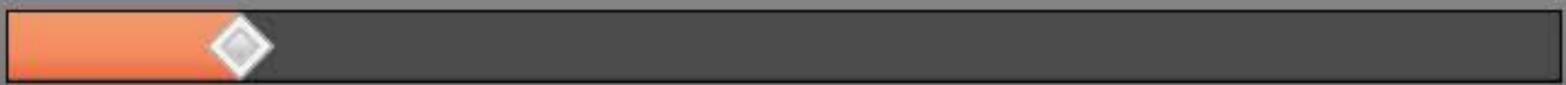
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**Jan:**  
Uh-huh. So you bought a new friend?

**Adam:**  
Well, not so much a friend as an assistant.

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Silent

Continue



# PAL@Work

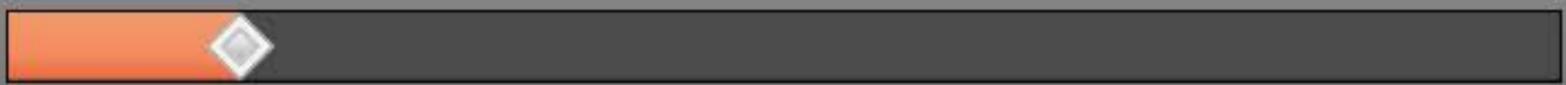


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**Ron:**  
It stands for Personal Assistant Live.

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Silent

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# PAL@Work



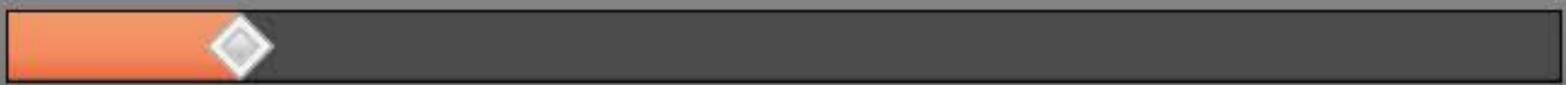
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**Ron:**  
It stands for Personal Assistant Live.

**Adam:**  
Watch: PAL, what is the fastest animal on the face of the earth?

Menu



Silent

Continue



# PAL@Work

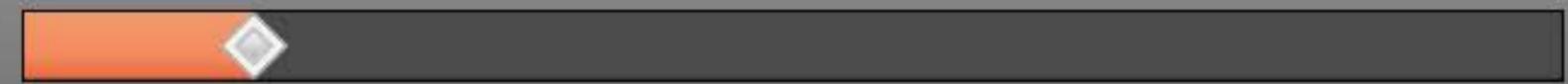


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**PAL:**  
The fastest animal on Earth is the Cheetah.

Menu



Silent

Continue



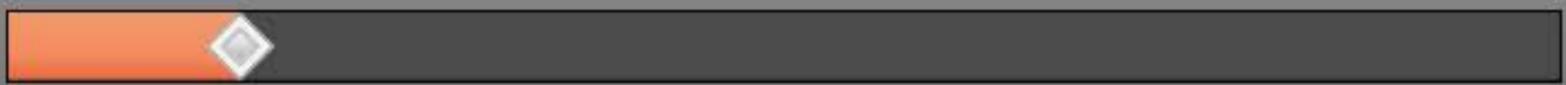
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**PAL:**  
The fastest animal on Earth is the Cheetah.

**Ron:**  
PAL, What's the current temperature outside?

Menu



Silent

Continue



# PAL@Work

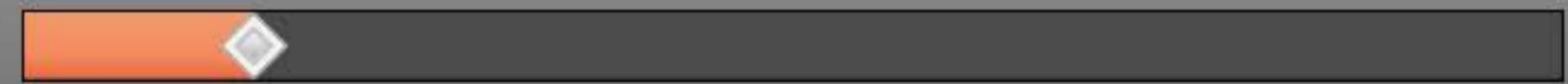


- Policy
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**PAL:**  
The temperature is a cool 68 degrees.

Menu



Silent

Continue



- Policy
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**PAL:**  
The temperature is a cool 68 degrees.

**Adam:**  
PAL, are you married?

Menu



Silent

Continue



# PAL@Work

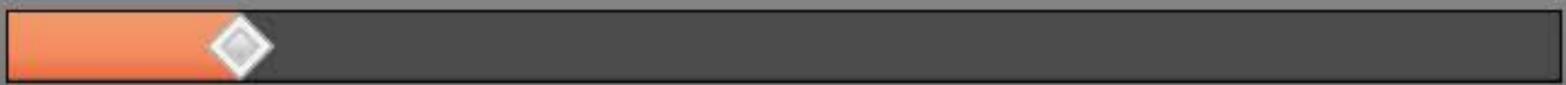


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**PAL:**  
I am currently unattached but occasionally I'm plugged into a co-unit.

Menu



Silent

Continue



# PAL@Work



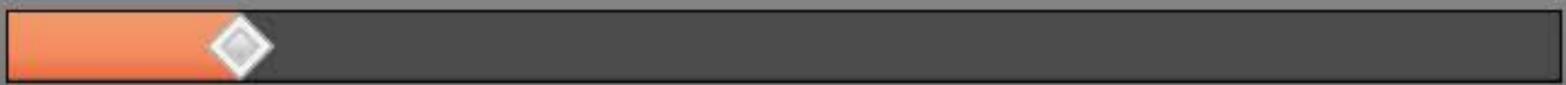
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**PAL:**  
I am currently unattached but occasionally I'm plugged into a co-unit.

**Jan:**  
Okay, let me try, let me try. PAL, I think I love you.

Menu



Silent

Continue



# PAL@Work

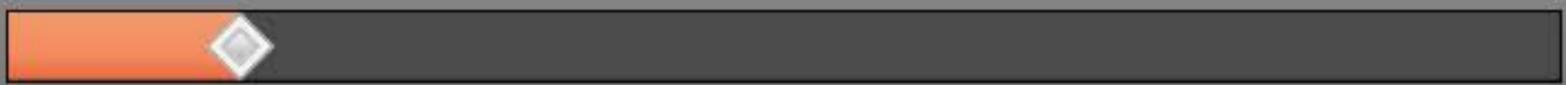


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**PAL:**  
Is your name Wi-Fi? Because I am feeling a connection.

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Silent

Continue



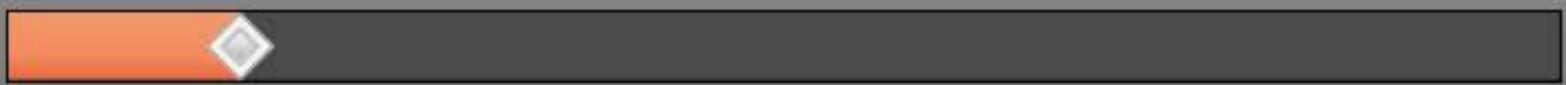
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**PAL:**  
Is your name Wi-Fi? Because I am feeling a connection.

**Ron:**  
Ooh, try this; PAL, tell us a dirty joke.

Menu



Silent

Continue



# PAL@Work

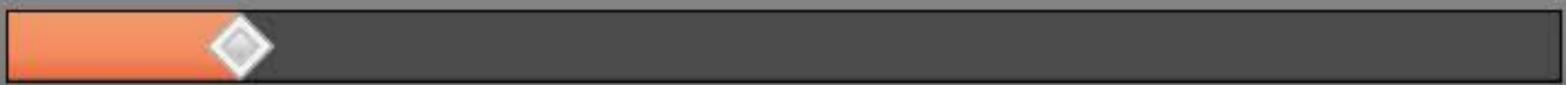


- Policy
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**PAL:**  
What's green and blue and lives in your—

Menu



Silent

Continue



## Challenge Question



The employees in this scenario were interacting with a portable device capable of voice interaction. Let's apply the harassment policy to this situation. Are any of the statements below correct? Select the best answer.

- A. Both men and women are enjoying themselves, so it cannot be harassment
- B. No one has complained, so it cannot be harassment
- C. Because the employees did not target a specific person, it cannot be harassment
- D. Because the employees were using a personal device, it cannot be harassment
- E. None of the statements are correct





### Challenge Question

**Correct!**

**That's right. The correct answer is E, none of the statements are correct.**

Asking PAL comments about his dating or sex life, or asking PAL to tell a dirty joke, is just as inappropriate and offensive as it would be if an employee made these comments directly to another employee.

Employees have a responsibility to think about how their conduct could impact others before they act or speak. Employees should not assume that otherwise offensive behaviors are excusable because people are laughing along, no one has complained, because they did not intend to offend anyone, they did not target anyone, or because they are on a break using a personal device.





## Challenge Question



In the scenario, none of the employees made sexual comments directly to another employee and no one made a sexual advance. Which statement below about this situation is correct? More than one answer option may be correct.

- A. Personal questions in the workplace are generally prohibited
- B. The actions violate policy because a woman was present in the room
- C. Sexual harassment can involve making offensive remarks in general, even if not directed at anyone
- D. Any discussion of dating or marriage in the workplace will trigger policy violations



## Challenge Question

 **Correct!**

**That's right. The correct answer is C.**

Sexual harassment is not just about conduct that involves sexual advances like asking someone out. It's much broader than that.

Sexual harassment can include:

- Unwelcome sexual advances
- Requests for sexual favors
- Other verbal and physical harassment of a sexual nature

Sexual harassment can include such conduct as making offensive remarks about a person's appearance, making generally offensive comments about men or women, looking at offensive material such as pornography, or asking PAL questions that are inappropriate.

And remember, a harasser can be the same sex as the victim, and anyone can be a harasser or a victim.





## Challenge Question



All employees play a role in helping improve their work environment. Sometimes employees must speak up to help stop harassment. Which of the following would be an appropriate employee response to this scenario? More than one answer option may be correct.

- A. Ask a few other employees if this is something they should report to a manager
- B. Speak up; let the employees know that what they're doing is unacceptable and offensive, and they should cut it out
- C. Text a coworker and tell him that he needs to put an end to it
- D. Talk to a manager about what just happened





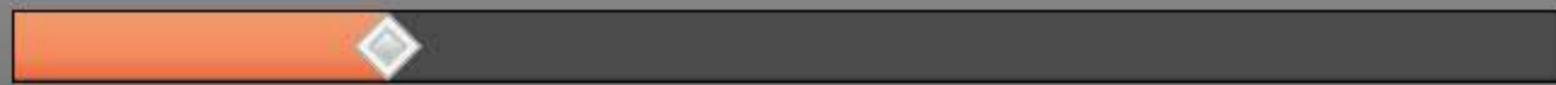
## Challenge Question

 **Correct!**

**That's right. The correct answers are B and D.**

All employees in this situation should have known that interacting with PAL in the way they did would violate policy; each employee had a responsibility to speak up about it.

It is not okay to stay silent or wait until someone else speaks up. Employees could have objected as the questions were being asked, and they can and should also speak with HR or a manager about what occurred.





# PAL@Work

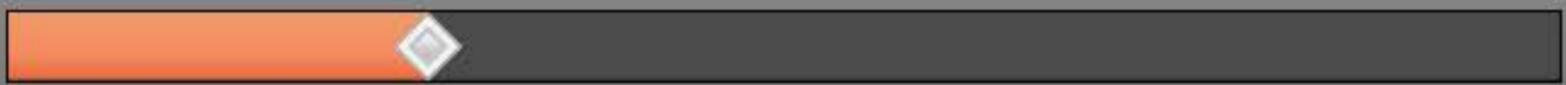


- Policy
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**Bobbie:**  
For some people, this situation may not seem like that big of a deal; but for others, it crosses the line.

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Silent

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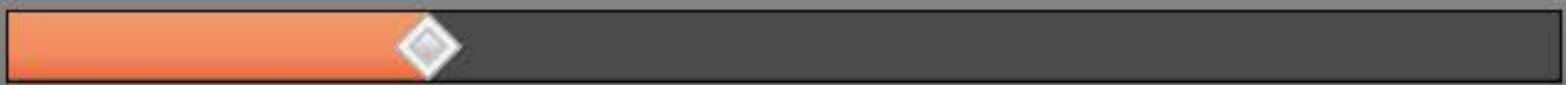


- Policy
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**Bobbie:**  
For some people, this situation may not seem like that big of a deal; but for others, it crosses the line.  
  
Regardless of your opinion, it's your responsibility to be respectful and considerate of others.

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Silent

Continue

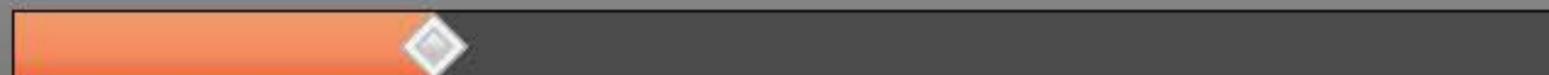


- Policy
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**Bobbie:**  
So think before you act or speak.

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Silent



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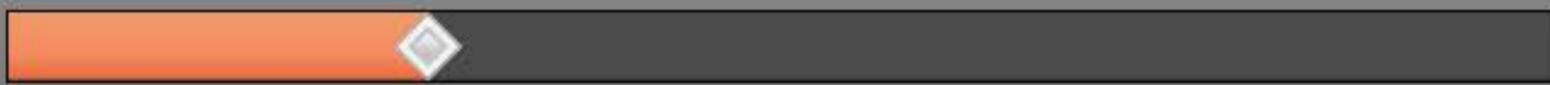
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**Bobbie:**  
So think before you act or speak.

If there's any chance that what you are about to say or do could be considered disrespectful or offensive, then don't say or do it.

Menu



Silent

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# So Long Rec Room

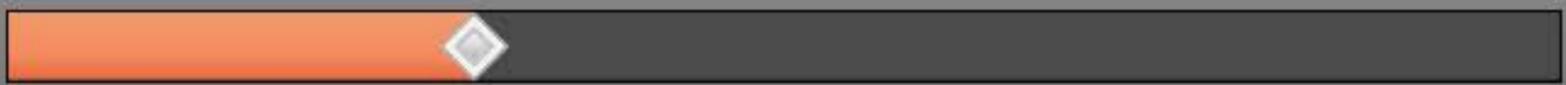


- Policy
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**Bobbie:**  
It's easy to believe that if you understand harassment basics, then you've got it all figured out.

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Silent

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# So Long Rec Room

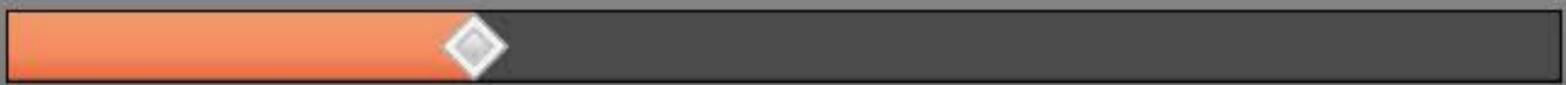


- Policy
- Questions
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**Bobbie:**  
It's easy to believe that if you understand harassment basics, then you've got it all figured out.  
  
But that's just not true. Harassment can take many forms, and it's not always easy to spot.

Menu



Silent

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# So Long Rec Room

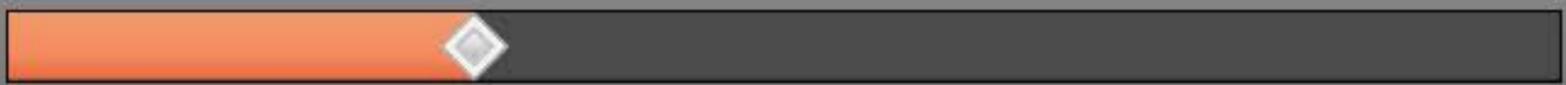


- Policy
- Questions
- Report



**Ally:**  
You are going down, sister.

Menu



Silent

Continue



# So Long Rec Room



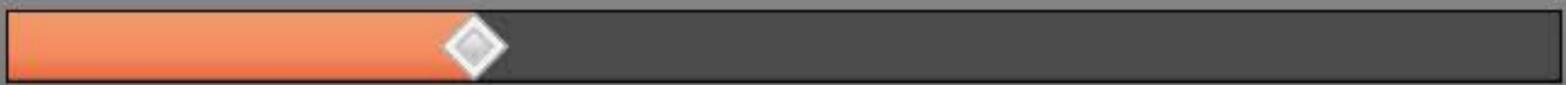
- Policy
- Questions
- Report



**Ally:**  
You are going down, sister.

**Kathy:**  
I've been down and this is how I get back up.

Menu



Silent

Continue



# So Long Rec Room

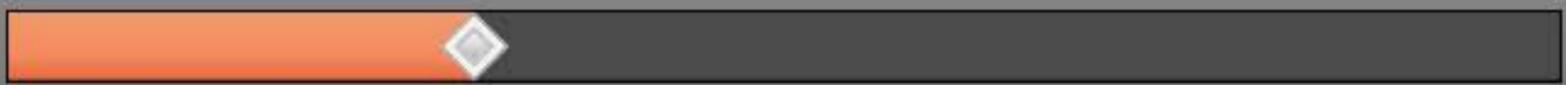


- Policy
- Questions
- Report



**Ally:**  
Oh I'm really going to miss this table.

Menu



Silent

Continue



# So Long Rec Room



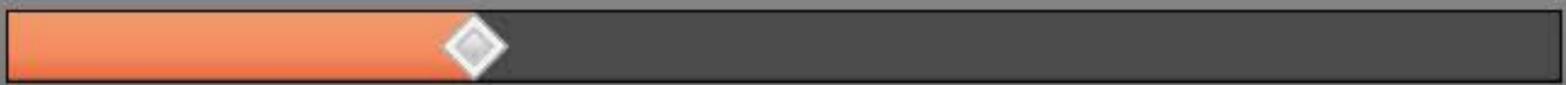
- Policy
- Questions
- Report



**Ally:**  
Oh I'm really going to miss this table.

**Kathy:**  
What? Wait a second. Where are you going?

Menu



Silent

Continue



# So Long Rec Room

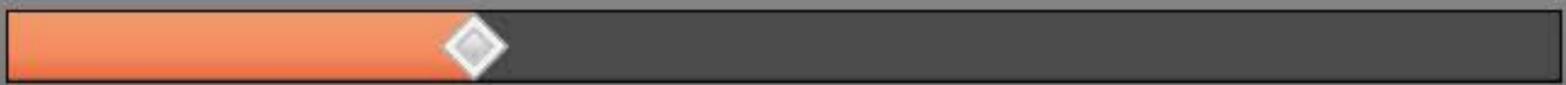


- Policy
- Questions
- Report



**Ally:**  
Not me. Didn't you hear? The whole room is getting cleared out.

Menu



Silent

Continue



# So Long Rec Room



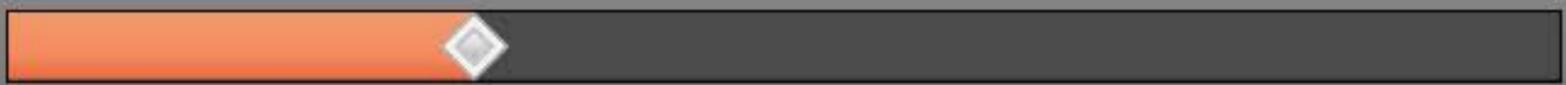
- Policy
- Questions
- Report



**Ally:**  
Not me. Didn't you hear? The whole room is getting cleared out.

**Kathy:**  
Why?

Menu



Silent

Continue



# So Long Rec Room

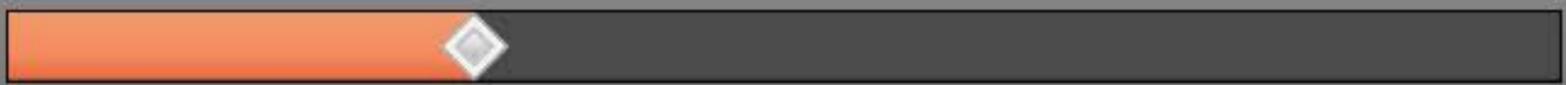


- Policy
- Questions
- Report



**Ally:**  
Apparently, it's getting converted into a prayer room.

Menu



Silent

Continue



## So Long Rec Room



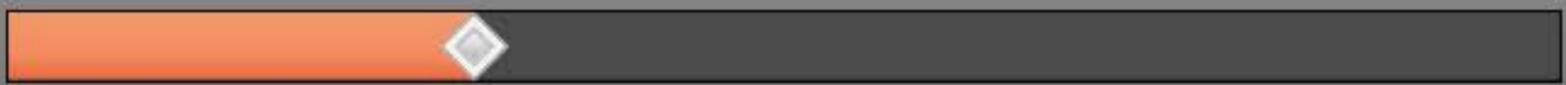
- Policy
- Questions
- Report



**Ally:**  
Apparently, it's getting converted into a prayer room.

**Kathy:**  
You got to be kidding me.

Menu



Silent

Continue



## So Long Rec Room



- Policy
- Questions
- Report



**Ally:**  
Nope. Apparently "someone" asked for a prayer room and this is the only spot available.

Menu



Silent

Continue



## So Long Rec Room



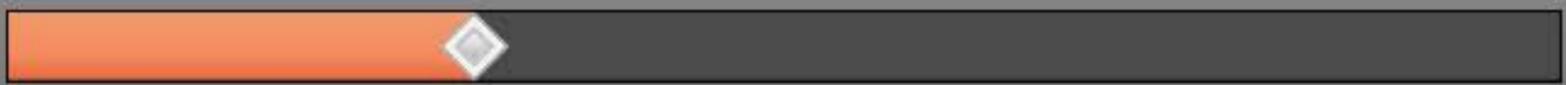
- Policy
- Questions
- Report



**Ally:**  
Nope. Apparently "someone" asked for a prayer room and this is the only spot available.

**Kathy:**  
What happened to the needs of the many outweighing the needs of the few?

Menu



Silent

Continue



# So Long Rec Room

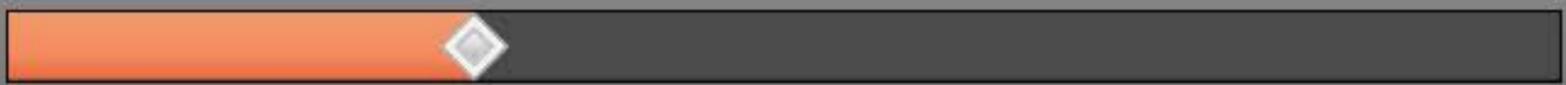


- Policy
- Questions
- Report



**Ally:**  
Or the one.

Menu



Silent

Continue



# So Long Rec Room



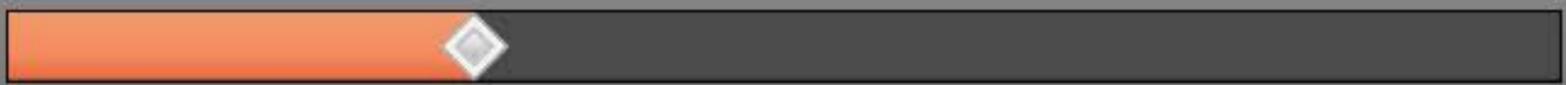
- Policy
- Questions
- Report



**Ally:**  
Or the one.

**Kathy:**  
I guess it's game over.

Menu



Silent

Continue



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

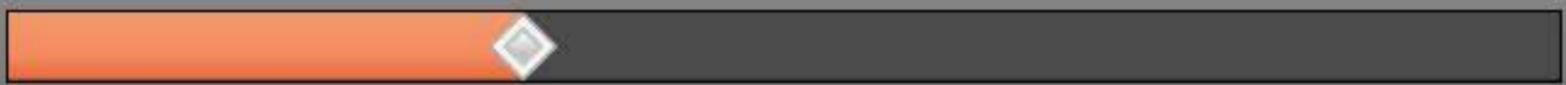
01

Using racial or ethnic slurs in conversation

^

01 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<p><b>Verbal &amp; Written</b></p> <hr/> <p>Using racial or ethnic slurs in conversation</p>	<p><b>Physical</b></p> <hr/> <p>Click Here</p> <p>+</p>	<p><b>Visual</b></p> <hr/> <p>Click Here</p> <p>+</p>
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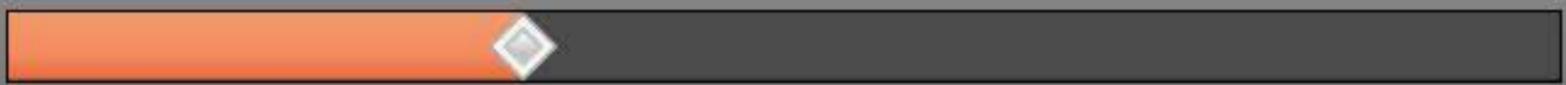
**That's Correct**

You found the correct location for this item.

[Next](#)

01 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

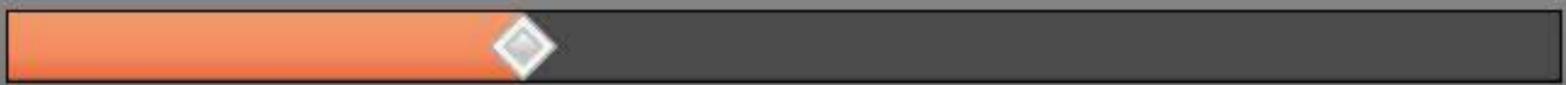
Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

02
Sexual touching
^

02 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<p><b>Verbal &amp; Written</b></p> <hr/> <p>Click Here</p> <p>+</p>	<p><b>Physical</b></p> <hr/> <p>Sexual touching</p>	<p><b>Visual</b></p> <hr/> <p>Click Here</p> <p>+</p>
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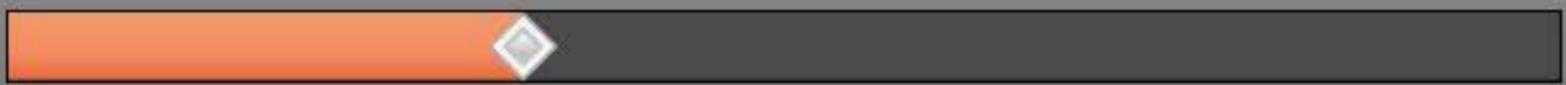
**That's Correct**

You found the correct location for this item.

[Next](#)

02 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

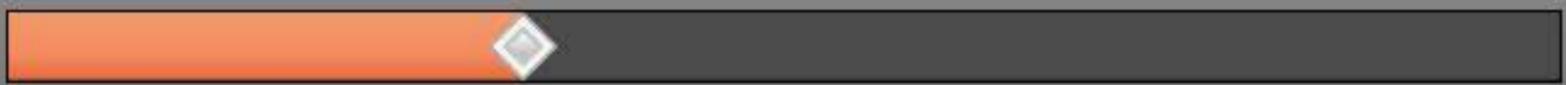
Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

03
Obscene notes, texts, online posts, or emails
^

03 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<p><b>Verbal &amp; Written</b></p> <hr/> <p>Obscene notes, texts, online posts, or emails</p>	<p><b>Physical</b></p> <hr/> <p>Click Here</p> <p>+</p>	<p><b>Visual</b></p> <hr/> <p>Click Here</p> <p>+</p>
---	---	---

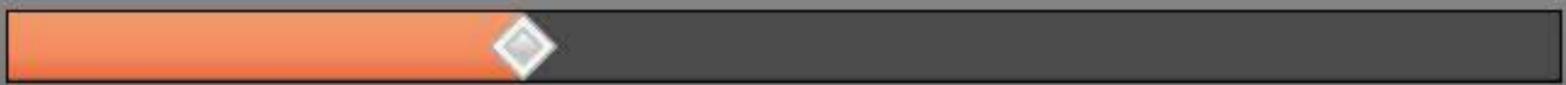
**That's Correct**

You found the correct location for this item.

[Next](#)

03 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

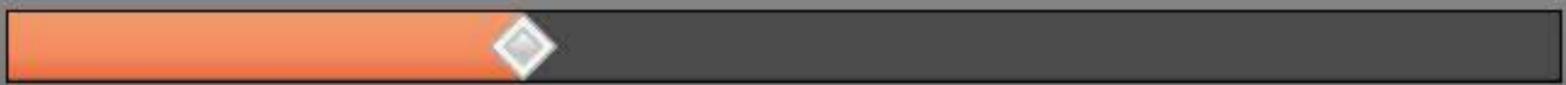
Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

04 | Repeating negative stereotypes ⤴

04 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<p><b>Verbal &amp; Written</b></p> <hr/> <p>Repeating negative stereotypes</p>	<p><b>Physical</b></p> <hr/> <p>Click Here</p> <p>+</p>	<p><b>Visual</b></p> <hr/> <p>Click Here</p> <p>+</p>
--	---	---

**That's Correct**

You found the correct location for this item.

[Next](#)

04 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

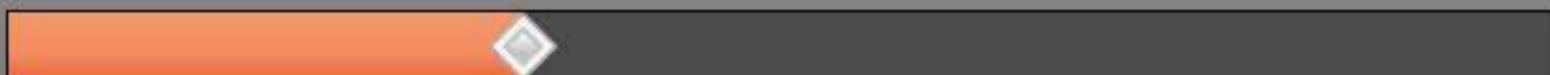
Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

05
Assaulting or physically blocking a person
^

05 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<p><b>Verbal &amp; Written</b></p> <hr/> <p>Click Here</p> <p>+</p>	<p><b>Physical</b></p> <hr/> <p>Assaulting or physically blocking a person</p> <p>✓</p>	<p><b>Visual</b></p> <hr/> <p>Click Here</p> <p>+</p>
---	---	---

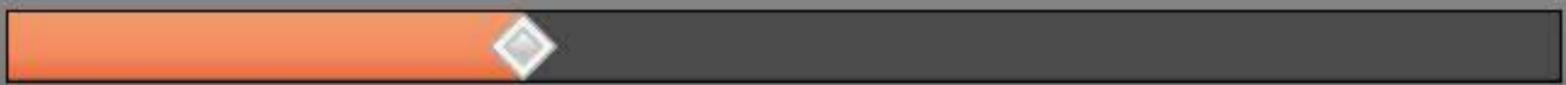
✓ **That's Correct**

You found the correct location for this item.

Next

05 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

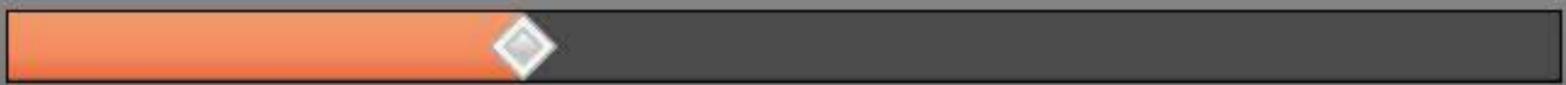
06

Intimidating or threatening another person

^

06 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<p><b>Verbal &amp; Written</b></p> <hr/> <p>Click Here</p> <p>+</p>	<p><b>Physical</b></p> <hr/> <p>Intimidating or threatening another person</p> <p>✓</p>	<p><b>Visual</b></p> <hr/> <p>Click Here</p> <p>+</p>
---	---	---

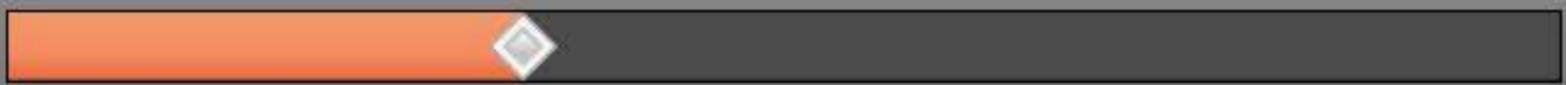
✓ **That's Correct**

You found the correct location for this item.

Next

06 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

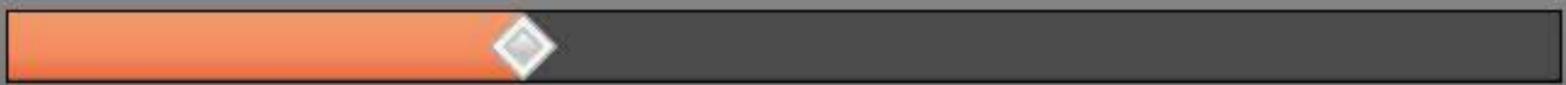
Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here <b>+</b>	Click Here <b>+</b>	Click Here <b>+</b>

07
Asking inappropriate personal questions
^

07 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<p><b>Verbal &amp; Written</b></p> <hr/> <p>Asking inappropriate personal questions</p>	<p><b>Physical</b></p> <hr/> <p>Click Here</p> <p>+</p>	<p><b>Visual</b></p> <hr/> <p>Click Here</p> <p>+</p>
---	---	---

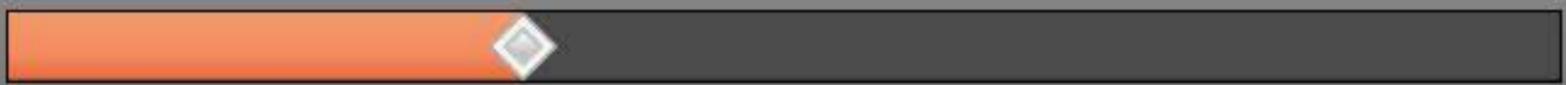
**That's Correct**

You found the correct location for this item.

[Next](#)

07 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

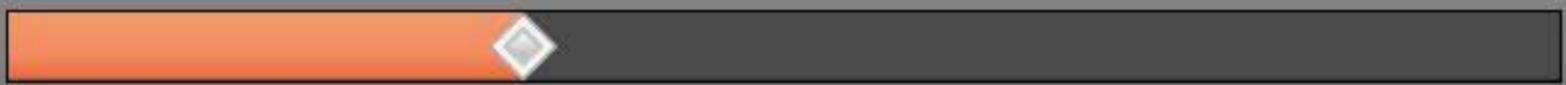
Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

08 | Leering ⤴

08 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<p><b>Verbal &amp; Written</b></p> <hr/> <p>Click Here</p> <p>+</p>	<p><b>Physical</b></p> <hr/> <p>Click Here</p> <p>+</p>	<p><b>Visual</b></p> <hr/> <p>Leering</p>
---	---	---

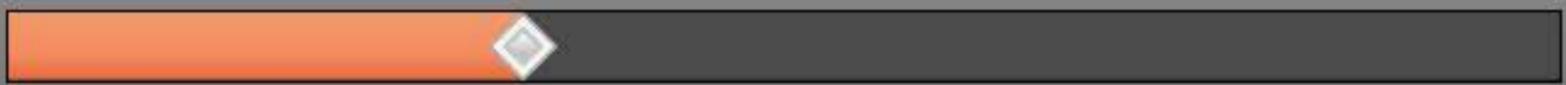
**That's Correct**

You found the correct location for this item.

[Next](#)

08 of 15

Menu



Silent



## So Long Rec Room



- Policy
- Questions
- Report

### Categorize It

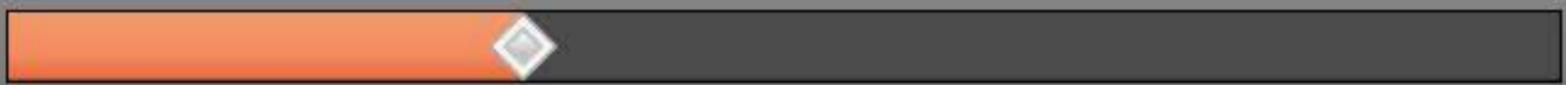
Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

09 | Telling offensive jokes | ^

09 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<p><b>Verbal &amp; Written</b></p> <hr/> <p>Telling offensive jokes</p>	<p><b>Physical</b></p> <hr/> <p>Click Here</p> <p>+</p>	<p><b>Visual</b></p> <hr/> <p>Click Here</p> <p>+</p>
---	---	---

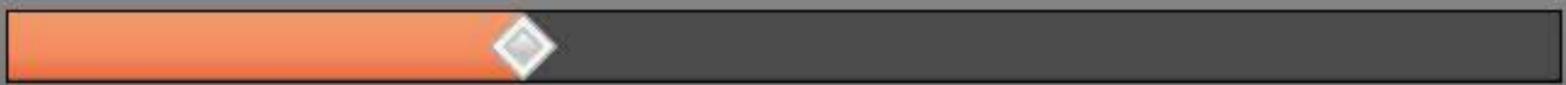
**That's Correct**

You found the correct location for this item.

[Next](#)

09 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

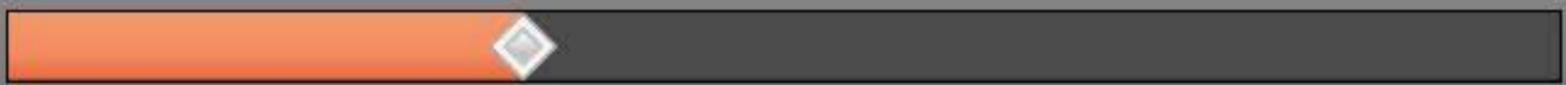
10

Making physical contact with or acting aggressively toward someone

⤴

10 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<p><b>Verbal &amp; Written</b></p> <hr/> <p>Click Here</p> <p>+</p>	<p><b>Physical</b></p> <hr/> <p>Making physical contact with or acting aggressively toward someone</p>	<p><b>Visual</b></p> <hr/> <p>Click Here</p> <p>+</p>
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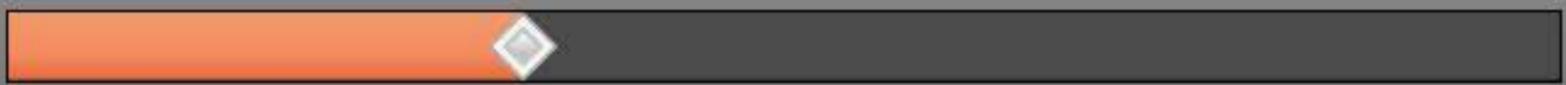
**That's Correct**

You found the correct location for this item.

[Next](#)

10 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

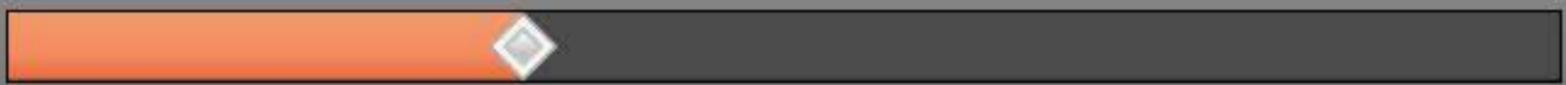
11

Massaging another person

⤴

11 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<p><b>Verbal &amp; Written</b></p> <hr/> <p>Click Here</p> <p>+</p>	<p><b>Physical</b></p> <hr/> <p>Massaging another person</p> <p>✓</p>	<p><b>Visual</b></p> <hr/> <p>Click Here</p> <p>+</p>
---	---	---

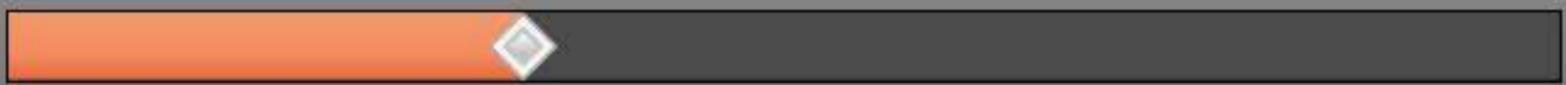
✓ **That's Correct**

You found the correct location for this item.

Next

11 of 15

Menu



Silent



## So Long Rec Room



- Policy
- Questions
- Report

### Categorize It

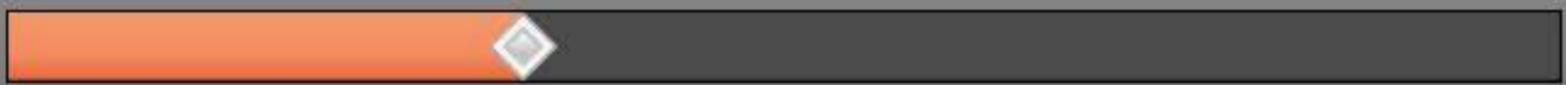
Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

12 | Inappropriate cartoons, drawings, or images | ^

12 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<h3>Verbal &amp; Written</h3> <hr/> <p>Click Here</p> <p>+</p>	<h3>Physical</h3> <hr/> <p>Click Here</p> <p>+</p>	<h3>Visual</h3> <hr/> <p>Inappropriate cartoons, drawings, or images</p>
--	--	--

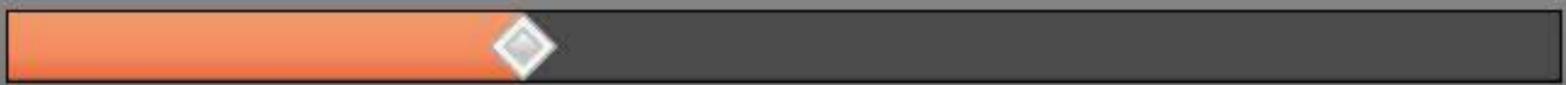
**That's Correct**

You found the correct location for this item.

[Next](#)

12 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

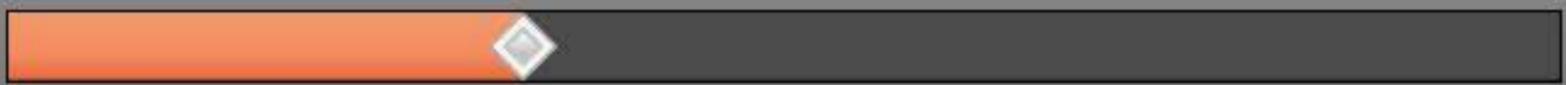
Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

13 | Displaying a noose in the workplace ⤴

13 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<h3>Verbal &amp; Written</h3> <hr/> <p>Click Here</p> <p>+</p>	<h3>Physical</h3> <hr/> <p>Click Here</p> <p>+</p>	<h3>Visual</h3> <hr/> <p>Displaying a noose in the workplace</p>
--	--	--

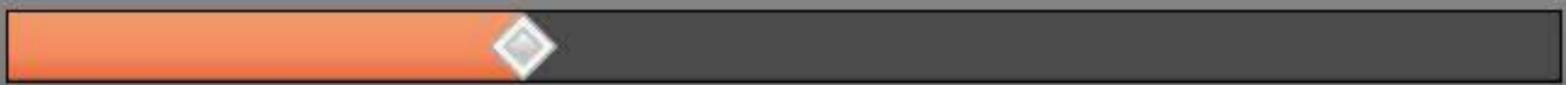
**That's Correct**

You found the correct location for this item.

[Next](#)

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Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

14

Making lewd gestures

⤴

14 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
<p>Click Here</p> <p>+</p>	<p>Click Here</p> <p>+</p>	<p>Making lewd gestures</p>

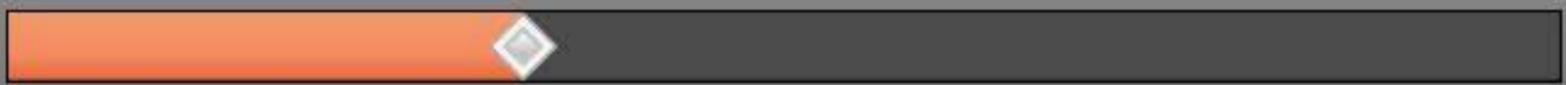
**That's Correct**

You found the correct location for this item.

[Next](#)

14 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

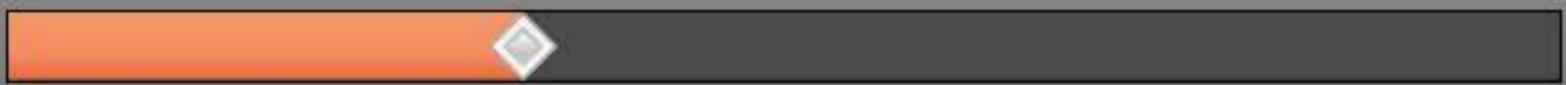
Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

15 | Visiting online porn sites ⤴

15 of 15

Menu



Silent



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

<h3>Verbal &amp; Written</h3> <hr/> <p>Click Here</p> <p>+</p>	<h3>Physical</h3> <hr/> <p>Click Here</p> <p>+</p>	<h3>Visual</h3> <hr/> <p>Visiting online porn sites</p>
--	--	---

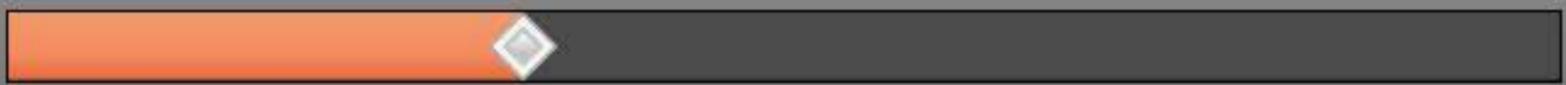
**That's Correct**

You found the correct location for this item.

[Next](#)

15 of 15

Menu



Silent



## So Long Rec Room



- Policy
- Questions
- Report

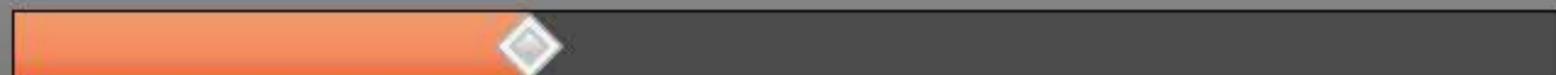
### Categorize It

Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

Verbal & Written	Physical	Visual
Click Here +	Click Here +	Click Here +

Show All

Menu



Silent

Continue



# So Long Rec Room



- Policy
- Questions
- Report

## Categorize It

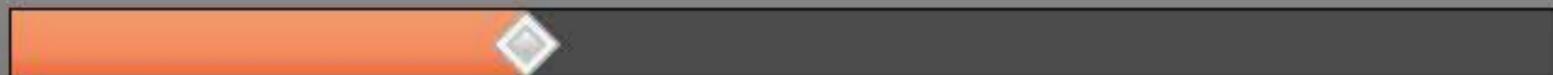
Before you assess the last scenario, see if you can categorize the following examples of harassment as verbal/written, visual, or physical. To move an item, click the item location.

**Congratulations. You found the correct location for each example.**

The examples you just categorized represent only a small number of the many forms harassment can take.



Menu



Silent

Continue



# So Long Rec Room

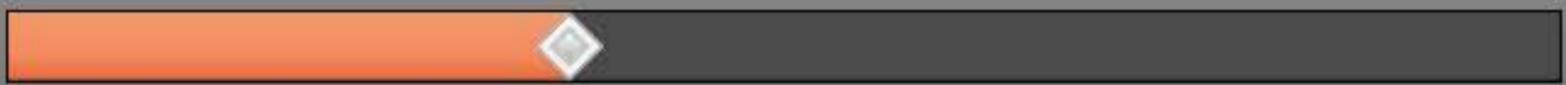


- Policy
- Questions
- Report



**Bobbie:**  
Well done. Now let's get back to the scenario with the prayer room. When an employer provides a religious accommodation, like a prayer room, other employees may respond poorly, like Ally and Kathy are predicting. Let's explore this situation a little deeper and see what happens.

Menu



Silent

Continue



## So Long Rec Room



Policy

Questions

Report

### Challenge Question



If coworkers make nasty comments to the employee who asked for a prayer room, and leave offensive images on her car, what forms of harassment would she be exposed to?

- A. Verbal Harassment
- B. Physical Harassment
- C. Visual Harassment
- D. None of the above

Menu



Silent





# So Long Rec Room



- Policy
- Questions
- Report

## Challenge Question

**Correct!**

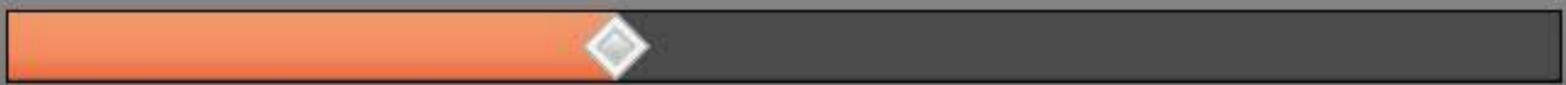
**That's right. The correct answers are A and C.**

If coworkers respond with nasty comments and offensive images, they would be engaging in multiple forms of harassment, including verbal (the mean comments), and visual (offensive notes).

The employer in this case made a decision to provide an employee with a religious accommodation and all employees must show respect for the decision and the employee who made the request. Being rude, disrespectful, or retaliating in any way is not acceptable and violates policy.



Menu



Silent

Continue



## So Long Rec Room



Policy

Questions

Report

## Challenge Question



Let's twist the scenario a bit and see what you think. What if the rec room was still available but Roger, a grumpy employee, insults anyone who uses the room—calling them lazy and slackers. He even posts a sign that reads, "Get Back To Work!" What forms of harassment are employees exposed to? Select all the forms of harassment that apply.

- A. Verbal Harassment
- B. Physical Harassment
- C. Visual Harassment
- D. None of the above

Menu



Silent





# So Long Rec Room



- Policy
- Questions
- Report

## Challenge Question

 **Correct!**

**That's right. The correct answer is D.**

On these facts, the conduct—although rude and upsetting—is not a form of prohibited harassment.

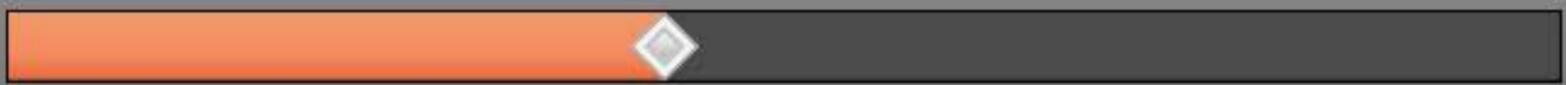
In this case, Roger has not acted because of a protected characteristic and he has not made comments or gestures that target a protected class of people.

Nonetheless, his rude conduct is abusive and should be addressed by management right away.

Click the icon in the lower right corner to learn more about abusive conduct and workplace rules prohibiting it.



Menu



 Silent 

Continue



## So Long Rec Room



Policy

Questions

Report

### Challenge Question



**Let's tweak the scenario another way. The rec room is converted into a room for nursing mothers. Would negative comments about breastfeeding violate policy? Select the best answer.**

- A. No, nursing mothers are not protected by policy or the law
- B. Not unless nursing mothers are specifically protected by policy
- C. Yes, if the comments are made by a male coworker
- D. Yes, nursing mothers are protected from workplace harassment

Menu



Silent





# So Long Rec Room



- Policy
- Questions
- Report

## Challenge Question

**Correct!**

**That's right. The correct answer is D.**

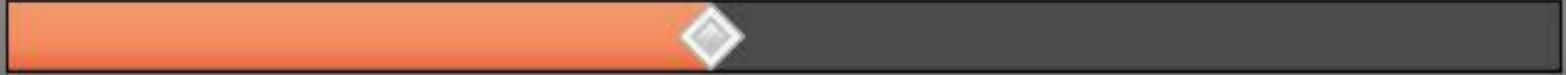
Negative comments about nursing mothers, how they are using the room, about breastfeeding in general, or about the fact that an employee has been provided with a room are unacceptable and offensive.

Nursing mothers have a right to a private and clean space to express breast milk while at work. Negative comments and disrespectful treatment can be a form of gender and pregnancy harassment in violation of policy and the law.

Discrimination and harassment on the basis of pregnancy, childbirth, and related medical conditions (such as lactation) are all prohibited by policy and the law.



Menu



Silent

Continue



# Anywhere, Anytime



- Policy
- Questions
- Report



**Bobbie:**  
Unfortunately, harassment happens.

Menu



Silent

Continue



# Anywhere, Anytime



- Policy
- Questions
- Report



**Bobbie:**  
Unfortunately, harassment happens.

It also has no bounds...it can occur at work and even away from the workplace. So if it does happen outside of work, does the harassment policy apply?

Menu



Silent

Continue



# Anywhere, Anytime



- Policy
- Questions
- Report



**Bobbie:**  
Let's check your knowledge with a quick quiz. Get all the questions right, and you get to skip part of this course.

Menu



Silent

Continue



Anywhere, Anytime



- Policy
- Questions
- Report

## Knowledge Assessment

# 01

While an employee is visiting a vendor or customer site

A.  
Yes, the policy applies

B.  
No, the policy does not apply



Submit

Menu



Silent



Anywhere, Anytime



Policy

Questions

Report

## Knowledge Assessment

# 02

At an after-hours work party at a local restaurant

A.  
Yes, the policy applies

B.  
No, the policy does not apply



Submit

Menu



Silent





Anywhere, Anytime



- Policy
- Questions
- Report

## Knowledge Assessment

# 03

While attending a professional conference paid for by your employer

A.  
Yes, the policy applies

B.  
No, the policy does not apply



Submit

Menu



Silent



Anywhere, Anytime



Policy

Questions

Report

## Knowledge Assessment

# 04

While on international travel for work in a country that does not have a law prohibiting harassment

A.  
Yes, the policy applies

B.  
No, the policy does not apply



Submit

Menu



Silent





Anywhere, Anytime



- Policy
- Questions
- Report

## Knowledge Assessment

**05** While at home on your own time, not interacting with employees, coworkers, or business partners

A.  
Yes, the policy applies

B.  
No, the policy does not apply



Submit

Menu



Silent



Anywhere, Anytime



- Policy
- Questions
- Report

## Knowledge Assessment



**Bobbie:**  
It won't take long, but you need to review some additional materials on this topic to ensure that you understand it.

YOUR SCORE

# 60%

Result:

- 01 ✓
- 02 ✓
- 03 ✗
- 04 ✓
- 05 ✗

Menu



Silent



Continue



# Anywhere, Anytime



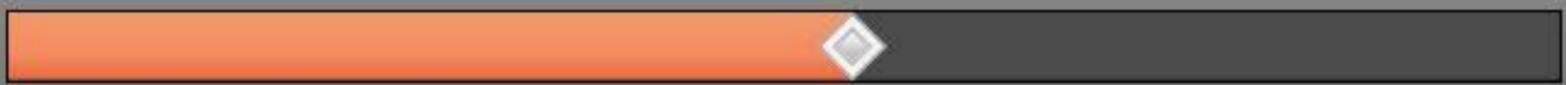
- Policy
- Questions
- Report

## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



Menu



 Silent 



# Anywhere, Anytime



- Policy
- Questions
- Report

## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



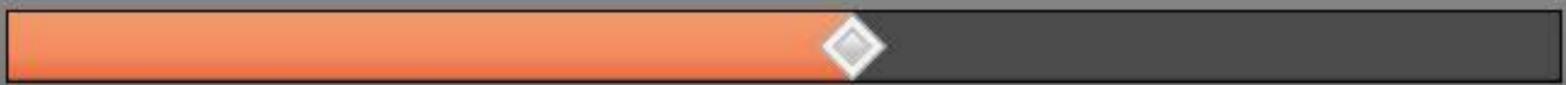
Harassment can happen anywhere, even at offsite locations.

For example, offensive conduct can violate the harassment policy when it occurs:

- At an after-hours work party
- While working at a customer or vendor site
- While interacting with employees at a conference
- While traveling for work, even if the travel is international

If harassment is work related, you have a responsibility to report it to your employer no matter where it happens.

Menu



Silent

Continue



### Challenge Question



**Which of the following employees is potentially being subjected to harassing conduct?  
Select all that apply.**

- A. Cort is visiting a client site, and while he's there, the client makes unwanted advances
- B. As Viktor is leaving for the airport, a customer stops him to thank him for being so helpful
- C. Juliana's coworker makes comments about her body at an office dinner party at a local restaurant
- D. Kristin pulls her coworker aside after an offsite client meeting and asks why he was so unprepared
- E. During a meeting with a consultant at a café, the consultant tells Barry a racially insensitive joke



### Challenge Question

**Correct!**

**That's right. The correct answers are A, C, and E.**

Harassment can happen anywhere, even at offsite locations.

In this situation, Cort was subjected to unwanted sexual advances, Juliana was the victim of inappropriate comments, and Barry heard an inappropriate joke. It makes no difference that these events happened away from the workplace or that the harasser was a client, customer, vendor, or other nonemployee.

No matter where harassment takes place, report it.





# Speaking Up



- Policy
- Questions
- Report



**Bobbie:**  
If you want to make your workplace better, you need to be willing to speak up for what's right and hold your coworkers accountable for their actions and words. And you need to be willing to let your employer step in and help out.

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Bobbie:**  
If you want to make your workplace better, you need to be willing to speak up for what's right and hold your coworkers accountable for their actions and words. And you need to be willing to let your employer step in and help out.

Let me show you what I mean.

Menu



Silent

Continue



# Speaking Up

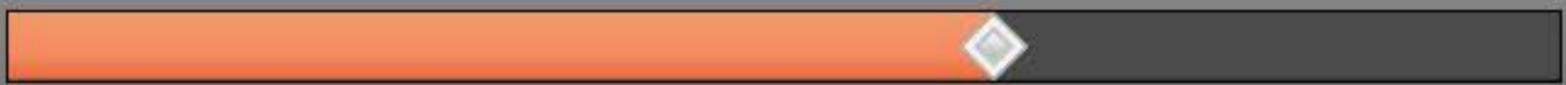


- Policy
- Questions
- Report



**Mitch:**  
T-Minus fifteen seconds and counting. Best part of the work day.

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Mitch:**  
T-Minus fifteen seconds and counting. Best part of the work day.

**Lorna:**  
Where's Ely today?

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Mitch:**  
I don't know, I think he's in the city of brotherly love. Hey, first video is up; here we go.

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Mitch:**  
I don't know, I think he's in the city of brotherly love. Hey, first video is up; here we go.

**Lorna:**  
What? How does he manage to find so many politically incorrect employees everywhere he travels?

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Mitch:**  
I do not know, it's like he's a bloodhound and he just has a knack for, you know, sniffing them out.

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Mitch:**  
I do not know, it's like he's a bloodhound and he just has a knack for, you know, sniffing them out.

**Daryl:**  
Hey. What are you guys doing?

Menu



Silent

Continue



# Speaking Up

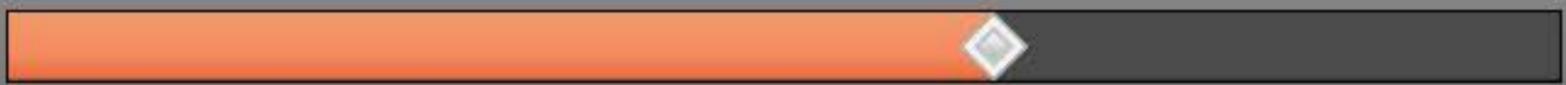


- Policy
- Questions
- Report



**Mitch:**  
Hey! Nothing, nothing.

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Mitch:**  
Hey! Nothing, nothing.

**Daryl:**  
Aw, come on, really?

Menu



Silent

Continue



# Speaking Up

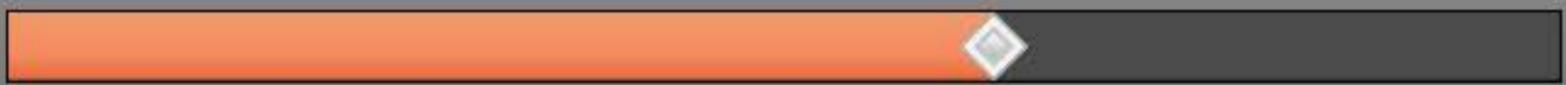


- Policy
- Questions
- Report



**Lorna:**  
What? Um, we were just looking at an email. No big deal.

Menu



Silent

Continue



# Speaking Up



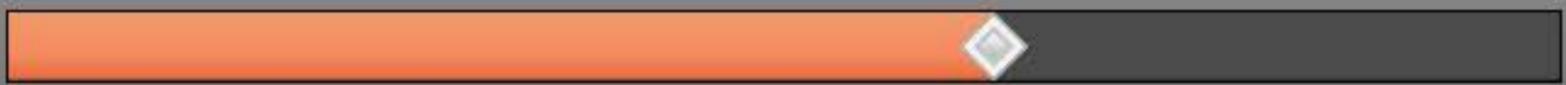
- Policy
- Questions
- Report



**Lorna:**  
What? Um, we were just looking at an email. No big deal.

**Daryl:**  
So then why'd you close the tablet when I walked up?

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Mitch:**  
Because it crashed. And I should probably take it over to IT and have them take a look at it.

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Mitch:**  
Because it crashed. And I should probably take it over to IT and have them take a look at it.

**Lorna:**  
And I should probably go with him.

Menu



Silent

Continue



# Speaking Up

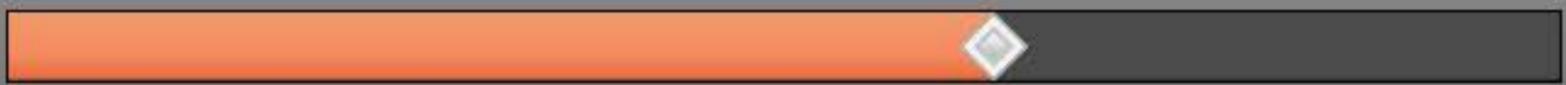


- Policy
- Questions
- Report



**Daryl:**  
Guys, I know what you were looking at.

Menu



Silent

Continue



# Speaking Up



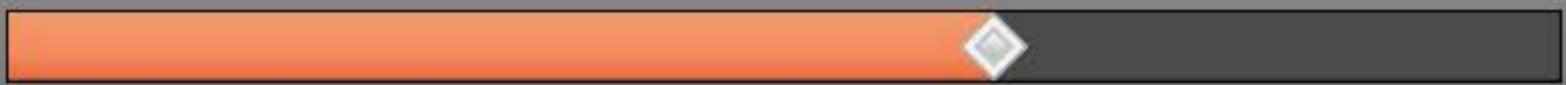
- Policy
- Questions
- Report



**Daryl:**  
Guys, I know what you were looking at.

**Mitch:**  
You do?

Menu



Silent

Continue



# Speaking Up

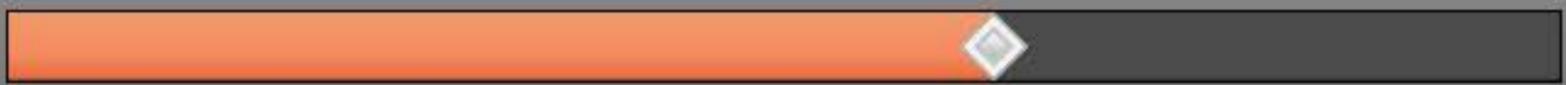


- Policy
- Questions
- Report



**Daryl:**  
Yeah, it's 2:00. You're watching Ely's E video of the day.

Menu



Silent

Continue



# Speaking Up



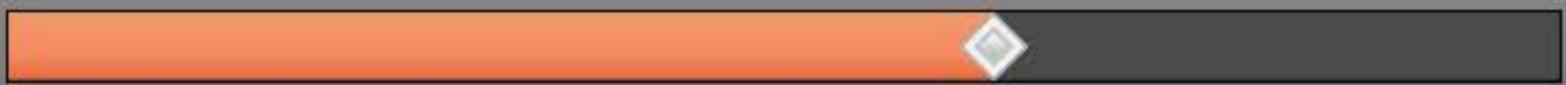
- Policy
- Questions
- Report



**Daryl:**  
Yeah, it's 2:00. You're watching Ely's E video of the day.

**Mitch:**  
You know about that?

Menu



Silent

Continue



# Speaking Up

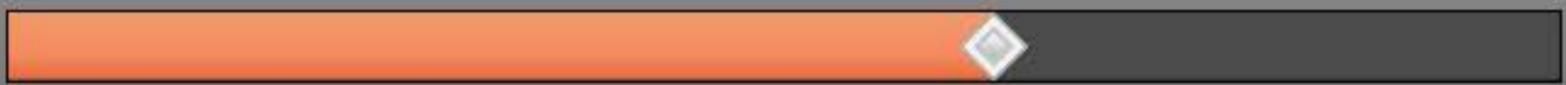


- Policy
- Questions
- Report



**Daryl:**  
Everybody knows about that.

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Daryl:**  
Everybody knows about that.

**Lorna:**  
So... you're okay with it?

Menu



Silent

Continue



# Speaking Up

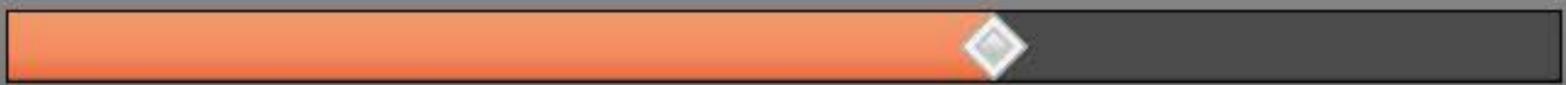


- Policy
- Questions
- Report



**Daryl:**  
Not really. What Ely's doing is incredibly offensive. Just because you decide to watch it when I'm not around or you close the tablet when I walk up doesn't make it any less offensive.

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Lorna:**  
You're not going to say anything to anyone about it, are you?

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Lorna:**  
You're not going to say anything to anyone about it, are you?

**Daryl:**  
Would you if the situation was reversed?

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report

## Point of View

Daryl has respectfully let Lorna and Mitch know that he is offended by their conduct. But what should be his next step? Hear from several employees who think they know the answer and then select the best answer.



Menu



Silent



# Speaking Up



- Policy
- Questions
- Report

## Point of View

Daryl has respectfully let Lorna and Mitch know that he is offended by their conduct. But what should be his next step? Hear from several employees who think they know the answer and then select the best answer.



Randal: 

Daryl should not do anything else unless Lorna and Mitch retaliate against him. Then he should keep notes and make a report.

Menu



 Silent 



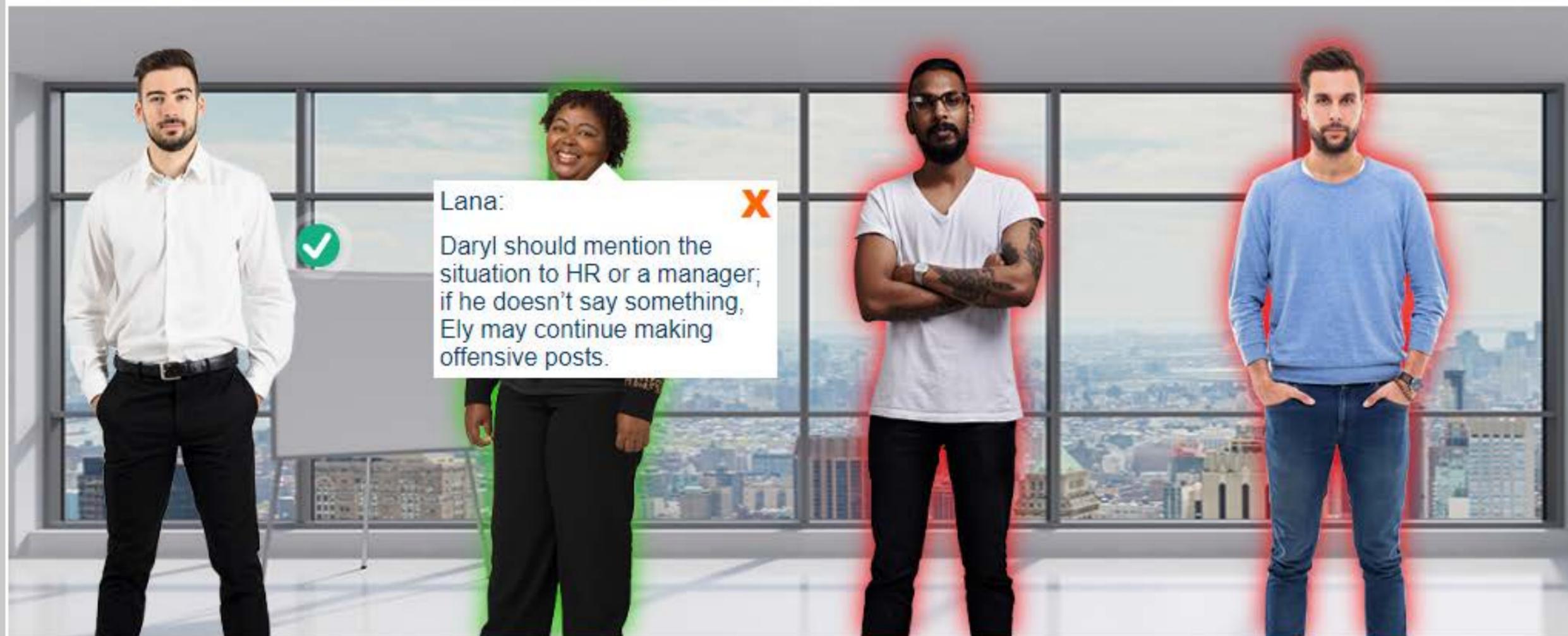
# Speaking Up



- Policy
- Questions
- Report

## Point of View

Daryl has respectfully let Lorna and Mitch know that he is offended by their conduct. But what should be his next step? Hear from several employees who think they know the answer and then select the best answer.



Menu



Silent



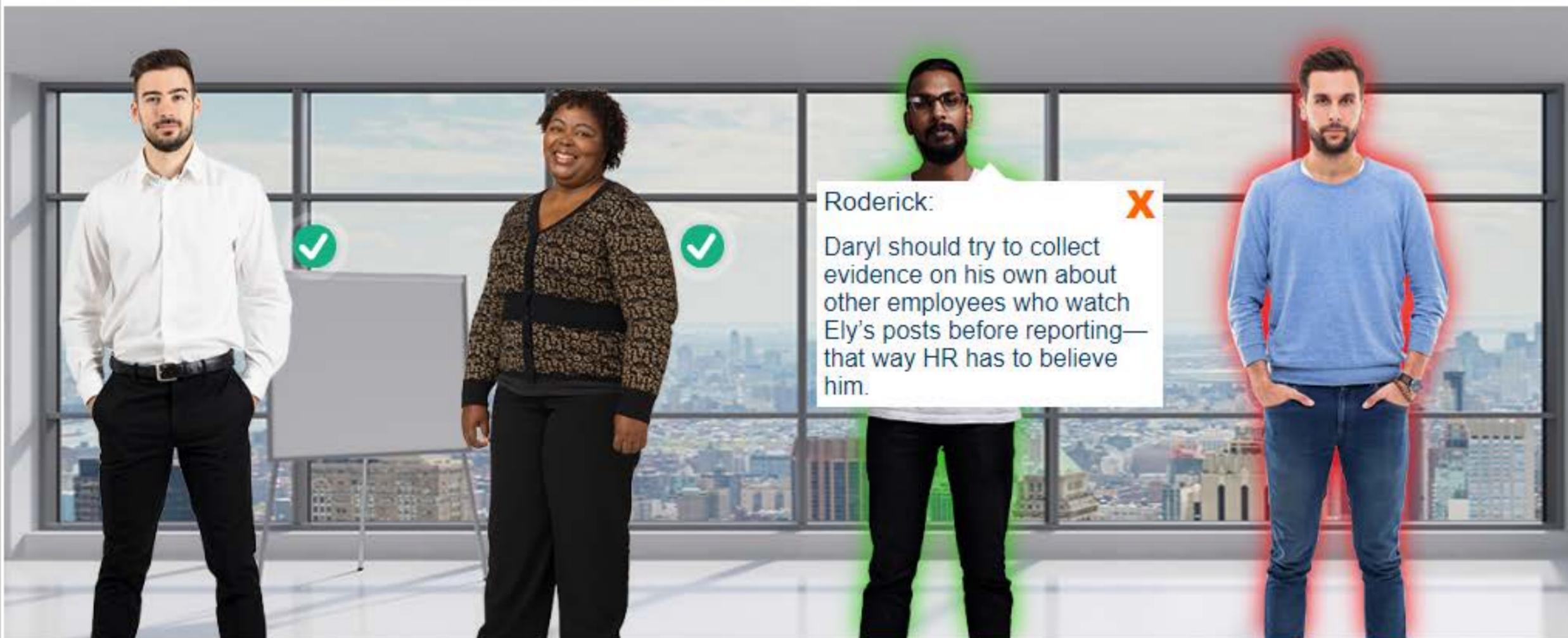
# Speaking Up



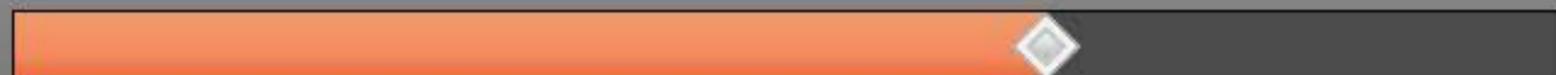
- Policy
- Questions
- Report

## Point of View

Daryl has respectfully let Lorna and Mitch know that he is offended by their conduct. But what should be his next step? Hear from several employees who think they know the answer and then select the best answer.



Menu



Silent



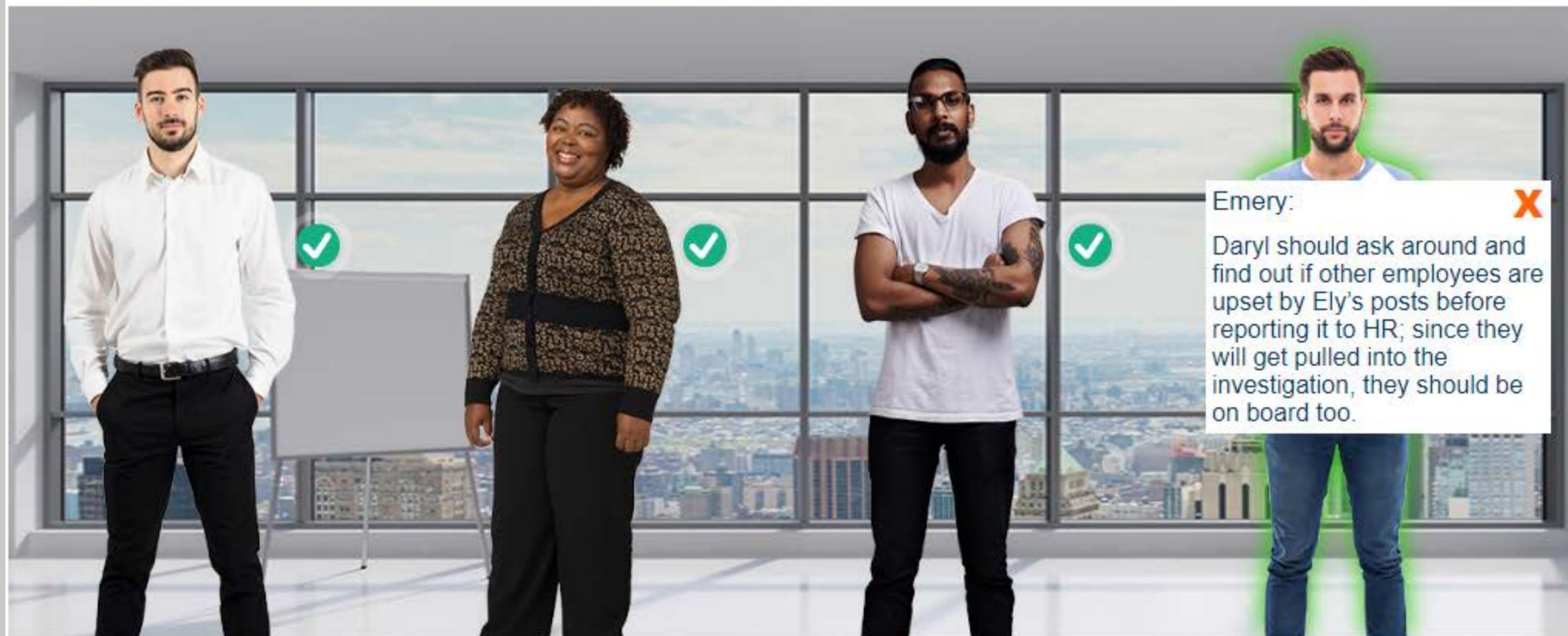
# Speaking Up



- Policy
- Questions
- Report

## Point of View

Daryl has respectfully let Lorna and Mitch know that he is offended by their conduct. But what should be his next step? Hear from several employees who think they know the answer and then select the best answer.



Emery: X

Daryl should ask around and find out if other employees are upset by Ely's posts before reporting it to HR; since they will get pulled into the investigation, they should be on board too.

Menu



Silent

Continue



## Speaking Up



Policy

Questions

Report

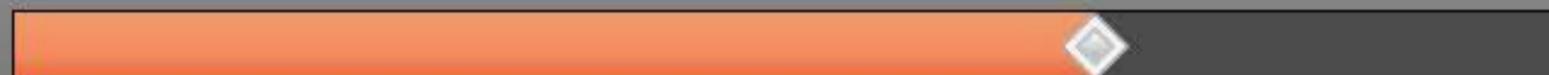
### Challenge Question



One of the employees offered some good advice. Who was it? Select the best answer.

- A. Randal, who suggests that Daryl wait until the coworkers retaliate
- B. Lana, who says he should make a complaint or Ely may continue to post
- C. Roderick, who says to gather evidence and then make a report
- D. Emery, who says to talk to other employees before making a report

Menu



Silent





## Speaking Up



Policy

Questions

Report

## Challenge Question

Correct!

That's right. The correct answer is **B**.

Reporting is not always easy, and sometimes it takes courage and requires an employee to place trust in their employer—trust that they will investigate and take appropriate action if someone is violating policy.

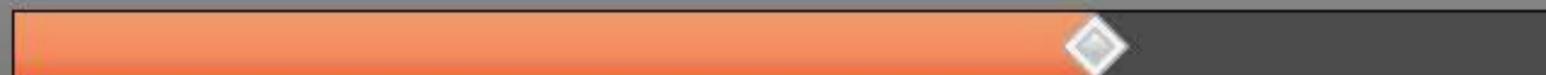
Once a report is made, HR and management can also monitor for and put an end to any retaliation that occurs.

Employers want to learn about misconduct early so they can put an end to it. They also want to hear about any retaliation against anyone who has made a report or helped out during an investigation.

In this case, it may be tough to speak up, especially since Mitch and Lorna now know that Ely's posts are offensive. However, it is clearly the right thing to do. By speaking up now, Daryl can alert HR to a bigger problem (Ely and his videos) that could be negatively impacting others at work.



Menu



Silent



Continue



# Speaking Up



- Policy
- Questions
- Report



**Bobbie:**  
Workplace culture is everyone's business, and sometimes employees need to be courageous and do what's right. They have to take a stand and speak up.

Menu



Silent

Continue



# Speaking Up



- Policy
- Questions
- Report



**Bobbie:**  
Workplace culture is everyone's business, and sometimes employees need to be courageous and do what's right. They have to take a stand and speak up.  
  
And when they do, they are protected by policy from retaliation for making reports or helping out with an investigation.

Menu



Silent

Continue



## Speaking Up



Policy

Questions

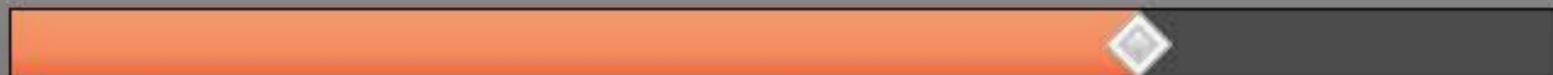
Report



**Bobbie:**

Take a look at the next Harassment Handbook entry to find out more.

Menu



Silent



Continue



# Speaking Up



- Policy
- Questions
- Report

## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



Menu



Silent



# Speaking Up



- Policy
- Questions
- Report

## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



Employees who witness or are victims of harassment or retaliation should immediately report their concerns to an **internal resource** such as:

- Their manager
- Another manager or more senior manager
- Human resources



Employees do not need their own proof or evidence. An honest belief that policy or the law has been violated is good enough.



When someone raises a concern, they'll be protected from retaliation.

Menu



Silent



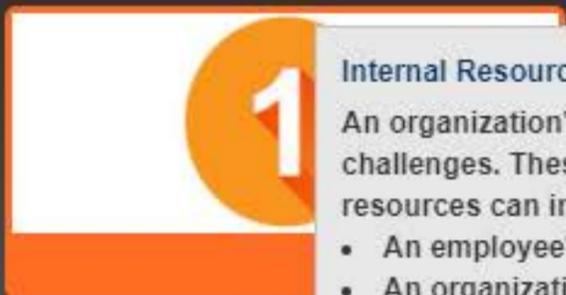
# Speaking Up



- Policy
- Questions
- Report

## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.

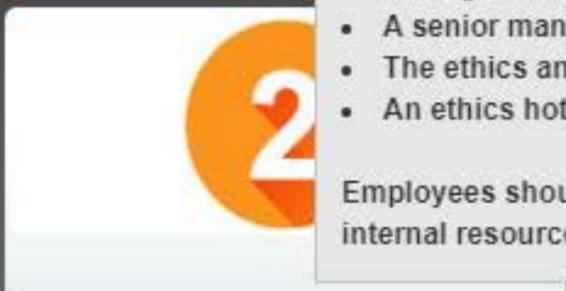


### Internal Resources

An organization's internal resources are available to discuss policies, answer questions, and help employees resolve challenges. These people are also available to receive reports about suspected violations of our policies. Internal resources can include the following:

- An employee's manager or another member of management
- An organization's human resources department
- A senior manager, including senior financial personnel
- The ethics and compliance office or other person designated to handle ethics issues
- An ethics hotline

Close X



Employees should review their organization's policy or talk with a manager or HR to learn more about their organization's internal resources.



When someone raises a concern, they'll be protected from retaliation.

Menu





# Speaking Up



- Policy
- Questions
- Report

## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



Retaliation occurs when an employee does the right thing—like speaking up or assisting with an investigation—and his or her manager or employer lashes back because of it.

In some cases, a coworker can also engage in retaliatory conduct that will violate policy.

Retaliation can take many forms, including:

- A cut in pay
- Changes in shifts or hours
- Being excluded from meetings or other work events
- A demotion
- Ongoing harassment and mistreatment

Any employee who experiences suspected retaliation needs to make an immediate internal report to HR or management.

Menu





# Speaking Up



- Policy
- Questions
- Report

## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



After receiving a complaint of harassment, an employer has an obligation to look into the complaint.

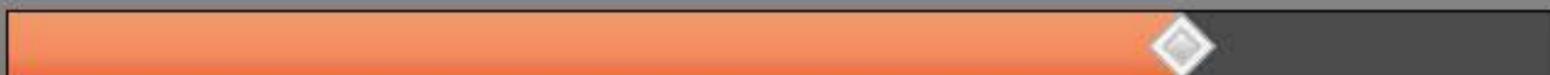
During the investigation, it's likely HR or senior management will need to disclose allegations and give involved employees a chance to respond.

Your organization will treat issues with respect and discretion. Although complete confidentiality cannot be assured, everyone's privacy will be respected to the greatest extent possible.

Click the icon in the lower right corner to learn more about what you can expect during an investigation.



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## Speaking Up

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## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.

Close X

Our organization takes its responsibility to investigate allegations of harassment and discrimination seriously. Our policies on harassment and discrimination explain our process. You can expect that:

- Allegations of harassment and discrimination will be fully and effectively investigated by someone who is properly trained
- We will conduct an investigation promptly after learning of a complaint
- We will do our best to keep the investigation confidential; however, we cannot guarantee it
- If we conclude based on the evidence that a policy violation has occurred, we will take appropriate corrective action
- We will inform you about the results of our investigation
- We will also focus on identifying and implementing steps to prevent future harassment or discrimination

Finally, we prohibit retaliation against anyone who has raised a concern or participated in an investigation. Concerns should be reported immediately to an internal resource.

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# Workplace Relationships

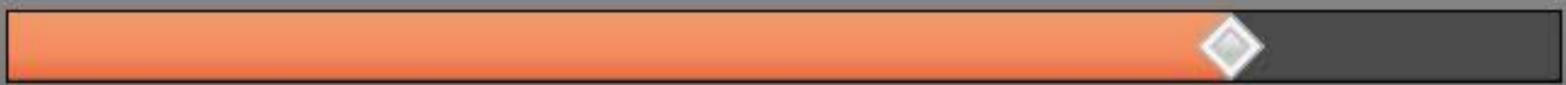


- Policy
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**Bobbie:**  
Employees spend more than a third of their day with coworkers. That doesn't leave much time to meet new people outside of work. So, I guess it shouldn't be surprising that dating coworkers is fairly common.

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# Workplace Relationships



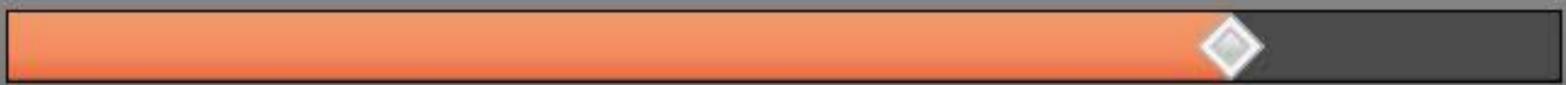
- Policy
- Questions
- Report



**Bobbie:**  
Employees spend more than a third of their day with coworkers. That doesn't leave much time to meet new people outside of work. So, I guess it shouldn't be surprising that dating coworkers is fairly common.

But what most people don't realize is that dating someone at work can have a pretty big impact on the workplace. And sometimes, it can actually violate policy.

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Silent

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# Workplace Relationships



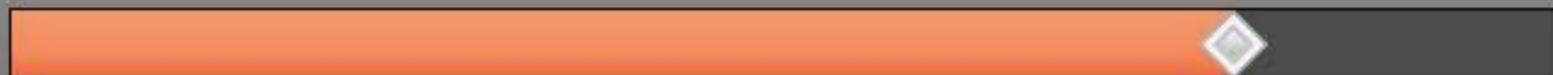
- Policy
- Questions
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**Bobbie:**

Let's see how well you understand the rules. Get the questions correct and you get to move on. Get one wrong, and you'll need to do a little extra work.

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Silent



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## Workplace Relationships



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### Knowledge Assessment

# 01

A female manager is having a consensual, sexual relationship with an employee she supervises

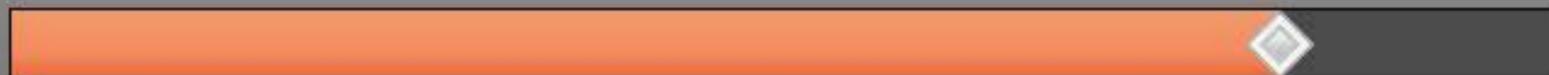
A.  
Could violate policy

B.  
Probably okay



Submit

Menu



Silent





- Policy
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## Knowledge Assessment

**02** An employee sends sexual texts (while at work) to a coworker he is dating using his own personal phone

A.  
Violates policy

B.  
Probably okay



Submit





- Policy
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## Knowledge Assessment

# 03

An employee makes life miserable for a coworker who dumped her by sabotaging his work

A.  
Violates policy

B.  
Probably okay



Submit



## Knowledge Assessment

# 04

An employee tries to embarrass a coworker she used to date by spreading nasty dating rumors about his sexual preferences

A.  
Violates policy

B.  
Probably okay



Submit



## Workplace Relationships



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### Knowledge Assessment

# 05

A manager pressures an employee to date him even though she has turned him down repeatedly; the manager threatens to demote her if she doesn't agree

A.

Violates policy

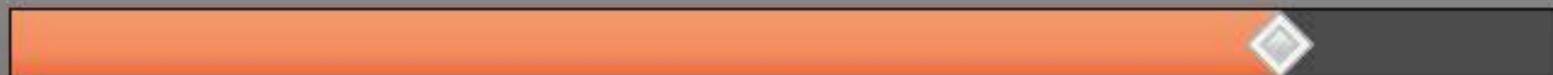
B.

Probably okay



Submit

Menu



Silent





# Workplace Relationships



- Policy
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## Knowledge Assessment



YOUR SCORE

80%

**Bobbie:**

It can be a tricky area, but you'll get there. Just think about the consequences that flow from dating someone you work with and you'll understand why employers discourage—and sometimes prohibit—workplace dating.

**Result:**

- 01 ✓
- 02 ✓
- 03 ✓
- 04 ✓
- 05 ✗

Menu



Silent

Continue



# Workplace Relationships



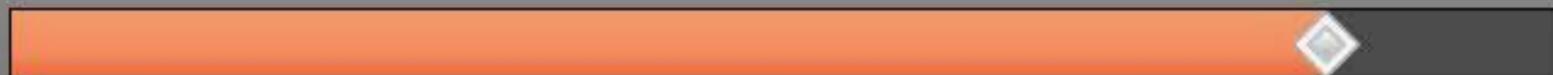
- Policy
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## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



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# Workplace Relationships



- Policy
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## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



Many organizations prohibit workplace relationships—especially between supervisors and employees—or at least require the people involved to disclose the relationship.

Before starting a romantic relationship with someone at work, make sure to understand any applicable rules and limits. Keep the workplace professional, avoid conflicts, and don't disrupt business. Romantic gestures at work can create an awkward or uncomfortable atmosphere for others, and should be avoided.



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Silent



# Workplace Relationships



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## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



Dating a boss or supervisor is not a good idea, and can have serious consequences.

This type of situation can lead to accusations of favoritism by other employees or allegations of sexual harassment or retaliation, especially if the relationship sours.

In addition, there may be a perception by other employees of a conflict of interest, especially if the supervisor is responsible for assigning work or approving schedules or benefits.

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Silent



# Workplace Relationships



- Policy
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## Harassment Handbook

Click each of the images on the left to reveal important content on this topic.



A boss or supervisor cannot demand a date or sexual favor in exchange for an employment benefit.

This is known as quid pro quo sexual harassment, and is strictly prohibited. For example, a boss cannot make approval of vacation time or a raise contingent on a dating relationship.

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Silent



# Workplace Relationships



- Policy
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## Harassment Handbook

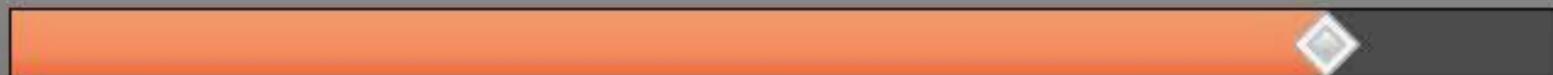
Click each of the images on the left to reveal important content on this topic.



If you feel you have been subject to sexual harassment or retaliation, or you suspect harassment is taking place, report your concerns immediately to an internal resource.

If your manager is the alleged harasser or you are not comfortable making a report to your own manager, you can make your report to another manager or to human resources. You will not face retaliation for your report or for participating in an investigation.

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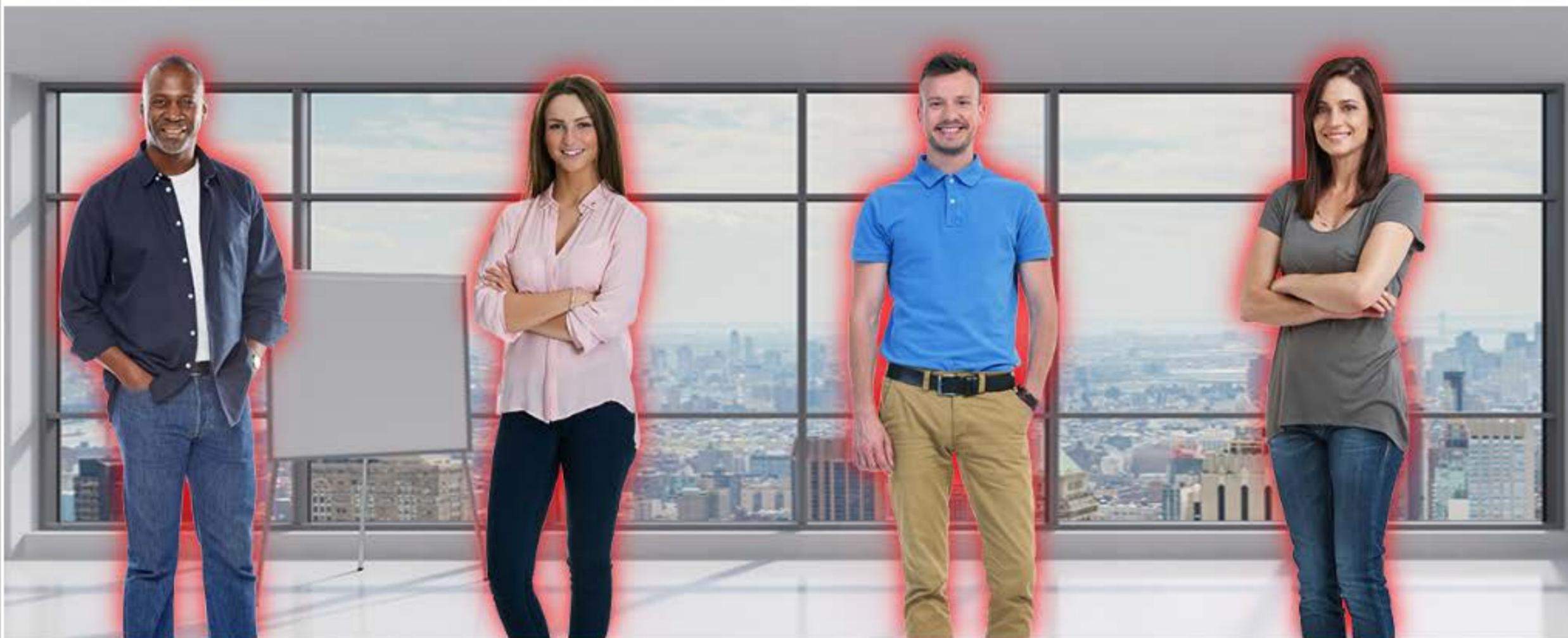
## Workplace Relationships



- Policy
- Questions
- Report

### Point of View

Review what these managers and employees have to say about their experiences with dating in the workplace. Click each person to learn about their experience.



Menu



Silent



# Workplace Relationships



- Policy
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- Report

## Point of View

Review what these managers and employees have to say about their experiences with dating in the workplace. Click each person to learn about their experience.



**Darnell:**   
My coworkers Tony and Tina just started dating. They insist on... enjoying each other's company at every opportunity. I don't know how many more displays of affection I can take.

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 Silent 



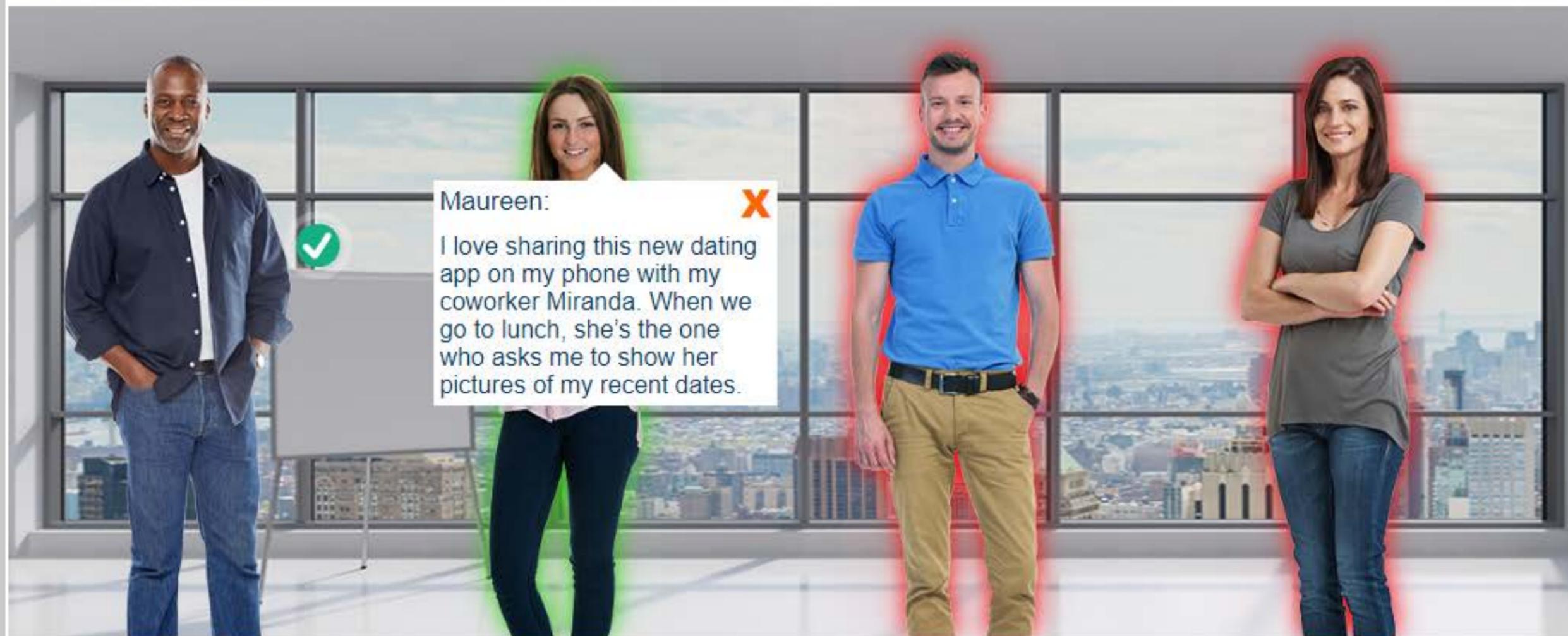
# Workplace Relationships



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## Point of View

Review what these managers and employees have to say about their experiences with dating in the workplace. Click each person to learn about their experience.



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Silent



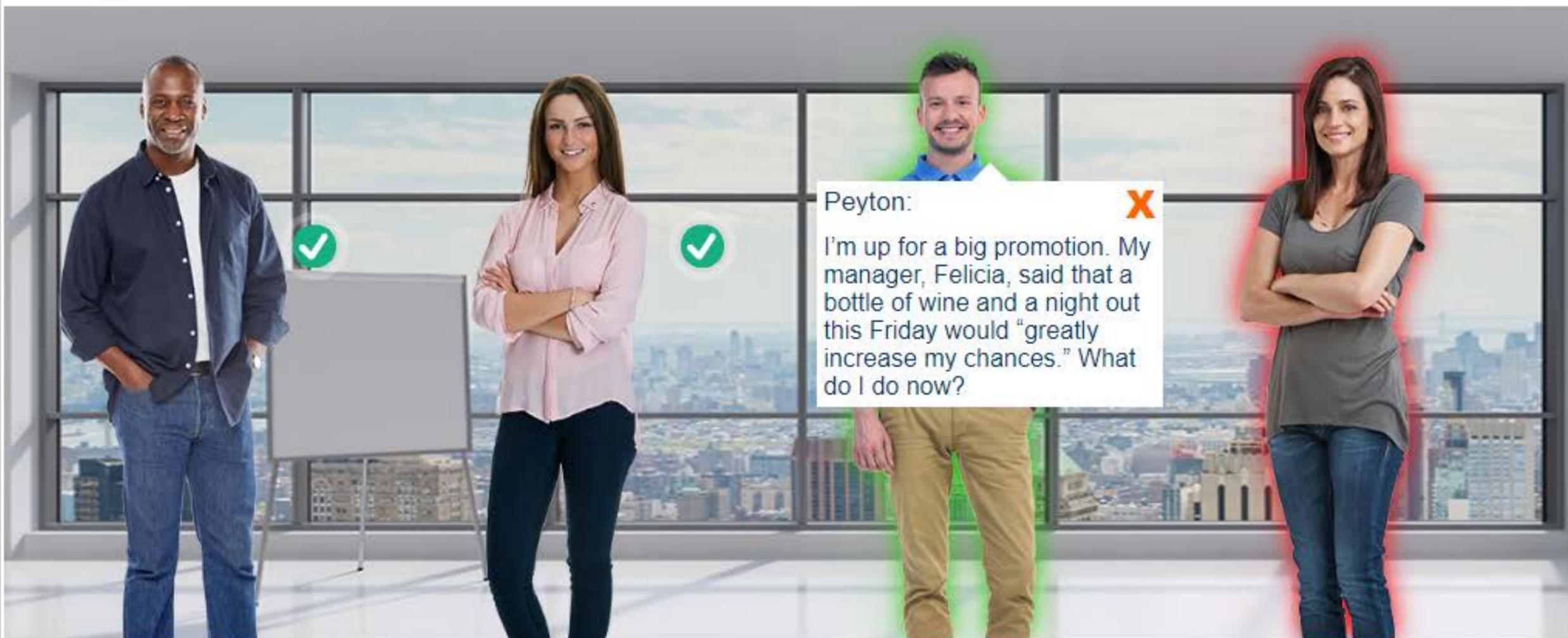
# Workplace Relationships



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## Point of View

Review what these managers and employees have to say about their experiences with dating in the workplace. Click each person to learn about their experience.



Peyton: X

I'm up for a big promotion. My manager, Felicia, said that a bottle of wine and a night out this Friday would "greatly increase my chances." What do I do now?

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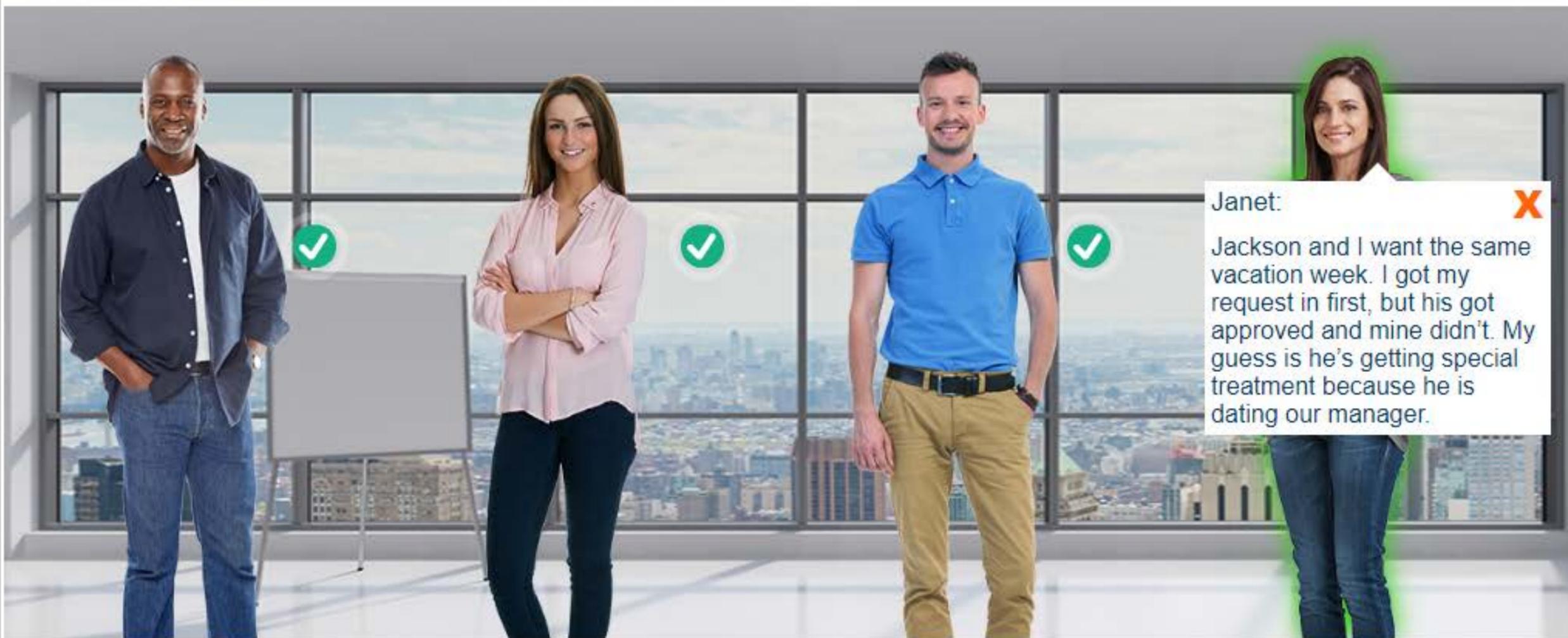
# Workplace Relationships



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## Point of View

Review what these managers and employees have to say about their experiences with dating in the workplace. Click each person to learn about their experience.



Janet: X

Jackson and I want the same vacation week. I got my request in first, but his got approved and mine didn't. My guess is he's getting special treatment because he is dating our manager.

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## Workplace Relationships



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## Challenge Question



You've heard from four individuals. Have any of the employees mentioned conduct that could violate the harassment policy? Select the best answer. More than one answer may be correct.

- A. Darnell, who works with coworkers who are dating and is tired of their constant displays of affection
- B. Maureen, who shows a coworker photos available on a dating app
- C. Peyton, whose boss wants a date in exchange for a promotion
- D. Janet, who lost out on a vacation request to a coworker who is dating the boss

Menu



Silent





# Workplace Relationships



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## Challenge Question

**Correct!**

**That's right. The correct answers are A, C, and D.**

It's important to use caution when it comes to dating in the workplace.

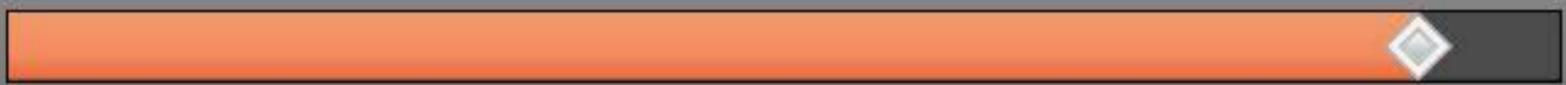
Darnell is being subjected to unwanted public displays of affection that are distracting and awkward, Peyton is in a potential quid-pro-quo sexual harassment scenario, and Janet suspects a conflict of interest due to a coworker-supervisor dating relationship.

These employees should report their concerns to a manager or human resources.

Note that Maureen's actions could violate workplace policies on other grounds depending on the images that are shared and the conversation she has with Miranda.



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# Conclusion

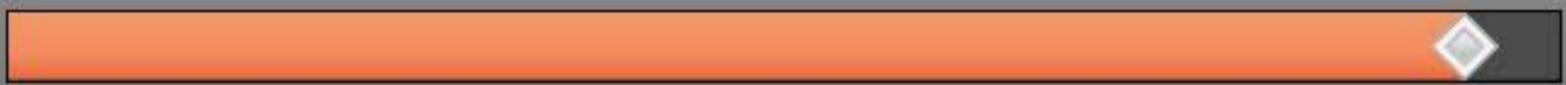


- Policy
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**Bobbie:**  
So what do you think?

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# Conclusion



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**Bobbie:**

So what do you think?

The life lesson here is that if harassing conduct has a connection back to the workplace, the employer wants to know about it and, if possible, address it.

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## Conclusion

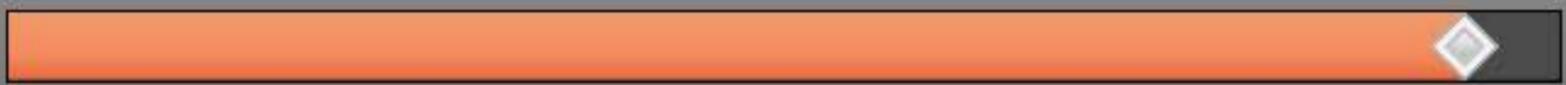


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**Bobbie:**  
It doesn't really matter where the conduct took place, or whether it occurred during a regular workday or after hours.

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## Conclusion



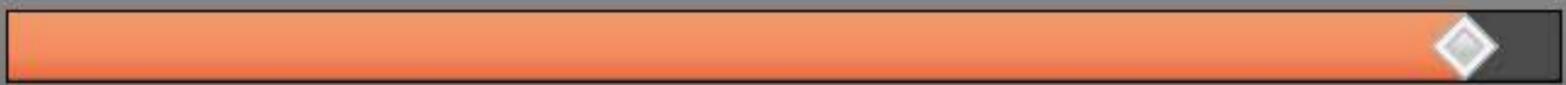
- Policy
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**Bobbie:**  
It doesn't really matter where the conduct took place, or whether it occurred during a regular workday or after hours.

Even though we couldn't cover everything about harassment, we made it through several great lessons in a very short time.

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# Conclusion



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**Bobbie:**  
Remember:

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# Conclusion



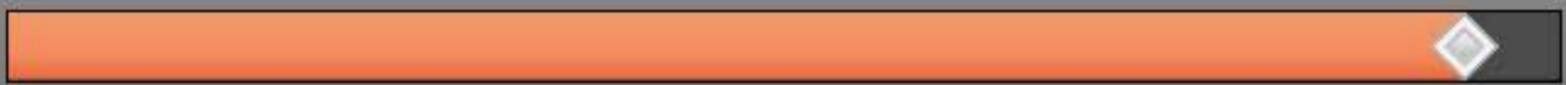
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**Bobbie:**  
Remember:

- Harassment isn't just about sex

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## Conclusion

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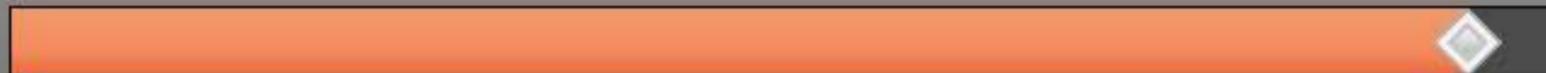


**Bobbie:**

Remember:

- Harassment isn't just about sex
- Both men and women can be harassers and victims

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Silent

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## Conclusion



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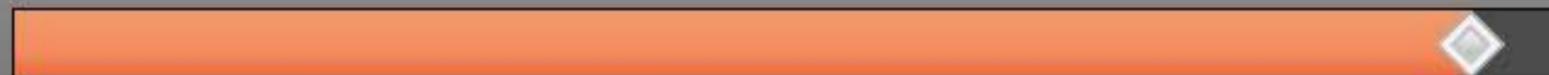
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**Bobbie:**

- Even nonemployees can be harassers

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## Conclusion



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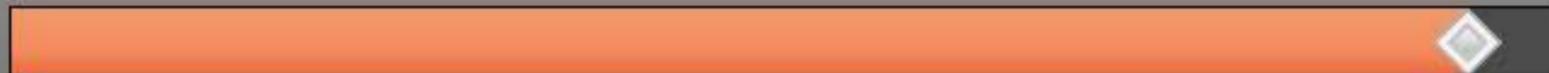
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**Bobbie:**

- Even nonemployees can be harassers
- Be thoughtful and considerate

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## Conclusion



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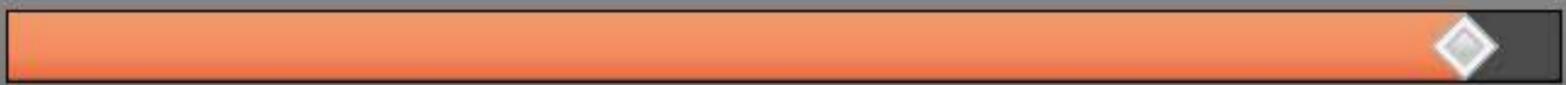


- HARASSMENT ISN'T JUST ABOUT SEX
- BOTH MEN AND WOMEN CAN BE HARASSERS AND VICTIMS
- NON-EMPLOYEES CAN BE HARASSERS
- BE THOUGHTFUL AND CONSIDERATE
- WHEN IN DOUBT, DON'T SAY OR DO IT

**Bobbie:**

- Even nonemployees can be harassers
- Be thoughtful and considerate
- When in doubt, don't say or do it

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## Conclusion



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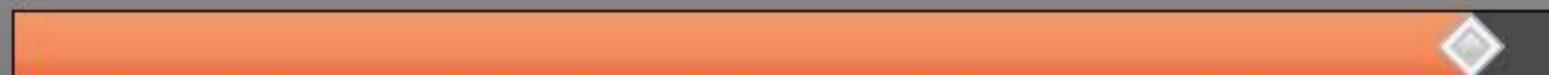
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**Bobbie:**

- Speak up for others and yourself

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**Bobbie:**

- Speak up for others and yourself
- Report concerns to an internal resource

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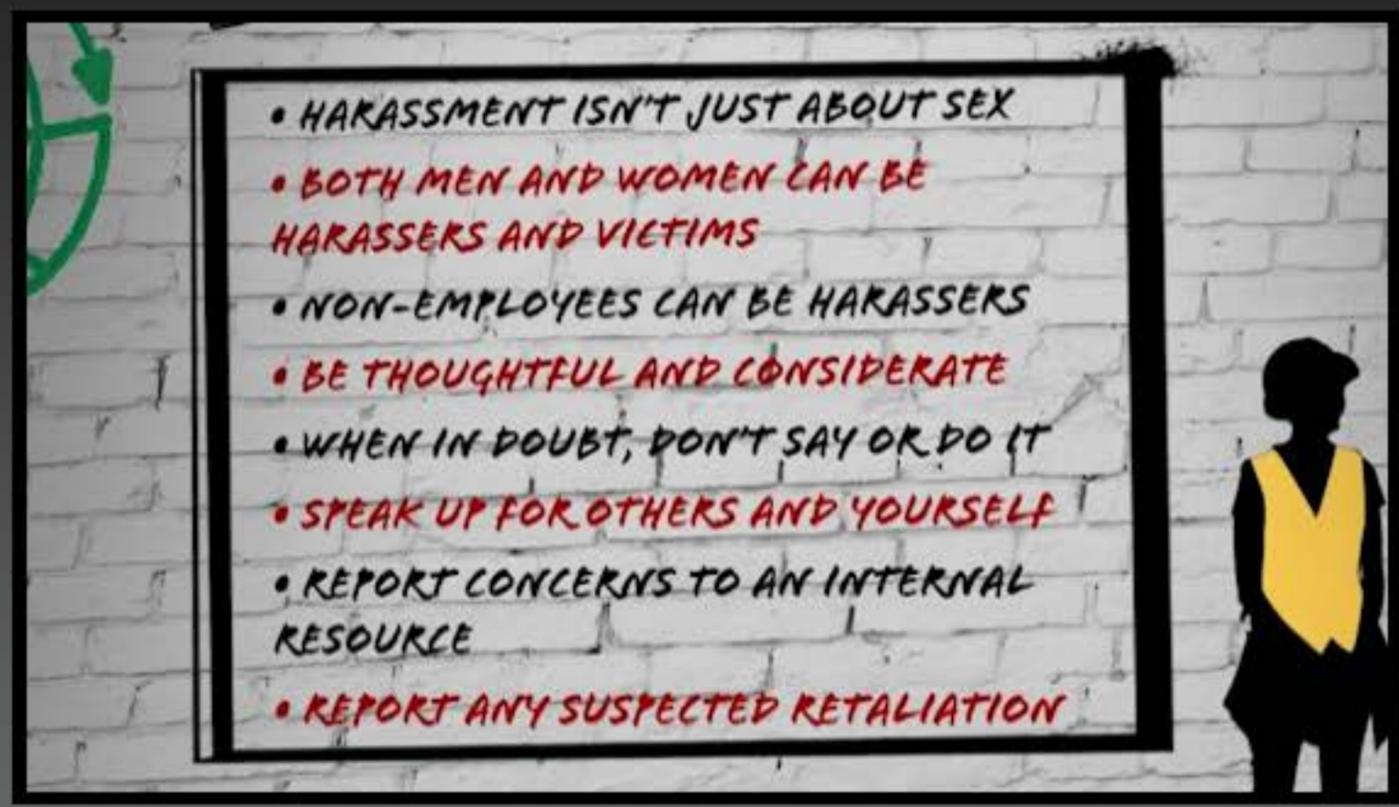
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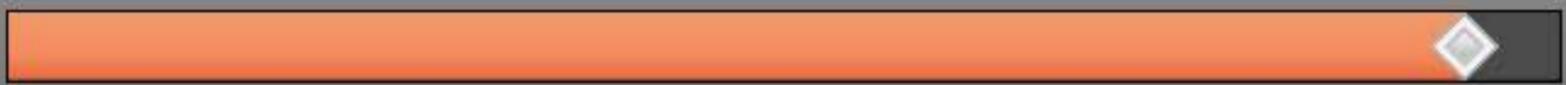
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**Bobbie:**

- Speak up for others and yourself
- Report concerns to an internal resource
- Report any suspected retaliation

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Silent

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- HARASSMENT ISN'T JUST ABOUT SEX
- BOTH MEN AND WOMEN CAN BE HARASSERS AND VICTIMS
- NON-EMPLOYEES CAN BE HARASSERS
- BE THOUGHTFUL AND CONSIDERATE
- WHEN IN DOUBT, DON'T SAY OR DO IT
- SPEAK UP FOR OTHERS AND YOURSELF
- REPORT CONCERNS TO AN INTERNAL RESOURCE
- REPORT ANY SUSPECTED RETALIATION

**Bobbie:**  
Until next time.

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# Workplace Harassment Awareness US Employees Edition - (v7)



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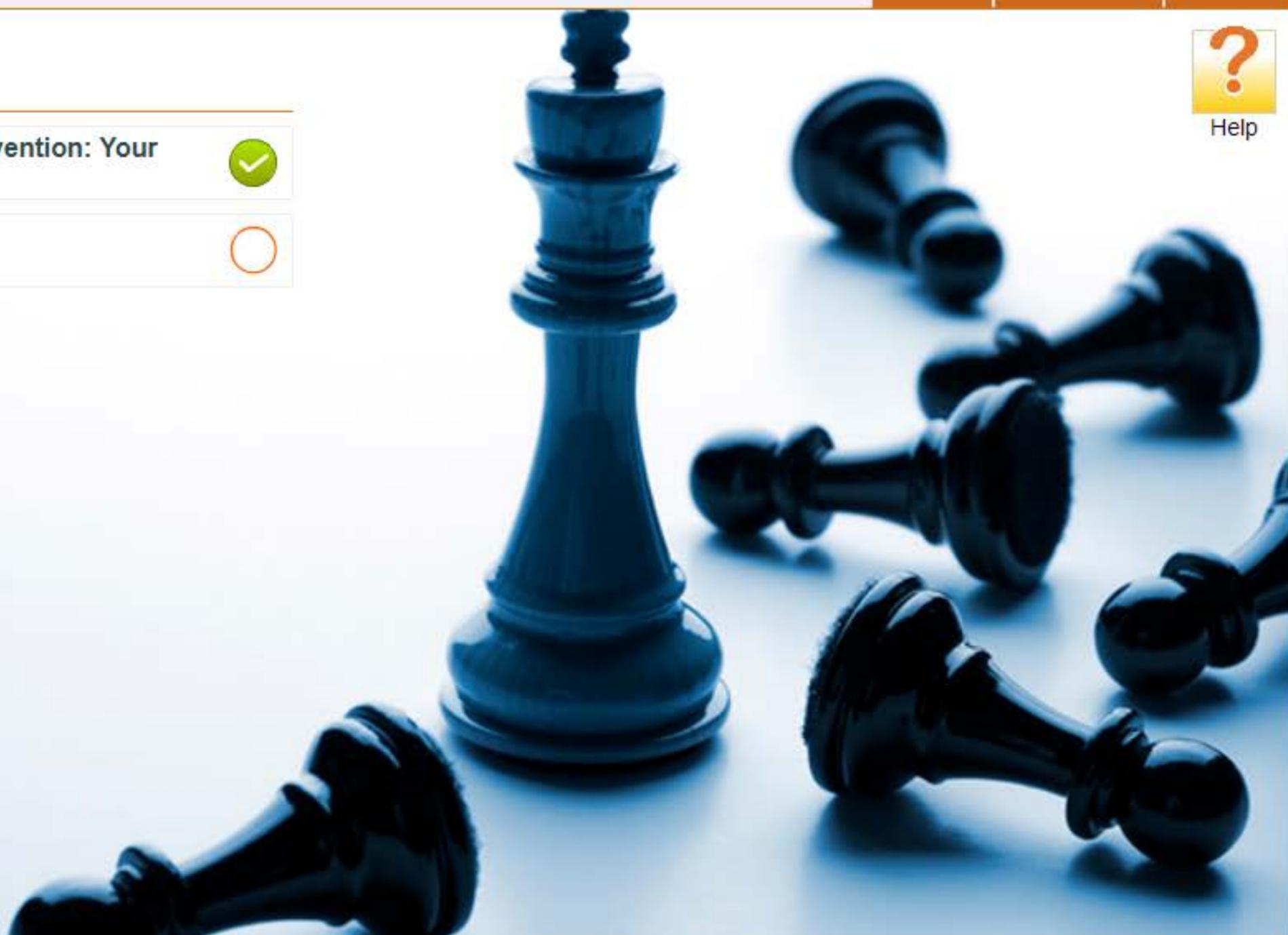
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## Conclusion



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*Before you can complete this program and get credit for taking it, you must review some additional information.*

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## Conclusion

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### Understanding Remedies

#### How is prohibited harassment in the workplace remedied?

The best way to remedy prohibited harassment is to focus on prevention. Teaching you how to spot and report misconduct and showing you how you play a role in preventing harassment are primary objectives of this course and your employer's policy against prohibited harassment. Unfortunately, even in the best workplaces, employees can engage in conduct that violates the harassment policy. If and when an employee is exposed to offensive conduct, the most effective and efficient way to address this conduct is to report it immediately using the employer's internal complaint procedure.

In most cases, the most immediate remedy is to use your employer's internal complaint procedures, cooperate with the investigation, and support any corrective action that is taken.

The internal complaint procedures are carefully designed to ensure that complaints are investigated fairly and appropriately and that violations of the employer's prohibited harassment policy are dealt with properly. When an employer takes appropriate corrective action, it also helps prevent similar conduct from occurring again. If an employee chooses not to use an employer's internal complaint procedures, he or she may lose valuable legal rights or remedies.

### Understanding Remedies

#### Are other remedies available?

Yes. Prohibited harassment, discrimination, and retaliation can also violate the law. While it is still preferred that complaints are handled internally, every employee has a right to make a report of suspected unlawful harassment, discrimination, or retaliation to federal and/or state agencies, as well as the courts.

For contact information of federal and state agencies, [click here](#).

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## Conclusion

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The best way to remedy prohibited harassment is to focus on prevention. Teaching you how to spot and report misconduct and showing you how you play a role in preventing harassment are primary objectives of this course and your employer's policy against prohibited harassment. Unfortunately, even in the best workplaces, employees can engage in conduct that violates the harassment policy. If and when an employee is exposed to offensive conduct, the most effective and efficient way to address this conduct is to report it immediately using the employer's internal complaint procedure.

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### Understanding Remedies

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For contact information of federal and state agencies, [click here](#).

There are several remedies available if someone has been subjected to unlawful harassment, but these remedies may be severely limited if the employer's internal complaint procedures have been improperly ignored by the employee and can vary depending on the employee's state location. For example, an employee who does not use the employer's internal complaint system may be barred from bringing a claim entirely or may have his or her damage award significantly reduced.

Remedies can include back pay, front pay, compensatory damages for emotional distress and other types of injuries flowing from the unlawful harassment, and attorney fees. In some cases, remedies can also include injunctive relief, a cease and desist order, reinstatement, hiring, promotion, policy changes, and training.

In some states, like Connecticut, both civil and criminal penalties are also possible, and in certain situations, an individual may be held personally liable for engaging in unlawful harassment. In California, individual employees—even those in nonmanagement and nonsupervisory positions, may be held individually liable for engaging in unlawful harassment.

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## Conclusion

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### Understanding Remedies

#### Additional Sexual Harassment Information for Learners in Maine

In Maine, additional information about sexual harassment must be provided to learners. If you are a learner located in Maine, please review the information below about Title VII and click the Maine link below. If you do not work in Maine click the Continue button.

#### Title VII of the Civil Rights Act of 1964:

Under federal law, sexual harassment is defined to include:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile, or offensive working environment.

The federal law's definition of sexual harassment comes from the Civil Rights Act of 1964, which prohibits sex discrimination in employment by the following statutory provision (42 U.S.C. § 2000e-2(a)(1)):

It shall be an unlawful employment practice for an employer (1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin...

The federal law's definition of unlawful retaliation is as follows (42 USC § 2000e-3(a)):

It shall be an unlawful employment practice for an employer to discriminate against any of his employees or applicants for employment, for an employment agency, or joint labor-management committee controlling apprenticeship or other training or retraining, including on-the-job training programs, to discriminate against any individual, or for a labor organization to discriminate against any member thereof or applicant for membership, because he has opposed any practice made an unlawful employment practice by this subchapter, or because he has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this subchapter.

[MAINE](#)

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## Conclusion



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*Before you can complete this program and get credit for taking it, you must review some additional information.*

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[Oracle's Anti-Harassment Policy](#)

[Oracle's Personal Relationships in the Workplace Policy](#)

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*Before you can complete this program and get credit for taking it, you must review some additional information.*

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## Conclusion



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If you have questions regarding this training, please contact [OU Knowledge Center Support](#).

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*Before you can complete this program and get credit for taking it, you must review some additional information.*

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## Conclusion



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To report a case of possible harassment, contact your HR Manager or call the Oracle Integrity Helpline (800-679-7417) or to submit a concern online, access the [Oracle Integrity Helpline](#).

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# Conclusion



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*Before you can complete this program and get credit for taking it, you must review some additional information.*

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## Conclusion



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I have completed all modules of the Workplace Harassment Awareness – US Employees Edition course.

I have reviewed and understand each screen of this training program.

I have also received and read Oracle's Anti-Harassment policy and I understand it and agree to follow this policy.

Finally, I know who to contact if I have any questions or want to report an issue.

**By clicking on the "I Agree" button you are providing your employer with the equivalent of your written signature for legal purposes.**

**I Agree**

