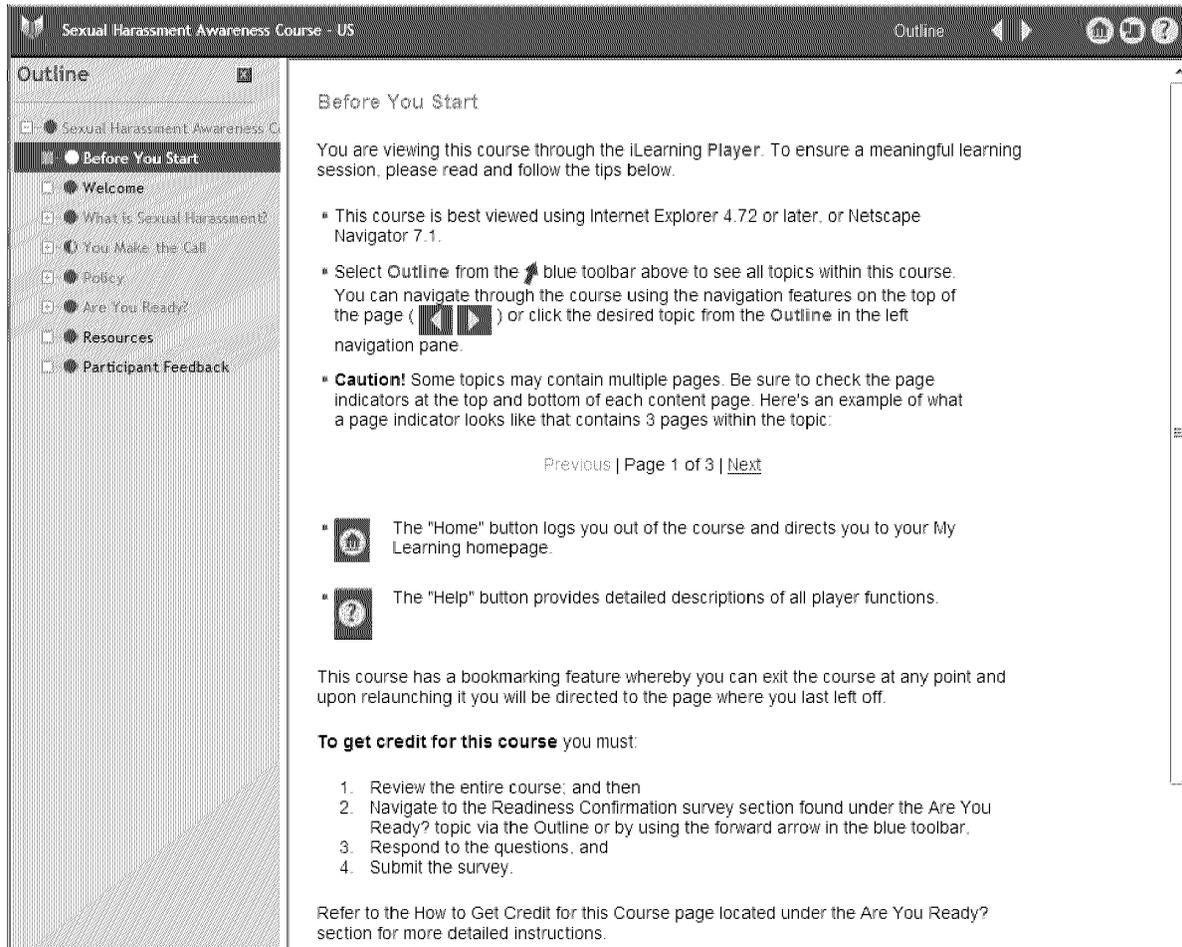


# Sexual Harassment Awareness Course – U.S. Employees

Version starting April 2008



The screenshot shows a web browser window titled "Sexual Harassment Awareness Course - US". The browser's address bar shows "Outline". The page content is as follows:

**Outline**

- Sexual Harassment Awareness C
- Before You Start**
- Welcome
- What is Sexual Harassment?
- You Make the Call
- Policy
- Are You Ready?
- Resources
- Participant Feedback

**Before You Start**

You are viewing this course through the iLearning Player. To ensure a meaningful learning session, please read and follow the tips below.

- This course is best viewed using Internet Explorer 4.72 or later, or Netscape Navigator 7.1.
- Select **Outline** from the blue toolbar above to see all topics within this course. You can navigate through the course using the navigation features on the top of the page ( ) or click the desired topic from the Outline in the left navigation pane.
- Caution!** Some topics may contain multiple pages. Be sure to check the page indicators at the top and bottom of each content page. Here's an example of what a page indicator looks like that contains 3 pages within the topic:  
  
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- The "Home" button logs you out of the course and directs you to your My Learning homepage.
- The "Help" button provides detailed descriptions of all player functions.

This course has a bookmarking feature whereby you can exit the course at any point and upon relaunching it you will be directed to the page where you last left off.

**To get credit for this course** you must:

1. Review the entire course, and then
2. Navigate to the Readiness Confirmation survey section found under the Are You Ready? topic via the Outline or by using the forward arrow in the blue toolbar,
3. Respond to the questions, and
4. Submit the survey.

Refer to the How to Get Credit for this Course page located under the Are You Ready? section for more detailed instructions.

## Resources

To confirm course completion upon finishing this course and submitting the Your Readiness Confirmation section, go to: <http://my.oracle.com/site/hr/compliance/faqs/index.htm#11>. You will also receive an email confirmation within 48 hours of completing this course.

Mandatory Compliance Education Program FAQs:  
<http://my.oracle.com/site/hr/compliance/faqs/index.htm>

For technical issues with this course, contact the Oracle University helpdesk at: <http://my.oracle.com/content/web/CNT098102>.

For more information go to the Mandatory Compliance Education Program webpage at: <http://my.oracle.com/content/web/CNT244762> or contact the Mandatory Compliance Education Team at: [hrpolicytraining\\_ww@oracle.com](mailto:hrpolicytraining_ww@oracle.com).

## Getting Started

Select the Outline link from the blue toolbar above if you cannot see the navigation links in the pane on the left. Click the forward arrow in the upper toolbar or click the Welcome link in the Outline

Sexual Harassment Awareness Course - US

Outline

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### Welcome!

If you're a new employee, then this is the first time you've participated in this course. All new Oracle employees are required to take the course within 30 days after joining Oracle.

If you're not a new employee and you've completed this course before, welcome back! All Oracle employees are required to review the course at least every 18-24 months. This course is part of Oracle's commitment to providing a work environment that is free of discrimination.

Once you've completed the course, please be sure to complete and submit **Your Readiness Confirmation** located in the outline on the left under the module titled **Are You Ready?** so that your participation is recorded (if you can't see an outline on the left, [click here](#)). Your participation will be recorded when you answer the questions and click **Finish Test**.

### About the Course

This course provides you with the latest information on identifying and preventing sexual harassment in the workplace. Our intent is for you to recognize actions that may constitute sexual harassment and to know how to report incidents in accordance with Oracle's policies.

It's recommended that you navigate through the course using the outline located on the left of your screen (if you don't see topics listed on the left part of your screen, [click here](#)). You'll experience "Knowledge Checkpoints" along the way that are designed to reinforce what you're learning.

If you're ready, let's get started!

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### Overview

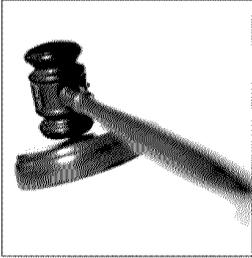
**Purpose**

This lesson focuses on the definition of sexual harassment and identifies specific types of workplace sexual harassment.

**Objectives**

Upon completion of this lesson, you should be able to:

- Understand the definition of sexual harassment
- Identify actions that may constitute sexual harassment in the workplace



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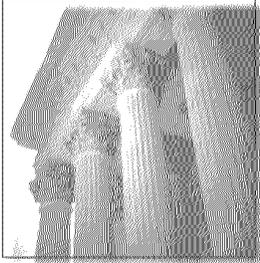
### Introduction

Sexual harassment is a form of discrimination and is illegal in the workplace.

A lot has been said about sexual harassment and it can be confusing.

What exactly is it? How will I know if someone feels harassed by what I say, and what can be done about it?

Let's get a better understanding of what sexual harassment is.



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### Definitions

Sexual harassment is unwelcome verbal, visual, or physical conduct of a sexual nature that creates an intimidating, offensive, or hostile work environment and substantially interferes with work performance.

Next, let's take a look at defining two different types of sexual harassment. Click the [Next](#) link below.



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### Definitions

*Quid pro quo* sexual harassment occurs when submission to a sexual advance is made or implied as a term or condition of employment; submission to or rejection of the conduct is used as the basis for an employment decision. Examples include:

- Where an employee's submission to or rejection of a sexual advance influences an employment decision, such as salary, bonus, assignment or promotion

*Hostile environment* sexual harassment involves conduct of a sexual nature that is severe or pervasive, that substantially interferes with an individual's work performance and creates a hostile, intimidating, or offensive work environment. This type of conduct may be harder to detect but it is just as intimidating and just as illegal.

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**Definitions** 🔍

*Hostile environment* sexual harassment is unwelcome words or actions of a sexual nature that are severe or repetitive enough to create an offensive environment.

**Unwelcome**

Some examples of hostile environment sexual harassment may include:

- Verbal conduct such as obscene comments, slurs or sexual jokes
- Visual conduct such as displaying sexually suggestive objects or pictures, leering, or obscene gestures

Unwanted sexual advances and other unwelcome conduct of a sexual nature such as repeated requests for dates may be considered sexual harassment.

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**Workplace Conduct**

Sexual harassment may result from conduct by a supervisor, manager, or co-worker at any time. It also may result from conduct by individuals outside the Company with whom an employee interacts in the performance of his or her job responsibilities.

If you have a question about whether particular conduct is sexual harassment, contact [Human Resources](#).

**Communication**

If you feel someone is harassing you, let that person know how you feel as quickly as possible and communicate directly if you are comfortable doing so. Tell the person what behavior you find offensive and say that you want it stopped.

If for any reason you are not comfortable communicating directly to the person, or if the behavior continues, contact your manager or [Human Resources](#) immediately or call the [Oracle Compliance and Ethics Helpline](#). If you have informed your manager and the behavior continues, contact Human Resources or the Oracle Compliance and Ethics Helpline.

Retaliation, either for refusing a sexual advance, for making a good-faith report of possible harassment or for participating in any investigation of possible harassment, is prohibited.

**Checkpoint** **for Knowledge**

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#### Communication

If you feel someone is harassing you, let that person know how you feel as quickly as possible and communicate directly if you are comfortable doing so. Tell the person what behavior you find offensive and say that you want it stopped.

If for any reason you are not comfortable communicating directly to the person, or if the behavior is severe or repetitive, contact [Human Resources](#) immediately or call the [Oracle Compliance and Ethics Helpline](#).

Retaliating against someone who has made a good-faith report of possible harassment is prohibited.

Take a moment to reflect. Have you ever observed or experienced an incident that could be considered sexual harassment? What actions did you take?

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**Checkpoint for Knowledge**

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### Summary

Let's review the types of sexual harassment:

- Hostile Environment**
- Quid Pro Quo**
- Unwelcome Sexual in Nature**
- Severe or Repeated**

Hostile environment is defined as:

Hostile environment sexual harassment is unwelcome words or actions of a sexual nature that are severe or repetitive enough to create an offensive environment.

**Quid pro quo** sexual harassment is defined as: Employment action taken because of submission to or rejection of a sexual advance.

Now let's take a moment to apply what we've learned, click the **Hands-On Activity** link on the left navigation menu (if you can't see the Hands-On Activity topic, [click here](#)).

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### Hands-On Activity

Use this quick activity to evaluate your understanding of the different types of sexual harassment. Determine if each action is either a **Hostile Environment** or **Quid Pro Quo** type of sexual harassment:

1. Termination for Refusal to Date
  - Hostile Environment
  - Quid Pro Quo
2. Leering
  - Hostile Environment
  - Quid Pro Quo
3. Obscene Emails
  - Hostile Environment
  - Quid Pro Quo
4. Explicit Gestures
  - Hostile Environment
  - Quid Pro Quo

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**Correct!**

*Quid pro quo* is where submission to a sexual advance is made or implied as a term or condition of employment; submission to or rejection of the conduct is used as the basis for an employment decision.

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**Correct!**

*Hostile environment* sexual harassment involves conduct that is severe or pervasive, that substantially interferes with an individual's work performance and creates a hostile, intimidating, or offensive work environment.

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- 4. Explicit Gestures
  - Hostile Environment
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- 5. Sexual Jokes
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  - Quid Pro Quo

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  - Quid Pro Quo
6. Sexual Favors for Promotion
- Hostile Environment
  - Quid Pro Quo
7. Repeated Requests for Dates
- Hostile Environment
  - Quid Pro Quo

**Correct!**

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**Overview**

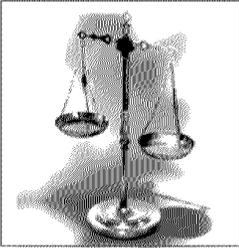
**Purpose**

In this lesson, you will have the opportunity to review seven scenarios and decide if you think the conduct is inappropriate and whether it might be considered sexual harassment.

**Objectives**

Upon completion of this lesson, you should be able to:

- Apply your understanding of sexual harassment to workplace situations



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**Introduction**

Read each scenario and determine if there is a problem with the behavior or if it could be considered sexual harassment or discrimination.

Click **Yes** or **No** to find out if your answer is correct.



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### Computer Time

During down time at work, Clayton searches on-line dating sites. He also uses the time to read his personal email, which sometimes includes links and videos from friends that contain tasteless jokes and pornographic material. Clayton will forward them on to work friends and/or call his friends over to his cube to view the links or videos with him. One afternoon Roger walks past Clayton's cubical and is surprised to see pornographic images on Clayton's monitor.



Could this be considered sexual harassment?

Yes  No

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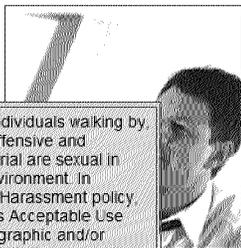
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Could this be considered sexual harassment?

Yes  No

**Correct.** If any of his friends, or individuals walking by, find the videos or other material offensive and unwanted (and the videos or material are sexual in nature), it may create a hostile environment. In addition to violating Oracle's Anti-Harassment policy, Clayton clearly is violating Oracle's Acceptable Use Policy, in which viewing any pornographic and/or offensive materials at work is prohibited, as well as Oracle's Business Communications policy by sending offensive emails. As for his on-line dating activities, to the extent he is engaged in this activity during work for more than a nominal amount of time, this too would be a problem solely because it is expected that while at work, he is performing work duties.

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### Amit's Family Values

Amit manages four men and one woman on his team. At the start of their weekly team meetings, Amit often asks the men on his team about their wives and children and how things are at home. The one woman on the team, Sandra, is a lesbian, and has a domestic partner with whom she has two children. However, Amit never asks Sandra about her home life or children. In fact, Amit has made a few subtle comments to the entire team about traditional families and his support of "conservative family values." Sandra believes Amit is uncomfortable about her lifestyle, but does not like the differing treatment she believes she is experiencing.



Could Amit's behavior be considered discrimination or harassment?

Yes  No

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Could Amit's behavior be considered discrimination or harassment?

Yes  No

**Correct.** Amit's comments and actions are inappropriate and may violate Oracle's Anti-Harassment policy. Amit may be creating an offensive work environment for Sandra by his verbal conduct and by his obvious exclusion of her from the personal small talk. Amit should not treat Sandra differently as a result of her sexual orientation and should be careful about expressing his political or personal beliefs in a way that others may find offensive.

Refer to Oracle's Equal Employment Opportunity (EEO) Policy.

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### Carl has a Crush

Maria has been uncomfortable at a client site due to some unwanted attention one of the client's employees has been paying her. Carl, who is the client project manager, makes it a point always to sit near Maria during meetings, to try and engage her in personal conversations, to leave when she is leaving and has repeatedly asked her to lunch, although she always declines (claiming she has too much work to do). Maria thinks it is probably just a "school boy" crush and is hesitant to make a big deal of it since the project is already volatile and Carl is a more senior employee of the client's



Should Maria just ignore the attention?

Yes  No

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Should Maria just ignore the attention?

Yes  No

**Correct.** If Maria feels uncomfortable by the unwanted attention from Carl, she should inform her manager and/or Human Resources immediately. Although the conduct may not seem particularly offensive and/or pervasive at this point, it is reasonable that Maria feels uncomfortable by it. She should give the company the opportunity to address it.

**Hostile environment** - sexual in nature, unwelcome, repeated and/or severe.

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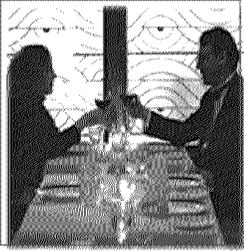
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### Meredith and Wade

Meredith and Wade began a personal romantic relationship a few months ago. Meredith is a manager two levels up from Wade (i.e., Meredith manages Wade's direct manager). They have kept the relationship a secret because Wade is going through a divorce with another Oracle employee and because they do not feel others need to know their personal business. After rumors started circulating, Human Resources asked Meredith whether she was in a personal relationship with Wade. Meredith denied it because she felt it was her right to privacy not to share the information.



Is there a problem with this situation?

Yes  No

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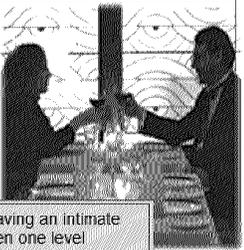
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Is there a problem with this situation?

Yes  No

**Correct.** Meredith should not be having an intimate relationship with a direct report (even one level removed), without disclosing it to Human Resources. Meredith is obligated to notify Human Resources of the relationship so that the company may take steps to eliminate the potential conflict. Further, although at this stage the conduct involves two consenting adults, a personal relationship between a manager and his/her subordinate is strongly ill advised because it creates a potential conflict of interest and other future problems, including possible claims of favoritism or sexual harassment.

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### Sonia's Concern

Sonia has been a Senior Oracle Sales Consultant for several years. During that time, she has worked repeatedly on transactions with AZ Company and has developed a strong rapport with the company. Since AZ hired their new CTO, she feels the relationship has been strained, although he seems to get on fine with the rest of the Oracle sales team, which happens to be male and all in their 30s and 40s. Sonia is 62 years old and believes the CTO has issues with both her age and gender. Recently, the CTO complained that Sonia had been late for a few meetings and requested that another Sales Consultant be assigned to the account.



Could Sonia be experiencing discrimination?

Yes  No

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Could Sonia be experiencing discrimination?

Yes  No

**Correct.** Possibly, depending on the motive behind the CTO's actions. Oracle's anti-harassment and discrimination policies do apply to protect its employees from actions by customers and vendors. However, the removal of Sonia from the account may be appropriate. Her tardiness to several meetings suggests that the reasons for the request to remove her may, in fact, be legitimate. If Oracle is able to determine the request by AZ Company was for improper reasons, it would both raise the issue to AZ's Human Resources department as well as ensure that in assigning Sonia to another account, that she is not negatively affected in her Oracle employment (e.g., financially, at review time, or otherwise). However, Sonia's "sense" that the CTO does not like her because of her gender and age, without any other evidence of it, likely would make it difficult to conclude there was discrimination occurring.

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### The Kickoff Party



A party held in an employee's hotel room during Kickoff got a bit out of control. There was a lot of drinking and a few sales reps brought non-employees to the party, who announced to the crowd they were local "dancers" and would be putting on a special show for them. Warren, a new employee, left when the dancing began and took his female colleagues with him because he was concerned the atmosphere was going to get worse. After Warren and his colleagues left, there were no female Oracle employees left at the party. Warren heard later some details of the party that made him glad he left when he did. The next week Warren raised the issue with Human Resources.

Could this situation be considered sexual harassment?

Yes  No

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Could this situation be considered sexual harassment?

Yes  No

**Correct.** Although the conduct may appear to have been all in good fun and welcome by all attendees at the party, this situation can create a hostile environment. Oracle's anti-harassment policies extend to offsite events, after hours, and other social activities. The fact that there were no Oracle female employees left at the party does not make the conduct acceptable or appropriate.

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### The New Boss

Last year Alberto had complained to HR about Michelle, a co-worker of his. They had dated for a while, but after they stopped seeing each other he felt Michelle continued to have feelings for him and had made him feel uncomfortable at work by continuously asking him about who he was seeing, inviting him to lunch, and making comments about how he broke her heart. HR had investigated and appeared to take appropriate action, because after the investigation, the behavior stopped. Michelle has since been promoted and now has authority over Alberto's work assignments, raises, bonuses, etc. Alberto is concerned he will not receive fair treatment by Michelle.



Is there a problem with this situation?

Yes  No

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Is there a problem with this situation?

Yes  No

**Correct.** At least not yet. Although Alberto may be concerned, there is no indication that Michelle has or intends to treat Alberto differently or in retaliation for their prior history. Alberto should raise the issue to HR so that they may keep an eye on it and confirm that Michelle's assessment of Alberto is based on legitimate performance reviews and business reasons. In addition, it is possible that others in the group, knowing that Michelle and Alberto once dated, may feel Alberto is getting favorable treatment and that perception may need to be addressed as well.

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### Summary

As demonstrated in the previous scenarios, situations may not always be clear-cut.

If you experience something that you feel is inappropriate, contact [Human Resources](#) or call the [Oracle Compliance and Ethics Helpline \(800.679.7417\)](#).



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### Overview

#### Purpose

This lesson focuses on Oracle's harassment policy and provides guidance on how to report an incident in accordance with Oracle's policy.

#### Objectives

Upon completion of this lesson, you should be able to:

- Recognize your role and responsibilities at Oracle
- Understand Oracle's harassment policy
- Understand how to report a suspected incident

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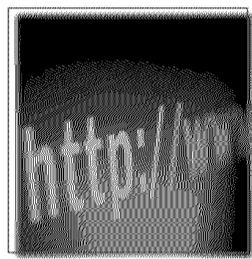
### Oracle's Harassment Policy

Oracle is committed to providing a work environment that is free of discrimination. Oracle does not tolerate harassment of any kind, including harassment based on sex, race, color, religion, gender, age, mental or physical disability, national origin, marital status, veteran status, sexual orientation, gender identity, or any other characteristic protected under federal or state law or local ordinance.

Unlawful harassment may take many forms, including verbal, visual, or physical conduct that creates an offensive, hostile, or intimidating work environment.

Be sure to click the [Next](#) link below to learn more about Oracle's Harassment Policy.

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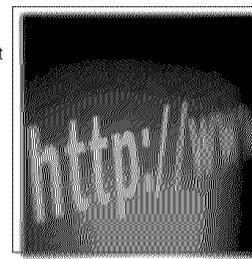
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### Oracle's Harassment Policy - Examples

In particular, sexual harassment is strictly forbidden. Sexual harassment may include unwelcome sexual advances and other visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

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### Oracle's Harassment Policy

Remember, it is not only your right to work in a harassment free environment it is your obligation to help Oracle maintain a work environment that is free of offensive and inappropriate behavior.

For more information on Oracle's harassment policy, click the following links:

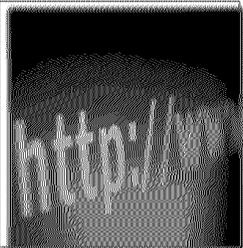
[Employee Handbook](#)

[Commitment to Harassment Free Policy](#) (Adobe Acrobat format)

[Non-Retaliation](#)

[Personal Relationships in the Workplace](#)

[Human Resources Contacts](#)



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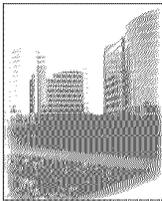
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### Roles and Responsibilities

Click each picture to learn about roles and responsibilities within Oracle.

<b>Oracle</b>	<b>Human Resources</b>
	
<b>Manager</b>	<b>Individual Contributor</b>
	

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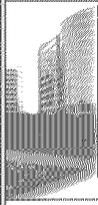
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### Roles and Responsibilities

Click each picture to learn about roles and responsibilities within Oracle.

For Oracle to remain at the forefront of our industry in a changing and global economy, our employees will require a tremendous amount of confidence in Oracle and themselves. We are committed to providing employees with meaningful opportunities in an environment that is rich in personal and professional ethics and free from discrimination and harassment. Do your part to keep Oracle a great place to work.

Oracle



Human Resources



Manager



Individual Contributor



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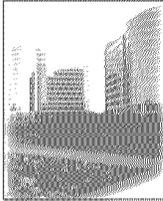
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### Roles and Responsibilities

Click each picture to learn about roles and responsibilities within Oracle.

**Oracle**



**Human Resources**



**Manager**



**Individual Contributor**



As Human Resources, it is our role to support and promote a harassment-free work environment. Human Resources promptly and impartially investigates reports of possible harassment and responds to employees' concerns. Human Resources also ensures there is no reprisal for good faith reporting or for participating in an investigation. In addition, we provide management and employee training and see to it that the anti-harassment policy is communicated and followed.

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### Roles and Responsibilities

Click each picture to learn about roles and responsibilities within Oracle.

**Oracle**

**Human Resources**



**Manager**

**Individual Contributor**

As a manager at Oracle, it is my obligation to advocate a harassment-free work environment; to promote Oracle Policy and to report incidents of alleged sexual harassment to HR immediately, and assist with a resolution for issues raised.



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### Roles and Responsibilities

Click each picture to learn about roles and responsibilities within Oracle.

**Oracle**



**Human Resources**



**Manager**



**Individual Contributor**



As an individual contributor, I have a responsibility to help build a harassment-free environment by understanding and complying with Oracle Policy and reporting incidents to Human Resources immediately.

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### Reporting an Incident

Whether you are subjected to or witness an incident of possible harassment, report it to your manager and/or to Human Resources immediately, either by phone, email, or in person.

If you have reported the incident to your manager and the conduct continues, contact [Human Resources](#) immediately. Alternatively, call the [Oracle Compliance and Ethics Helpline](#) (800.679.7417).

Be sure to click the [Next](#) link below to learn more about Reporting an Incident.



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### Reporting an Incident

When issues are raised, HR provides an initial and immediate response to the report and will determine what additional information, if any, is necessary to resolve an employee's concerns.

Responsibilities include:

- Determining when an investigation is warranted
- Ensuring appropriate confidentiality
- Protecting the integrity of an investigation
- Ensuring that ethical standards are met
- Providing an appropriate resolution



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### Reporting an Incident

All reports will be promptly and impartially investigated. Human Resources will maintain confidentiality to the extent possible.

Employees interviewed by Human Resources in an investigation are expected to be truthful and must cooperate fully.

There will be no reprisal or retaliation for good-faith reporting of possible harassment or for participating in any investigation of possible harassment.



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### Knowledge Checkpoint

Now that you're familiar with Oracle's policy and reporting procedures, let's review what you've learned.

Answer the questions below by selecting **True** or **False**.

1. Unlawful sexual harassment only occurs between a manager and a direct report.  
 True  False
2. If I feel someone is harassing me, I should let that person know that I want it stopped.  
 True  False
3. If I feel uncomfortable in a situation, I should not report the incident until I have a witness.  
 True  False
4. If I see an incident that may be considered sexual harassment, I should report it to Human Resources immediately.  
 True  False
5. Oracle's Sexual Harassment Policy extends to our relationship with customers and vendors.  
 True  False

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### Knowledge Checkpoint

Now that you're familiar with Oracle's policy and reporting procedures, let's review what you've learned.

Answer the questions below by selecting **True** or **False**.

- Unlawful sexual harassment only occurs between a manager and a direct report.

**Correct.** Sexual harassment can occur at any level of the organization.

True  False
- If I feel someone is harassing me, I should let that person know that I want it stopped.

True  False
- If I feel uncomfortable in a situation, I should not report the incident until I have a witness.

True  False
- If I see an incident that may be considered sexual harassment, I should report it to Human Resources immediately.

True  False
- Oracle's Sexual Harassment Policy extends to our relationship with customers and vendors.

True  False

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  - ☐ Reporting an Incident
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### Knowledge Checkpoint

Now that you're familiar with Oracle's policy and reporting procedures, let's review what you've learned.

Answer the questions below by selecting **True** or **False**.

- Unlawful sexual harassment only occurs between a manager and a direct report.

**Correct.** If you are comfortable doing so, communicate directly to the person that you want the behavior stopped. If you are not comfortable addressing the person directly, contact Human Resources or the Oracle Compliance and Ethics Helpline.

True  False
- If I feel someone is harassing me, I should let that person know that I want it stopped.

True  False
- If I feel uncomfortable in a situation, I should not report the incident until I have a witness.

True  False
- If I see an incident that may be considered sexual harassment, I should report it to Human Resources immediately.

True  False
- Oracle's Sexual Harassment Policy extends to our relationship with customers and vendors.

True  False

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### Knowledge Checkpoint

Now that you're familiar with Oracle's policy and reporting procedures, let's review what you've learned.

Answer the questions below by selecting **True** or **False**.

- Unlawful sexual harassment only occurs between a manager and a direct report.
 

True
  False
 

**Correct:** Report all incidents, either to your manager, Human Resources or the Oracle Compliance and Ethics Helpline.
- If I feel someone is harassing me, I should let that person know that I want it stopped.
 

True
  False
- If I feel uncomfortable in a situation, I should not report the incident until I have a witness.
 

True
  False
- If I see an incident that may be considered sexual harassment, I should report it to Human Resources immediately.
 

True
  False
- Oracle's Sexual Harassment Policy extends to our relationship with customers and vendors.
 

True
  False

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### Knowledge Checkpoint

Now that you're familiar with Oracle's policy and reporting procedures, let's review what you've learned.

Answer the questions below by selecting **True** or **False**.

- Unlawful sexual harassment only occurs between a manager and a direct report.
 

True
  False
 

**Correct:** All employees have an obligation to help build a harassment free environment.
- If I feel someone is harassing me, I should let that person know that I want it stopped.
 

True
  False
- If I feel uncomfortable in a situation, I should not report the incident until I have a witness.
 

True
  False
- If I see an incident that may be considered sexual harassment, I should report it to Human Resources immediately.
 

True
  False
- Oracle's Sexual Harassment Policy extends to our relationship with customers and vendors.
 

True
  False

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### Knowledge Checkpoint

Now that you're familiar with Oracle's policy and reporting procedures, let's review what you've learned.

Answer the questions below by selecting **True** or **False**.

- Unlawful sexual harassment only occurs between a manager and a direct report.
 

True
  False
 

**Correct.** Our policy extends to our customers, vendors and other service providers.
- If I feel someone is harassing me, I should let that person know that I want it stopped.
 

True
  False
 

**Correct.** You should let that person know that you want it stopped.
- If I feel uncomfortable in a situation, I should not report the incident until I have a witness.
 

True
  False
 

**Correct.** You should report the incident immediately.
- If I see an incident that may be considered sexual harassment, I should report it to Human Resources immediately.
 

True
  False
 

**Correct.** You should report the incident immediately.
- Oracle's Sexual Harassment Policy extends to our relationship with customers and vendors.
 

True
  False
 

**Correct.** Our policy extends to our customers, vendors and other service providers.

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### Summary

If you feel someone is harassing you, let that person know how you feel as quickly and directly as possible. Tell the person what behavior you find offensive and say that you want it stopped.

**Communicate Early**

If for any reason you are not comfortable communicating directly to the person or if the behavior continues, contact your manager or [Human Resources](#) immediately. Whether you are subjected to or witness an incident of possible harassment, report the incident immediately, either by phone, email, or in person.

**Communicate Directly or Indirectly**

You may also report an incident through the [Oracle Compliance and Ethics Helpline](#) (800.679.7417), which is available 24 hours a day, seven days a week.

**Impact to Oracle**

Oracle is committed to providing a work environment that is free of discrimination and harassment. Your commitment is vital and helps to ensure a unified workforce fully engaged in meaningful productive work.

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## Oracle University

How to Get Credit for this Course:

Once you have reviewed the entire course, the Readiness Confirmation survey must be completed to get credit for this course. Follow the instructions below to complete and submit the Readiness Confirmation survey.

1. Click the forward arrow in the upper toolbar to navigate to the Your Readiness Confirmation section or click the section header in the course outline.
2. Provide your response to each of the questions. Click the **Next** button at the bottom of the page to navigate to the next page.
3. Click the **Finish Survey** button after you have responded to all of the questions.
4. Click the **Submit Survey** button to submit your responses
5. A confirmation page will appear notifying you that the survey has been submitted.

**TIPS AND TROUBLESHOOTING:**

- How can I confirm that my course status is Completed? Refer to Mandatory Compliance Education Program FAQ #11: <http://my.oracle.com/site/hr/compliance/faqs/index.htm#11>.
- The Your Readiness Confirmation page is blank. How do I complete and submit the survey? Refer to Mandatory Compliance Education Program FAQ #14: <http://my.oracle.com/site/hr/compliance/faqs/index.htm#14>.
- I'm having technical issues with the course or submitting the survey. Who can I contact? Contact the Oracle University helpdesk: <http://my.oracle.com/content/web/CNT098102>
- Additional Questions? Go to the Mandatory Compliance Education Program webpage at: <http://my.oracle.com/content/web/CNT244762> or contact the Mandatory Compliance Education Team at [hrpoli:yltraining\\_ww@oracle.com](mailto:hrpoli:yltraining_ww@oracle.com)

**Learn Oracle From Oracle.**

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## Survey: Your Readiness Confirmation

Answer the question(s) on this page, and click Next to go to the next survey page. Click Summary to see which questions you must answer before submitting the survey. Click Finish Survey if you are ready to submit your survey.

In order to receive credit for completing the Sexual Harassment Awareness course, you must answer and submit your answers to the questions below. And remember, only if you **submit** your answers will you receive credit for completing the course.

**Your Readiness Confirmation**  
(Answer all questions in this section)

1. I can identify Sexual Harassment in the workplace.
  - Agree
  - I do not understand and I will contact my HR Manager
2. I understand Oracle's policies and procedures
  - Agree
  - I do not understand and I will contact my HR Manager
3. I understand my role and responsibilities
  - Agree
  - I do not understand and I will contact my HR Manager
4. I have completed the Sexual Harassment Awareness online training course
  - Agree
  - I have not completed the course and I will contact my HR Manager

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## Survey: Your Readiness Confirmation

**Your survey has been submitted. To return to your home page, click Home in the player navigation bar.**

You will receive an email confirmation within the next 48 hours. We also recommend you keep a copy of this page as proof of your completion of this course. To obtain a copy of this page follow these steps:

1. Press the Print Screen key on your keyboard. It may be labeled [PrtScn].
2. Open your favorite word processing program, such as MS Word, and create a new document
3. Go to the Edit menu and choose Paste.
4. Go to the File Menu and choose Save As
5. Navigate to the folder where you want to save the image.
6. Type a file name for the image.
7. Select a file type.
8. Click the Save button.

If you responded to any of the survey questions that you did not understand or need additional clarification, click [here](#) to identify your HR Manager.

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## Additional Internal Resources

For information on Oracle's harassment and reporting policies, click the following links:

- [Oracle Compliance and Ethics Helpline \(Resource for Reporting Concerns\)](#)

**Compliance and Ethics Helpline is Toll-free, 24 hours a day, Seven days a week 1.800.679.7417**

- [Employee Handbook](#)
- [Oracle Diversity](#)
- [Commitment to Harassment Free Policy](#) (Adobe Acrobat format)
- [Non-Retaliation](#)
- [Personal Relationships in the Workplace](#)
- [Human Resource Contacts](#)

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### Participant Feedback

You have just completed the Sexual Harassment Awareness course. If you have specific feedback or questions, please [click here](mailto:hrpolicytraining_ww@oracle.com) (hrpolicytraining\_ww@oracle.com).



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