

# Sexual Harassment Prevention Training

Introduction To Basics

Presented by: Maggie M. Gross, MSW, LCSW  
University of Missouri-St Louis  
Missouri Institute of Mental Health (MIMH)

# About Your Presenter

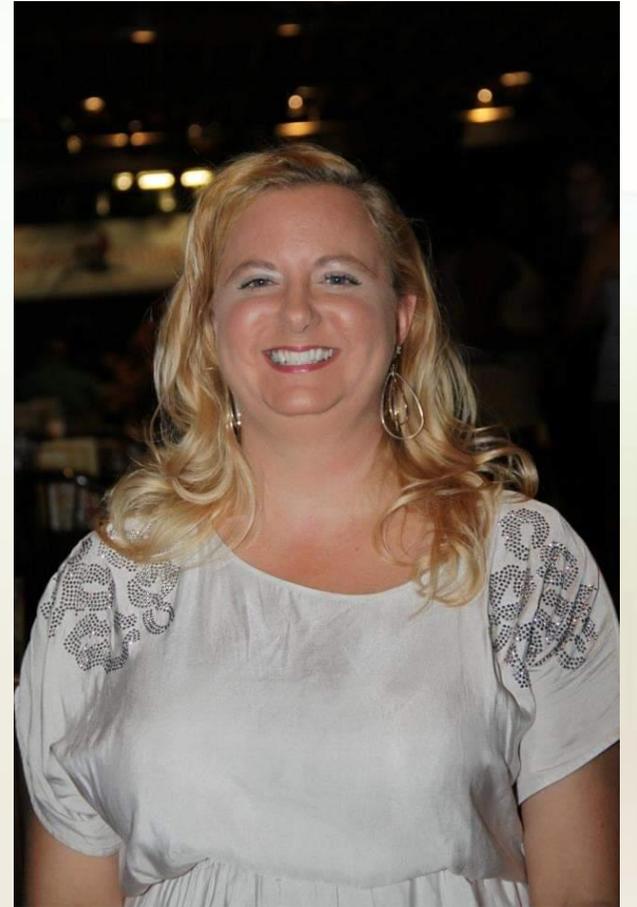
Maggie M. Gross, MSW, LCSW is a project coordinator under the direction of Dr. Kimberly Werner, PhD at UMSL's College of Nursing department.

Currently she manages:

- 2 research grants involving gender based violence
- And coordinates the UMSL's Coordinated Community Response Team called the Tritons United: Against Gender Based Violence

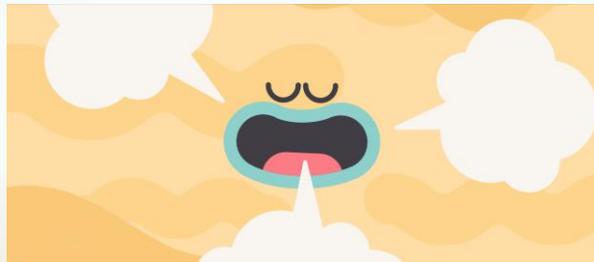
Maggie is a St Louis native who earned both her bachelor's degree in psychology and master's degree in social work from Washington University in St Louis, Mo.

She has 15 years plus experience providing psychotherapy services and community referrals as a licensed clinical social worker, a certified substance abuse counselor, and a clinical member of the Association for the Treatment of Sexual Abusers (ATSA).



## Transition Activity

Take a few moments to ground yourself



- Exercise: Take 3 deep breaths, breathing IN through nose, HOLD your breath, and then OUT through mouth. Feet on floor. Hands by your side or on your abdomen to make sure you are breathing from your stomach vs your chest.

# Poll #1 Question: Who is in attendance for today's training?

- A. Mental Health Providers
- B. Medical Health Providers
- C. Social Service Providers
- D. Educational Arena
- E. Middle Management/Supervisors
- F. Financial/Business/Sales Services
- G. IT Sector
- H. Other/Not Listed



# Creating a Safe Space

Although we can never truly ensure a safe space for everyone, the information we will review today is **sensitive in nature**.

You might experience discomfort when reviewing this material. It might cause triggering/re-traumatizing emotions for some survivors.



Please be kind to yourself during this training today.

## Today's Objectives will cover:

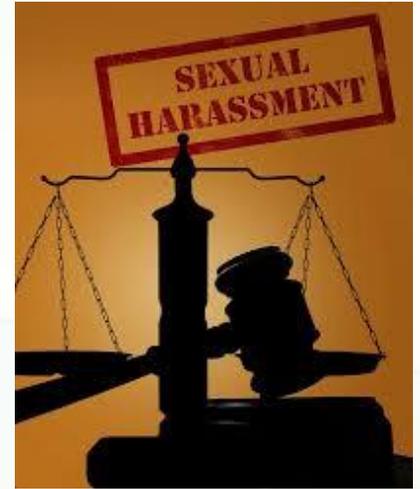
- 1) What is considered sexual harassment?
- 2) How do I respond when I witness or experience sexual harassment?
- 3) How do I report sexual harassment?
- 4) What are the whistleblower protections?

## Poll Question #2: Why are you participating in today's training?

- a) Volunteer- New topic for me & I am wanting to learn information in this area
- b) Volunteer- Sexual harassment & gender based violence is my professional line of expertise & I am here to refresh & sharpen my already learned skillset.
- c) Mandated- By my employer
- d) Mandated- By my licensure requirements
- e) Other/Not Listed

# What is Sexual Harassment?

- It is a form of sex discrimination and it is unlawful.
  - According to Title VII of the Civil Rights Act of 1964:
    - Statutes 29 CFR Part 1601, 29 CFR Part 1604
- Includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.





## For the purposes of this training:

- **Sex** = one's sex or perceived sex, sexual orientation, gender expression, gender identity, and the status of being transgender
- **Conduct** = one's behavior(s) and/or actions
- **Complainant** = the person who submitted a report or written complaint (this is not necessarily the victim)
- **Victim** = the person(s) who was the target, witness, or bystander to the sexual harassment conduct
- **Harasser/Respondent** = the person (s) who did the sexual harassment conduct

# What is Sexual Harassment?

It involves 4 factors:

- 1) It includes any **unwelcomed** conduct (i.e. verbal, written, non-verbal expressions/gesture, physical, etc.).
- 2) The conduct is either of a **sexual nature** or which is directed at an individual because of that individual's **sex**.

# What is Sexual Harassment?

- 3) **Repeated:** The unwanted/unwelcomed conduct has to occur 2 or more times.
  
- 4) **Environment:** is intimidating, demeaning, or is a hostile work environment which then negatively affects an employee's work performance

# Basic Definition of Sexual Harassment

For a very basic understanding use the acronym of **S.U.R.E.**

- S = Sexual
- U = Unwanted/Unwelcomed/Uninvited
- R = Repeated
- E= Environment

# What is sexual conduct?

Any behavior and/or action that is sexual in nature and/or includes an individual's sex when:

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

# Sexual Harassment: Unwelcomed Contact

- Here is an example of what unwelcomed contact would look like:

[https://youtu.be/SJfRLv\\_u6aA](https://youtu.be/SJfRLv_u6aA)

# Pause

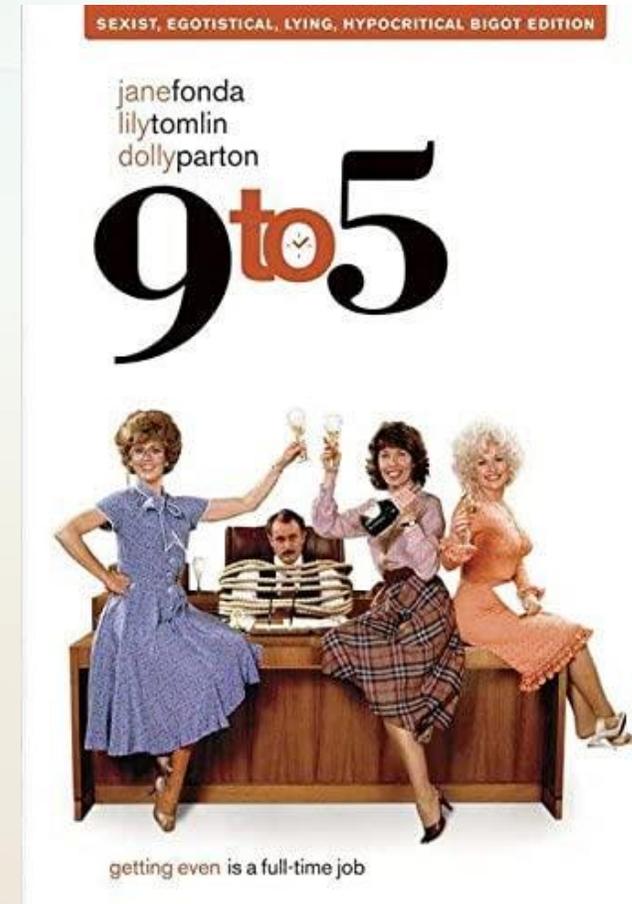


Any Questions so far on what is considered sexual harassment?

# Example of Sexual Harassment

- The 1980 Movie entitled: **9 To 5** which Stars:
  - Jane Fonda as Judy Bernly,
  - Lily Tomlin as Violet Newstead,
  - Dolly Parton as Doralee Rhodes
  - Dabney Coleman as Franklin Hart, Jr.

Comedy office satire movie about three female secretaries who decide to get revenge on their sexist boss. It provides numerous examples of sexual harassment.



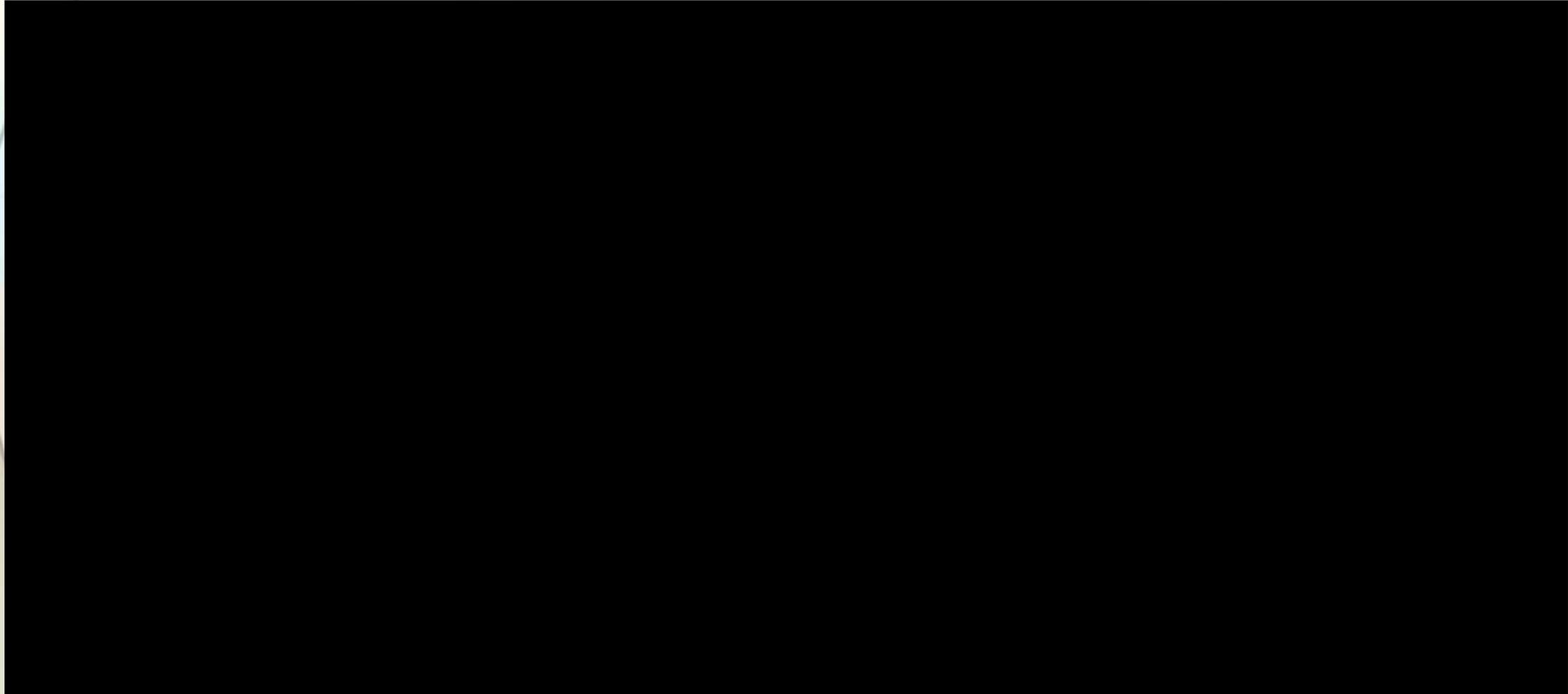
# What Forms Can Sexual Harassment Take?

- Physical
- Verbal
- Nonverbal/Gesture
- Electronic

# Sexual Harassment: Physical

- Can include inappropriate touching, brushing up against someone, or invasion of one's personal space
- Let's watch a clip of an example of this:

# Sexual Harassment: Physical

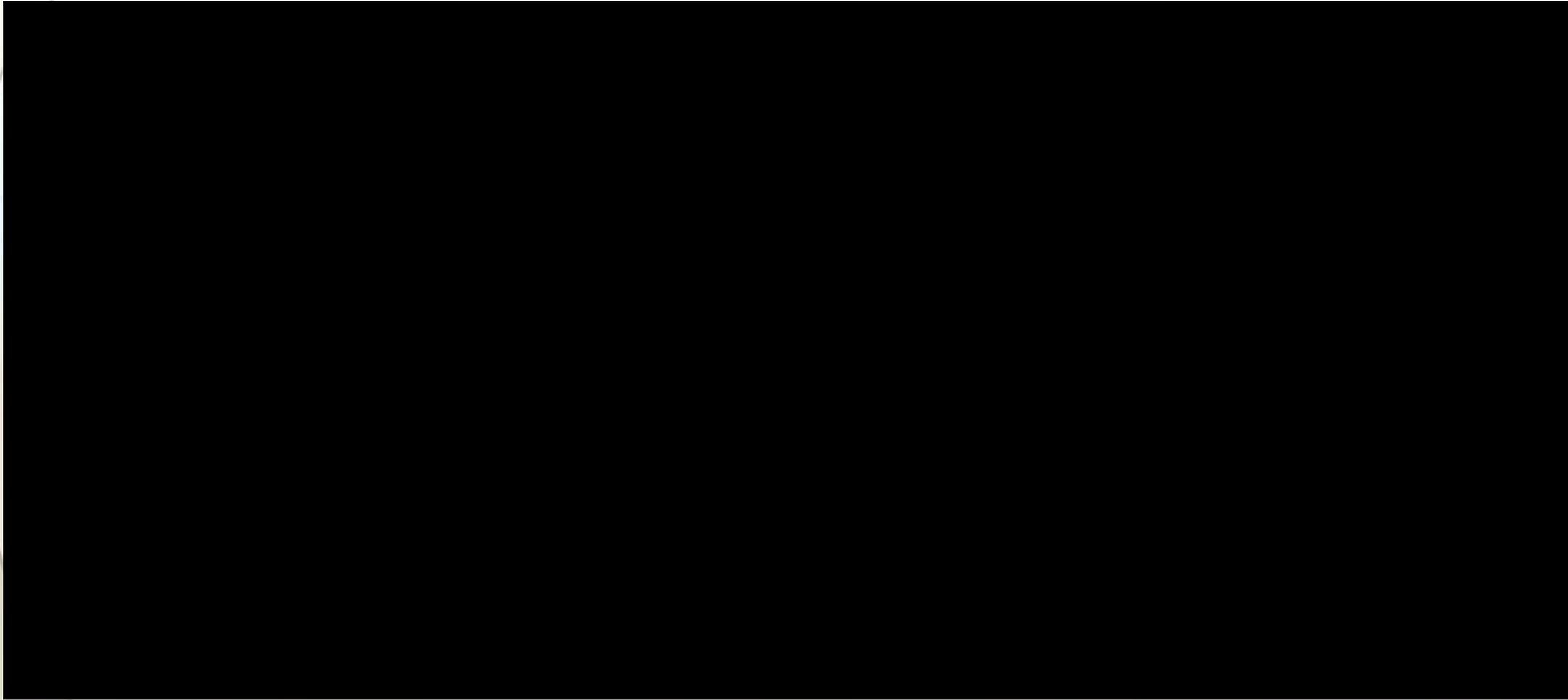


<https://www.youtube.com/watch?v=HT6CAQJ-GCk&feature=youtu.be>

# Sexual Harassment: Verbal

- Can include inappropriate jokes, anecdotes, or comments, gossiping, sending suggestive emails, making sexual comments about an employee's appearance, or asking personal questions about someone's sex life, sex stereotyping, sexual orientation, gender identity, etc.
- Let's watch a clip of an example of this:

# Sexual Harassment: Verbal



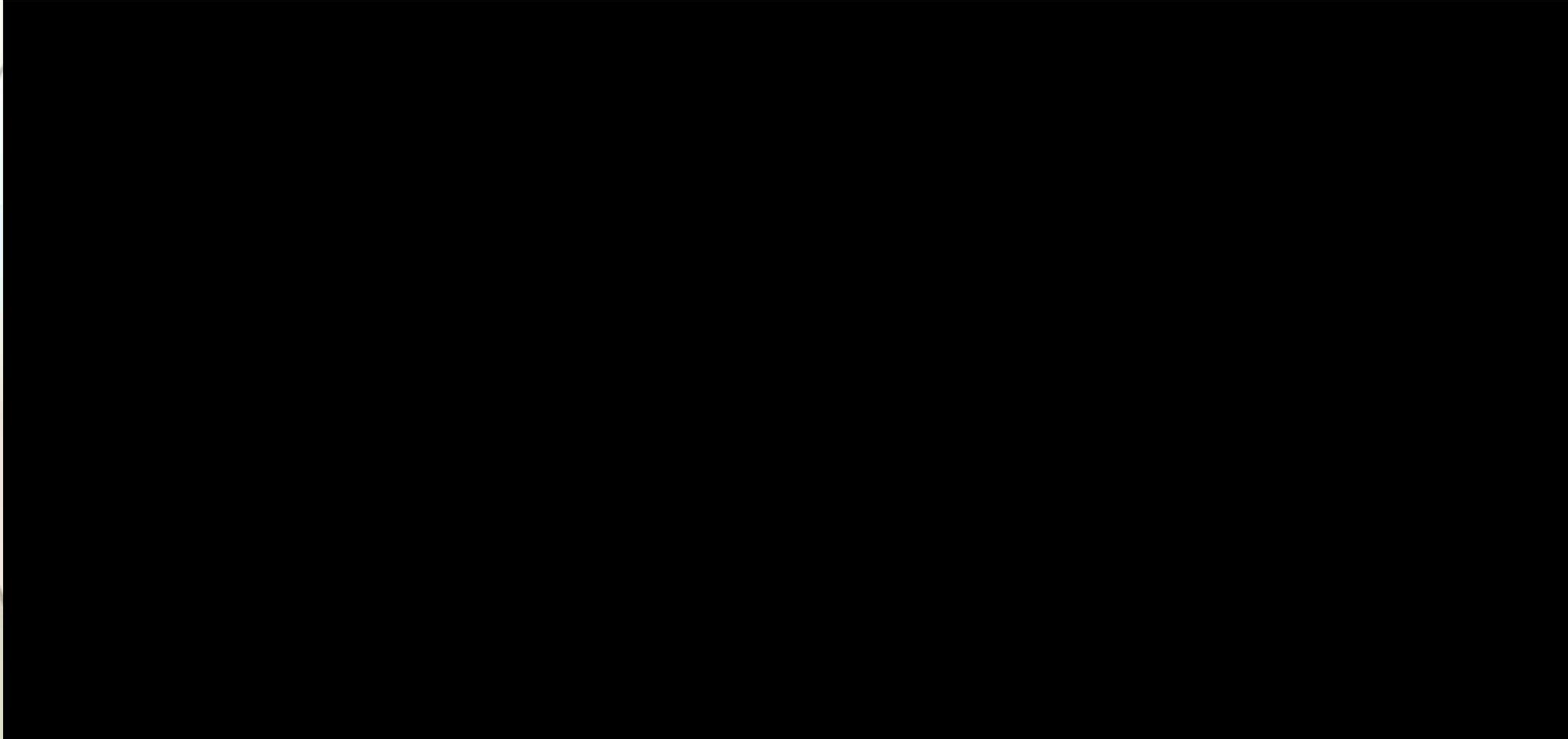
# Sexual Harassment: Non-Verbal

- Can include staring at someone's body, sexual gestures, or suggestive facial expressions

# Sexual Harassment: Electronic

- Can include emails, faxes, phone calls and/or voice messages, text messages, emojis, social media posts, any information sent through an electronic device
- Let's watch a clip of an example

# Sexual Harassment: Electronic



<https://youtu.be/yUoRT7ngwPw>

# Where can Sexual Harassment Occur?

Whenever and wherever employees are fulfilling their work responsibilities, including:

- Employer-sponsored events
- Conferences
- Office Parties
- Off-site or during non-work hours

# How Often does sexual harassment occur?

However you look at it, sexual harassment and violence affects millions of people in the United States each year:

- National Violence Resource Center cites within the United States that 27.2% of women and 11.7% of men have experienced unwanted sexual contact
- 2018 online survey sponsored by non-profit agency in Virginia called Stop Street Harassment found that 81% of women and 43% of men had experienced some form of sexual harassment during their lifetime.
- CDC states 1 in 3 women and 1 in 4 men experience sexual violence that includes physical touch during their lifetimes

# Risk Factors for Sexual Harassment

- Homogeneous Workforce; minimal diversity
- Some employees do not conform to workplace norms according to their companies Title VII policies/procedures
- No policies/procedures and no ongoing trainings surrounding Title VII and/or sexual harassment
- Minimal cultural and language differences in the workplace
- Risky behaviors are allowed during work hours and use is encouraged within the work environment (i.e. drugs and alcohol)

# What determines a Hostile Work Environment?

- Occurs when conduct creates an intimidating, discriminating, or demeaning environment or a negative situation that negatively impacts a person's job performance.
- This form of sexual harassment can be perpetrated by anyone in the work environment (i.e. peer/co-worker, direct supervisor or any supervisor in another area, subordinate, vendor, agent/contractor, or a customer/non-employee member).
- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.

# Hostile Work Environment

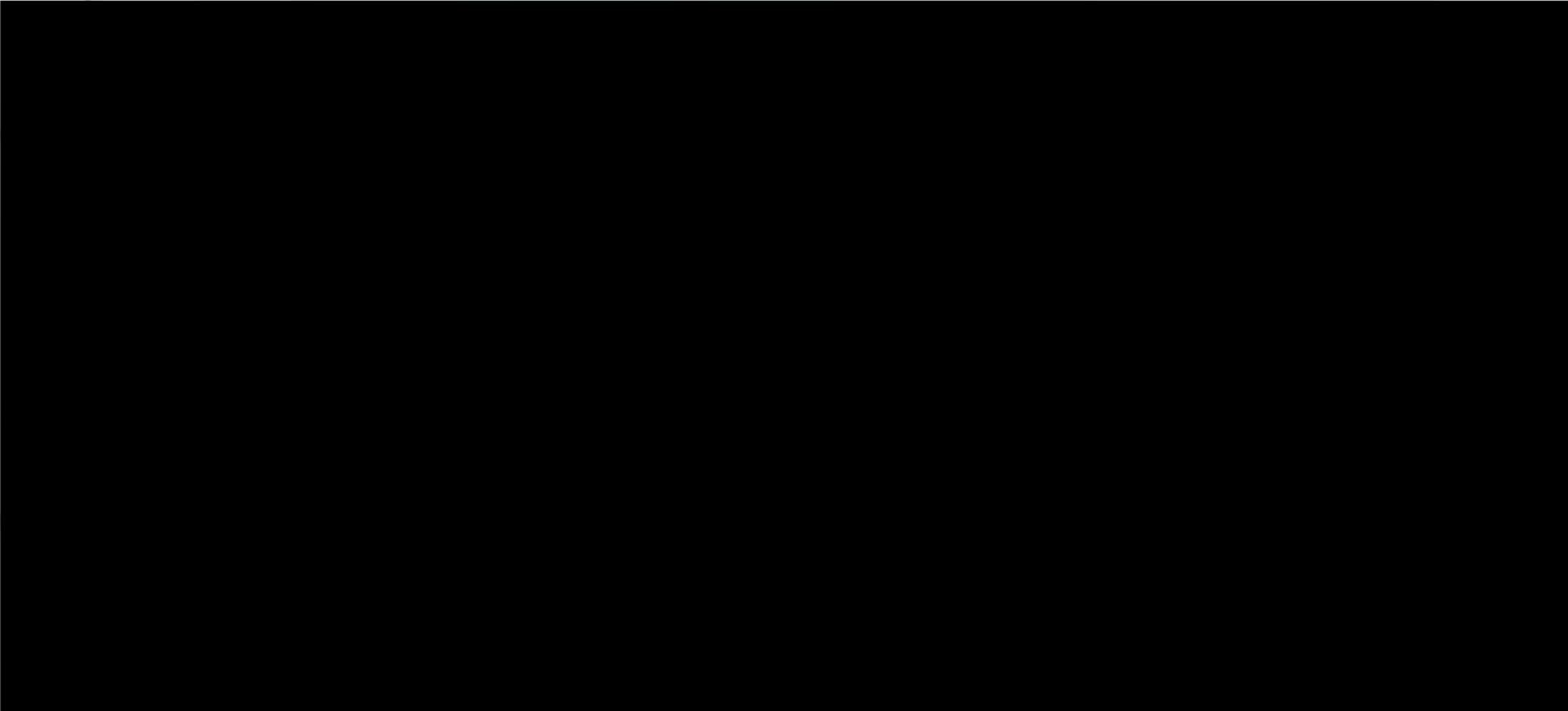
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcomed or uninvited.

# Forms of Hostile Work Environment

- Visual: offensive pictures/posters/art/videos are displayed.
- Written or Electronic: offensive articles, magazines, books, emails, memes, text messages, social media, blogs, emoji's
- Romance: repeated requests for dates, repeated romantic overtures (i.e. gifts)

Let's watch a clip of a case scenario example:

# Hostile Work Environment Example



# Conduct does include if you are the targeted victim or a bystander whether it is:

- In Person
- Virtual meeting platforms such as Zoom, Adobe Connect, Google Meet, Ring Central Meetings, Microsoft Teams, etc.
- Written (whether paper or electronic forms)
- Electronic devices (cell phones, video games, tablets, etc.)

## Some different examples of a hostile work environment

- Sex Stereotyping
- Quid Pro Quo
- Sexual Favoritism
- Romantic
- 3<sup>rd</sup> Party Harassment



# What is Sex Stereotyping?

- Harassing a person because that individual does not conform to binary **gender** stereotypes (i.e. man-woman) is sexual harassment.
- Harassment because someone is performing a job that is usually or was previously performed mostly by persons of a different sex is sex discrimination.



# What is Sex Stereotyping?



[https://www.youtube.com/watch?v=IxVrDQd7jhU&list=PLFXtAV5PZ6mMY8bHC8dCIG00ks8w\\_4MI9&index=52](https://www.youtube.com/watch?v=IxVrDQd7jhU&list=PLFXtAV5PZ6mMY8bHC8dCIG00ks8w_4MI9&index=52)

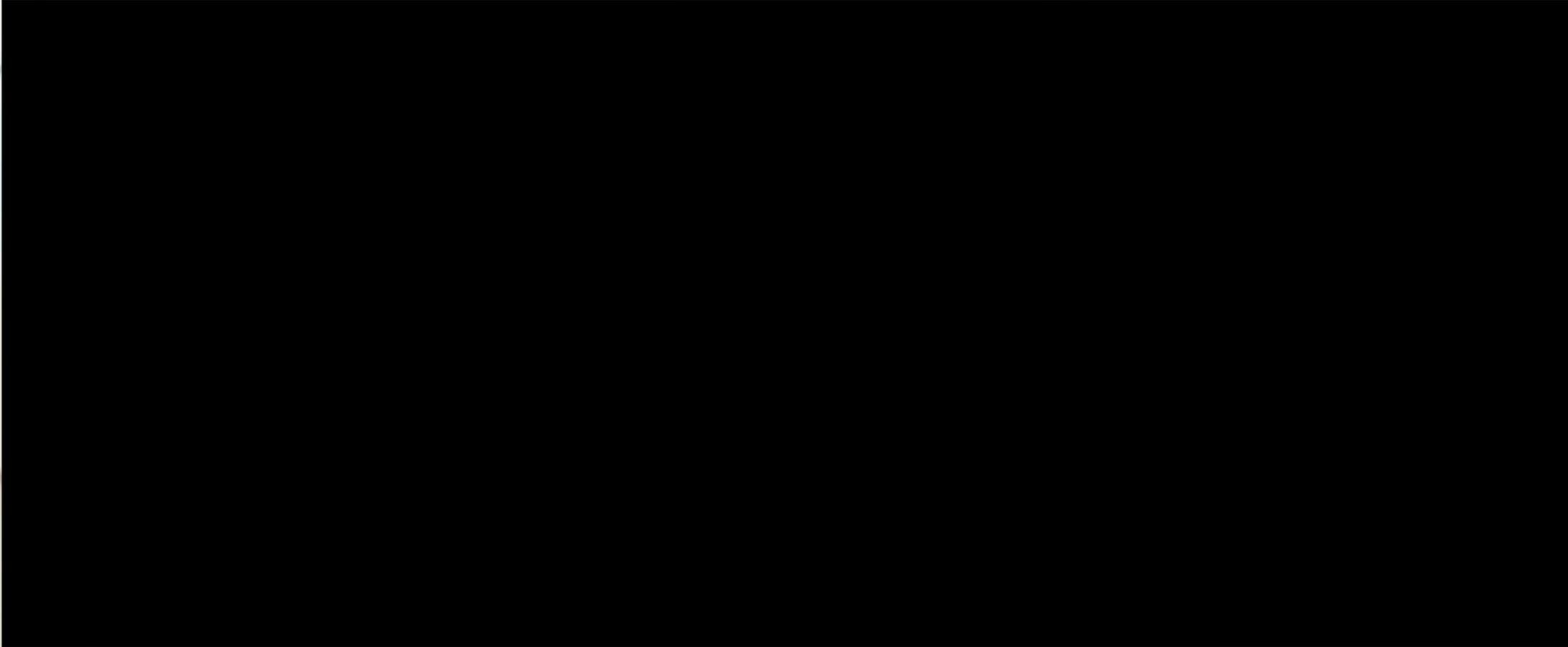
# What is Quid Pro Quo Harassment?

When a manager or someone in an authority figure role offers or merely hints that he/she will give the employee something (i.e. a raise or a promotion) or avoid some form of detriment (i.e. termination or demotion) in return for the employee's satisfaction of a sexual demand.

Let's watch an example of this:



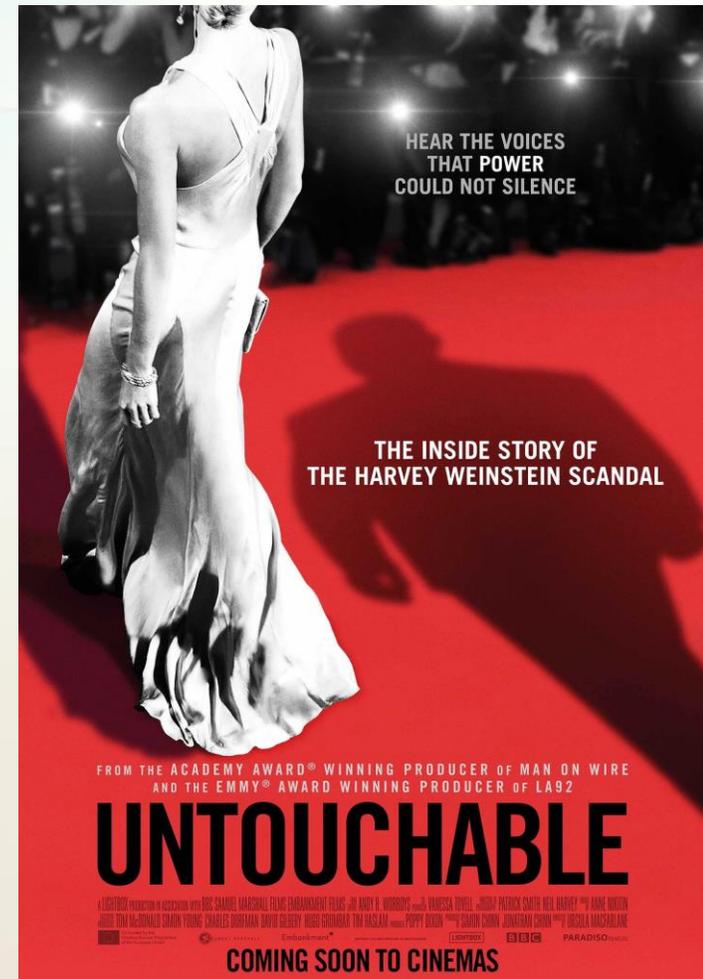
# Quid Pro Quo Scenario



<https://youtu.be/1YnUCZGwrjs>

# Quid Pro Quo Scenario

- 2017-2020: Harvey Weinstein investigations, trial, conviction, and sentencing
- 2016: Me Too Movement (or #Me Too)
- 2019 BBC documentary: Untouchable



# What is Sexual Favoritism?

When two individuals working at the same agency (regardless of their position) have a consensual sexual relationship. One party receives some sort of work benefit due to their consensual sexual relationship. This type of conduct is widespread and accepted throughout the work place environment.



# Example of Sexual Favoritism

- 2009: The Late Night with David Letterman: Joe Halderman and David's on air admittance and apology
- Nell Scovell's 2018 memoir entitled: Just the Funny Parts: A Few Hard Truths About Sneaking Into the Hollywood Boys' Club



# What is Romantic Sexual Harassment?

- Repeatedly asking someone out on a date, a social gathering such as getting a drink despite the person declining the invitation
- Romantic displays of affection, this could be public or private.
- Examples include: flirting, placing one's hand on someone without their consent, repeated unwanted/unsolicited hugging, calling them by nick names or pet names, repeatedly commenting on an employee's appearance, commenting on their attractiveness of others in front of an employee, asking for favors, persistent unwanted attention, sending unwanted romantic emails and text messages, and giving unwanted romantic gifts/gestures

## What is 3<sup>rd</sup> Party Sexual Harassment?

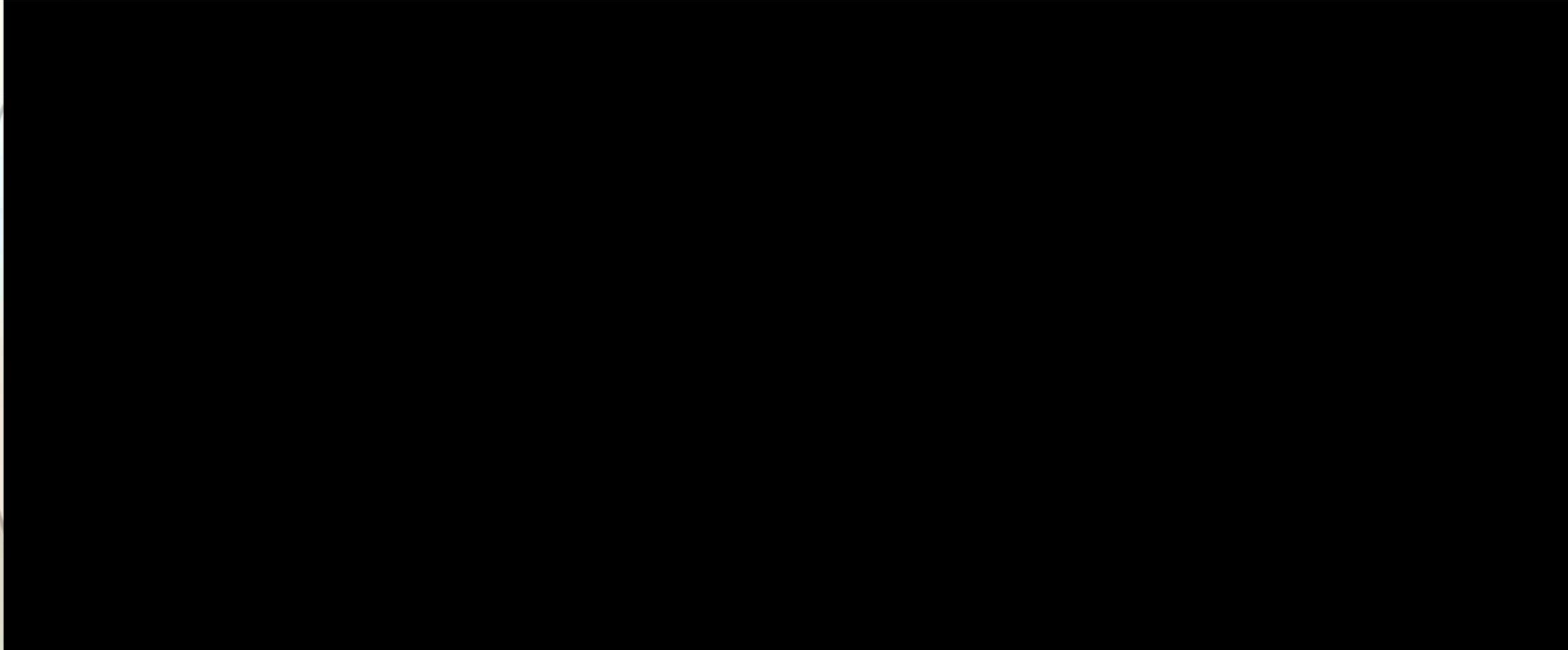
When a person harassing the employee is not a coworker, boss, and is not employed by the agency. (i.e. Contractor, Vendor, Client, etc.)



# Hostile Work Environment: 3<sup>rd</sup> Party



# Hostile Work Environment: 3<sup>rd</sup> Party



[https://www.youtube.com/watch?v=ZsUi70ux5QA&list=PLFXtAV5PZ6mMY8bHC8dCIG00ks8w\\_4MI9&index=22](https://www.youtube.com/watch?v=ZsUi70ux5QA&list=PLFXtAV5PZ6mMY8bHC8dCIG00ks8w_4MI9&index=22)

## As a Result Of....

- A hostile Work environment, creates a micro-sexual-aggressive systemic atmosphere leaving other employees feeling they are not respected and therefore is demeaning to all the other employees in the work environment.
- Decrease in work productivity and quality of work performance



# Some More Infamous Cases:



## Sexual Harassment Exhibiting a Hostile Work Environment include:

- 1991: Clarence Thomas Supreme Court nomination Hearings and former staffer Anita Hill testified before Congress
- 1993: Harris vs. Forklift System, Supreme Court Ruling; Citation 510 U.S. 17; Docket # 92-1168, unanimous ruling where the Supreme Court clarified the definition of “hostile” or “abusive” work environment under the Title VII federal law

# Pause



Any Questions so far about the different forms of sexual harassment?

# How to Respond to Sexual Harassment

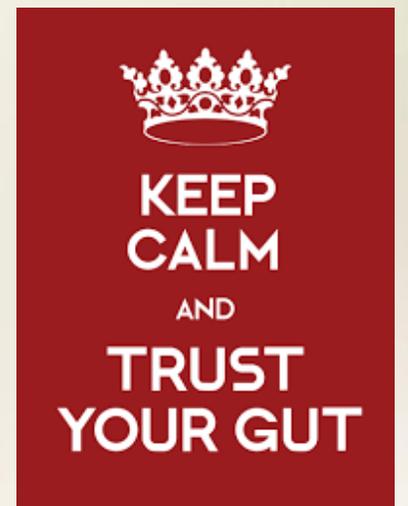
## 7 Steps Can Include:

- 1) Trust Your Instincts
- 2) Set the Boundary
- 3) Engage Bystanders
- 4) Keep It Moving
- 5) Document the Incident
- 6) Report the Incident
- 7) Self-Care



# How to Respond to Sexual Harassment

- **Trust Your Instincts:** Listen to what your gut is telling you. There is no “right” or “perfect” response to harassment. Trust yourself and do what is comfortable for you in the given situation. It is okay to do nothing. Even if you smile and keep walking. You get to decide what is right for you.
- Your safety is the 1<sup>st</sup> Priority. That means if you feel safe and choose to have a response here are some options on the next slides:



# How to Respond to Sexual Harassment

- **Set the boundary:** Tell the person harassing exactly what you want them to do and why. Tone should be firm and loud enough for others to hear.

For example, “Do not talk about strip clubs at the office. That is harassment.” Or you can simply say, “that is not okay” or “don’t speak to me like that.” If the person argues and/or continues to harass after you have set a boundary, I am not recommending for you to continue a verbal war nor to escalate the situation. Say your part and keep it moving. If you wish to, you can report the incident.

# How to Respond to Sexual Harassment

- **Engage bystanders:** Tell them what is going on and what they can do to help. If there are bystanders around during the incident, making sure when you set your boundary to announce firmly and loud enough for others to hear you. Then, tell the bystanders what you would like for them to do (Many bystanders are not trained to respond).

An example is, “Can you stay here with me?” or “Can you walk me out?” or “I would like for you to sit next to me from now on at team meetings.”

# Bystanders: How to Respond

## If you are a bystander you can:

- 1) Intervene & assist the targeted victim
- 2) Notify the harasser what you witnessed and ask them to stop
- 3) Provide support to the targeted victim
- 4) Notify a reporting authority by submitting a complaint

Let's watch an example of what bystanders can do.

# How to Respond to Sexual Harassment



[https://www.youtube.com/watch?v=at1aeNi34Ro&list=PLFXtAV5PZ6mMY8bHC8dCIG00ks8w\\_4MI9&index=20](https://www.youtube.com/watch?v=at1aeNi34Ro&list=PLFXtAV5PZ6mMY8bHC8dCIG00ks8w_4MI9&index=20)

# How to Respond to Sexual Harassment

- **Keep it moving:** defuse the situation and distract those involved by redirecting their attention onto something else.
- An example could be: “You know I lost my key card today, has anyone seen it?” or “You know Michael is going to ask us all in today’s meeting about the status of that progress report, so are we all prepared for that?” or “Did everyone get that email from corporate today?”

# How to Respond to Sexual Harassment



- **Document the situation**: Write down the date, time, who was around, where the situation occurred and details of the incident. Make sure to log only facts of the incident. If the behavior warrants and you feel safe enough, you can consider taking a picture or video of your experience or ask a bystander to do this.

# How to Document?

## An example how to document:

Tuesday, May 20<sup>th</sup> at the 1pm staff meeting while we were waiting for people to arrive and the meeting to start, Josie, myself, Ralph, and Roberto were sitting in the conference room together when Ralph shares out loud how he had “so much fun going to the strip club last night and finally being surrounded by some attractive chicks, not like around this place.” I told Ralph, “I do not appreciate you talking about strip clubs at work. Can you please stop?” Ralph responded with, “Well, I wasn’t talking to you sweetie, so mind your business. This is just us guys talking over here.” Ralph continues to tell Roberto details of his evening at the strip club. Then, four other employees walk into the room and immediately following is our supervisor Karen and director Michael. Once other employees walked into the room Ralph stopped talking and the room was quiet.

# How to Respond to Sexual Harassment

- **Send a written report**: First identify who and where you would like to send in a written report of the sexual harassment. Making sure you understand the steps that would occur after they receive a written report of sexual harassment.

For example: If you report to your supervisor or your company's Human Resources representative what is their policy and procedures on sexual harassment and what happens to complainants who submit a report.

# How to Respond to Sexual Harassment

- **Self-Care Ritual**: There is no such thing as a perfect response to sexual harassment, so remember this is not your fault and you are not alone. Make sure you take some time to recover and explore strategies for taking care of yourself.

For example: Share your story with a trusted loved one, identify a trusted person to text every time harassment happens, say affirmations to yourself like, “Don’t let the haters bring me down. Shake it off. And don’t allow it to ruin my day.” or take a break and clear your head by going for a walk.

# Pause



Any Questions so far about how to respond to sexual harassment?

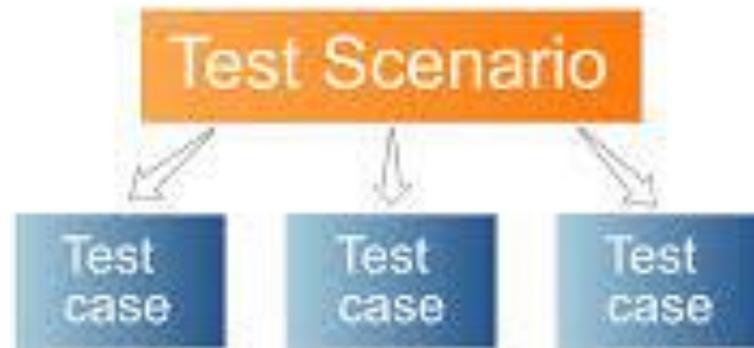
# Break



We will take a 10mins break, please return by....

When we return we will be going over specific case scenario examples.

# Case Scenarios



# Case Scenario #1:

## Not Taking “No” For an Answer

Characters: Li Yan and Ralph



## Case Scenario #1: Not Taking “No” For an Answer

Li Yan’s coworker, Ralph has just been through a divorce. Ralph drops comments on a few occasions that he is lonely and needs to find a new girlfriend. Li Yan and Ralph have been friendly in the past and have had lunch together in local restaurants on many occasions. Ralph asks Li Yan to go on a date with him---Dinner and a movie. Li Yan likes Ralph and agrees to go out with him.

- Poll Question #3: True/False. When Ralph 1<sup>st</sup> asked Li Yan for a date, this was considered sexual harassment. True/False?

## Case Scenario #1: Not Taking “No” For an Answer

Li Yan enjoys her date with Ralph but decides that a relationship is not a good idea. She thanks Ralph for a nice time, but explains that she does not want to have a relationship with him. Ralph waits two weeks and then starts pressuring Li Yan for more dates. She refuses, but Ralph does not stop. Ralph keeps asking her to go out with him.

- Poll Question #4: True/False: Li Yan cannot complain of sexual harassment because she went on a date with Ralph.

## Case Scenario #1: Not Taking “No” For an Answer

Li Yan complains to her supervisor, and the supervisor (as required) reports her complaint to the person designated by her employer (HR Rep) to receive these types of complaints. Ralph is questioned about his behaviors and he apologizes. Ralph is instructed by the agency’s HR designated person to stop. Ralph stops for a while but then starts leaving little gifts for Li Yan on her desk with accompanying love notes. The love notes are not overtly offensive, but Ralph's behavior is starting to make Li Yan nervous, as she is afraid he may start stalking her.

- Poll Question #5: True/False: Ralph’s subsequent behavior with gifts and love notes is not sexual harassment because he has stopped asking Li Yan for dates as instructed. He is just being nice to Li Yan because he really likes her.

## Case Scenario #1: Not Taking “No” For an Answer

Poll Question #6: What type of hostile work environment for sexual harassment is case scenario #1?

- a) Sex Stereotyping
- b) Quid Pro Quo
- c) Sexual Favoritism
- d) Romantic
- e) Street Harassment
- f) 3<sup>rd</sup> Party Harassment

Any questions with the type of sexual harassment for case #1?

# What if.....



The character roles were different, for instance, what if Ralph was receiving mental health services from Li Yan? And Ralph was a client or patient of Li Yan?

Would it change how Li Yan should respond? Or would you change how Li Yan should report it?

You can write your responses in the chat box.

Pause

Check-in

Checking In: How is everyone doing?

Any questions before we move on to other case scenarios?

## Case Scenario #2:

# Issue about Appearances

- Characters: Margaret and Leonard



## Case Scenario #2: Issue about Appearances

Leonard works as a clerk typist for a large employer. He likes to wear jewelry, and his attire frequently includes earrings and necklaces. His boss, Margaret, thinks it is “weird” that, as a man Leonard wears jewelry and he wants to be a clerical worker. She frequently makes sarcastic comments to him about his appearance and refers to him “jokingly” as her office boy. Leonard, who hopes to develop his career in the area of customer relations, applies for an opened promotional position that would involve working in a “front desk” area, where he would interact with the public. Margaret tells Leonard that if he wants that job, he had better look “more normal” or else wait for a promotion to mailroom supervisor.

## Case Scenario #2: Issue about Appearances

Poll Question #7: Leonard's boss is correct to tell him wearing jewelry is inappropriate for customer service positions.

Options:

- True
- False

## Case Scenario #2: Issue about Appearances

Margaret also is “suspicious” that Leonard is gay, which she says she “doesn't mind,” but she thinks Leonard is “secretive.” She starts asking him questions about his private life, such as “Are you married?” “Do you have a partner?” “Do you have kids?” Leonard tries to respond politely “No” to all her questions but is becoming annoyed. Margaret starts gossiping with Leonard’s coworkers about his supposed sexual orientation.

# Case Scenario #2: Issue about Appearances

Poll Question #8: Leonard is the recipient of harassment on the basis of sex and sexual orientation.

Options:

- True
- False

## Case Scenario #2: Issue about Appearances

Leonard decides that he is not going to get a fair chance at the promotion under these circumstances, and he complains to the employer's designee about Margaret's behavior. The designee does an investigation and tells Margaret that Leonard's jewelry is not in violation of any workplace rule, that she is to consider him for the position without regard for his gender, and that she must stop making harassing comments, asking Leonard intrusive questions, and gossiping about his personal life. Margaret stops her comments, questions, and gossiping, but she then recommends a woman to be promoted to the open position. The woman promoted has much less experience than Leonard and lacks his two year degree in customer relations from a community college.

## Case Scenario #2: Issue about Appearances

Poll Question #9: Leonard has likely been the target of discrimination on the job promotion on the basis of sex, sexual orientation, and/or retaliation.

Options:

- True
- False

Pause



Checking In: Any Questions so far?

## Case Scenario #3:

## A Client's Readiness

- Characters: Sam and Mindy



## Case Scenario #3: A Client's Readiness

Mindy is a licensed mental health therapist working in a local community facility providing group therapy sessions to adults in the substance abuse court ordered program. During an evening group therapy session where the topic being discussed included healthy relationships while in recovery. Mindy went around the room as different group members shared their experiences regarding healthy and unhealthy behaviors. Sam blurted out of turn, "Ms. Mindy you look very pretty tonight, I like your blouse it goes well with your eyes." Mindy said, "Thank you for the compliment Sam, now let's focus back on the group topic. Do you have anything you would like to share with the group?" Sam stated, "Yeah, I'd liked to take you out on a date tonight." The rest of the group laughed. Mindy told Sam that was not appropriate group behavior and Sam was given a reminder of the group rules. Sam laughed and stated, "I'm sorry, I was just kidding and I was trying to lighten up this room."

## Case Scenario #3: A Client's Readiness

Poll Question #10: Mindy should have used other counseling techniques to prevent Sam from repeatedly talking inappropriately to her.

Options:

- True
- False

## Case Scenario #3: A Client's Readiness

The group session's discussion moved onto the other group members. And then a few minutes later while group members were individually working answering questions on their handout, Sam asked, "Ms. Mindy can you help me with one of these questions?" As Mindy walked over, Sam stated "Well, this statement here saying, "Your partner wants you to spend all your free time with them. I mean, of course she does! Because my performance in bed always keeps the ladies satisfied." Mindy responds to Sam, "You have been reminded of the group rules and I think you should just leave tonight's group session early." Sam laughs and says, "I was only kidding. Gosh, you are so uptight!" Mindy reminds Sam to leave the group session and his team would talk with him later this week at his next scheduled therapy session. As Sam leaves he says, "See, I knew you wanted me." After the group session ends, Mindy reports Sam's behaviors to the following parties in writing: his clinical treatment team, her agency's supervisor, and her agency's Human Resources department.

## Case Scenario #3: A Client's Readiness

Poll Question #11: Mindy cannot complain of harassment because she allowed Sam to stay in for most of the group session.

Options:

- True
- False



# What if.....



The character roles were different, for instance, what if Sam and Mindy were co-workers? Or what if Sam was a vendor, such as the UPS delivery person to Mindy's agency?

Would it change how Mindy should respond? Or report?

You can write your responses in the chat box.

# Break



Do we have enough time to take another 10mins Break?  
If so, please return by....

When we return we will be going over why sexual harassment is so important for us to talk about and how you can respond and report when an incident occurs.

# *Why is sexual harassment so important?*



# *What* is Affected by Sexual Harassment?

Sexual Harassment negatively impacts employee(s) health:

- Physical Health
  - Sleep Disorders
  - Appetite changes: weight fluctuations
  - Headaches
  - High Blood Pressure
  - Nausea
- Mental Health
  - Depression
  - Anxiety
  - PTSD
  - Fear of becoming the next target and/or retaliation
  - Decreased confidence and lower self-esteem
  - Substance Abuse

# *What* is Affected by Sexual Harassment?

Sexual Harassment negatively impacts employee(s) financial health due to changes in employee (s) work performance and productivity:

- Job dissatisfaction
- Disengagement & withdraw from workplace and/or coworkers
- Decreased motivation and overall low morale
- Tardiness
- Absenteeism
- Project Neglect
- Employee distraction & inability to focus & concentrate
- Lost wages and unpaid leave are possible
- Premature retirement

# *What* is Affected by Sexual Harassment?

## Hence, Organizations are Negatively Impacted:

- High risk of liability (i.e. judicial proceedings with lawsuits, cost of lawyers and courts)
- Low productivity (i.e. employee performance and office culture, gossip, animosity, stress, and anxiety among staff)
- High employee turnover
- Higher Insurance costs
- Negative reviews of the organization's practices negatively impacts their branding and reputation. A company's reputation is damaged when there is a toxic work environment. (i.e. buyers/sponsors/vendors/potential employees/clients/consumers)
- All resulting in lost business. When businesses are negatively impacted this will in turn effect our global economy

Pause:



Checking In: Any Questions with what is affected by sexual harassment incidents?

# How to Report

- Roles, responsibilities, what to do, and where to go



# The Supervisor's Responsibility

- Required by law to report any harassment reported to them or in which they observe, **even if no one is objecting to it**. Failure to report is subject to immediate discipline.
- Responsible for any harassment or discrimination they **should** have known about.
- Expected to model appropriate work behaviors.

# How to report sexual harassment?

## First, check with and understand:

- Your employer's handbook, policies and procedures, their codes of conduct, and their sexual harassment and discrimination policies
- Your local laws with discrimination and harassment for more information regarding the jurisdiction you are working in

## What to do if you experience or witness sexual harassment?

- Anyone who witnesses or becomes aware of **potential** instances of sexual harassment should immediately report it to their immediate supervisor, their department manager, or their agency's Human resources department. Again, this is whether or not the alleged harassment can be proven or not.
- It is unlawful for an employer to retaliate against you for reporting suspected sexual harassment or assisting in any way with a report or an investigation.

# How to report sexual harassment?

- Write a written complaint (i.e. by email or by letter) within your work environment and officially file it by:
  - Providing to your immediate supervisor
  - Providing to your agency's human resources representative\*
  - Keeping an employment journal: tracking anything related to workplace sexual harassment which you believe you are suffering. Make sure each entry is dated and describe who was present for each incident.
  - When you put your complaint in writing, you are protecting yourself by creating a record that you have engaged in **protected activity**.
- Contact an attorney, preferably an employment attorney

# After a report has been filed....

- What happens next?
  - An Investigation begins immediately and different individual parties are identified, contacted, and interviewed [i.e. the identified victim(s) and identified harasser(s) will be immediately notified along with their reporting supervisor(s)].
  - During an investigation, in most cases, the identified victim(s) and identified harasser(s) will still be expected to report to work or if they are a full-time employee with benefits they are reminded they can utilize their already accrued vacation time
  - Most common intervention is accommodations are identified and enacted with the identified victim(s) and harasser(s) in order to cease continued harassment and/or discriminating reports and/or incidents
  - What happens next depends upon many different facts that are discovered during the investigation process

# How to report sexual harassment?

- Local Authorities:

- Local coalitions: contact the city or county jurisdiction the harassment is occurring
- Contact your local Police Department: especially if at anytime you feel physically threatened or you are in fear for your safety, go immediately to the police
- Local Shelters for homeless and/or specialized in gender based violence



# How to report sexual harassment?

- **State Authorities:** Division of Human Rights (DHR)
  - Every state in the U.S. has a division of Human Rights or a Civil Rights Commission, locate how you can contact your state's DHR
  - A written complaint alleging the violation of the Human Rights Law may be filed either with DHR or the Supreme Court
    - Complaints may be filed with DHR at any time within one year of the alleged sexual harassment incident.
    - You do not need to have an attorney to file

# How to report sexual harassment?

- In Missouri: Missouri Department of Labor & Industrial Relations:
  - [https://labor.mo.gov/mohumanrights/File\\_Complaint](https://labor.mo.gov/mohumanrights/File_Complaint)
  - Or contact Missouri Commission on Human Rights at 573-751-3325/Toll-Free Hotline: 1-877-781-4236 or email at [mchr@labor.mo.gov](mailto:mchr@labor.mo.gov)
- In Illinois: Illinois Department of Human Rights:
  - <https://www2.illinois.gov/dhr/Pages/default.aspx>
  - Or contact Illinois Sexual Harassment and Discrimination Hotline at 1-877-236-7703 or [IDHR.webmail@illinois.gov](mailto:IDHR.webmail@illinois.gov)

# How to report sexual harassment?

- **Federal Authorities:** United States Department of State-Office of Civil Rights-Equal Employment Opportunity Commission (EEOC)
  - Written complaints may be filed with EEOC anytime within 45 days from the alleged sexual harassment incident. You can send an email or mail in a letter to EEOC.
  - You do not need an attorney to file
  - A complaint must be filed with the EEOC before you can file in federal court

# How to report sexual harassment?

**Federal Authorities:** United States Department of State-Office of Civil Rights-Equal Employment Opportunity Commission (EEOC)

- For more Information contact US Dept. of State-Office of Civil Rights at: Phone at 202-647-9294 or 202-647-9295 or by Email at [socr\\_direct@state.gov](mailto:socr_direct@state.gov)
- [www.EEOC.gov](http://www.EEOC.gov)
- <https://www.state.gov/key-topics-office-of-civil-rights/sexual-harassment-policy/>
- <https://www.state.gov/key-topics-office-of-civil-rights/filing-an-eeo-complaint/>

## Case Scenario #4:

# Too Much Mentorship



- Characters: Duane, Cassandra, and Alyssa

## Case Scenario #4: Too Much Mentorship

A male professor at a local university, Duane, has a female post-doctoral student, Cassandra, and they end up having a consensual sexual relationship. The female post-doc student, Cassandra, receives some work benefits due to the student's consensual sexual relationship. The benefits Cassandra receives has been witnessed by all of their colleagues, especially within their research lab including one colleague, Allyssa. Allyssa was passed by several times to be a co-author on scientific journal articles directly related to all of their efforts from their research study findings.

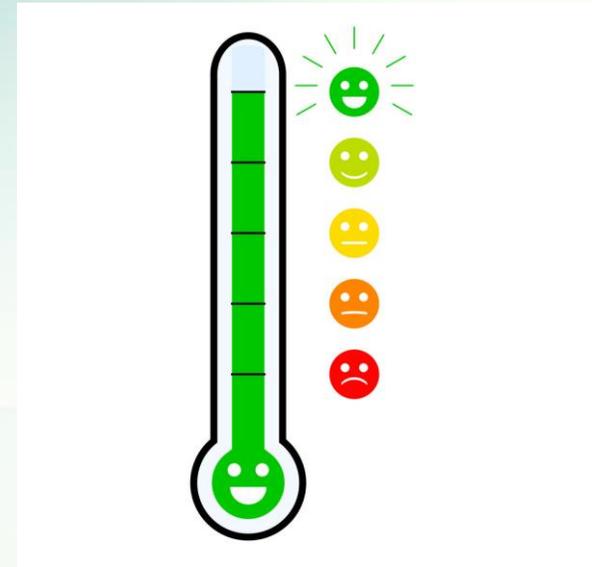
## Case Scenario #4: Too Much Mentorship

Poll Question #12: Cassandra and Duane's relationship is creating a hostile work environment and one of their colleagues, Allyssa, has every right to report them.

Options:

- True
- False

# Pause



Checking in, taking the temperature, and seeing how is everyone doing?

# After a report has been made:

What other protections do you have?



# Your rights during and after a sexual harassment report and investigation

- Protection from retaliation
- Whistleblower rights



# What is considered retaliation?

- Any action to alter or material changes in an employee's terms and conditions of employment *because* that individual engaged in protected activities
- Examples can include:
  - Exacerbated workplace hostility
  - Sudden change in one's work schedule, a transfer, or work location\*
  - Sudden changes in one's work responsibilities\*
  - Any type of corrective action (i.e. warning, write up, etc.)
  - Demotion of any kind
  - Termination

# Whistleblower Protections

- Any employee engaged in “protected activity” is protected by law from being retaliated against.

Protected activities include:

- Making a complaint/report about harassment or a potential or suspected harassment
- Providing information during an investigation
- Testifying in connection with complaint

# Community Resources

- Both victims and complainants usually need additional support to help them during a sexual harassment event(s).
- If you or someone you know is a victim, a bystander, or a complainant of sexual harassment, please share the information in this training and the resources provided in your handout.



# Community Resources



- **NATIONAL STREET HARASSMENT HOTLINE:** Support is available in English and Spanish= 855-897-5910

<http://www.stopstreetharassment.org/our-work/nationalshhotline/>



- **NATIONAL CRIME VICTIM BAR ASSOCIATION:** Call = 201-467-8753 or email [victimbar@victimsofcrime.org](mailto:victimbar@victimsofcrime.org)

<https://victimbar.org/attorney-referral-request-form/>



- **RAINN:** Sexual Assault Hotline = 1-800-656-HOPE (4673)

<https://www.rainn.org/>

# Additional Resources



eliminating racism  
empowering women  
**ywca**

- **YWCA**: Most counties within the US has a YWCA nearby  
St Louis City & County the YWCA Crisis Hotline Line = 314-531-7273  
or call for sexual assault services = 314-726-6665

<https://www.ywcastl.org/what-were-doing/domesticviolence>



- **CRIME VICTIM CENTER**: for services = 314-652-3623 or Legal Help  
Line = 314-664-6699

<https://www.supportvictims.org/>



- **SAFE CONNECTIONS**: For services call = 314-646-7500 or for the  
24-Hr Crisis Helpline = 314-531-2003

<https://safeconnections.org/>

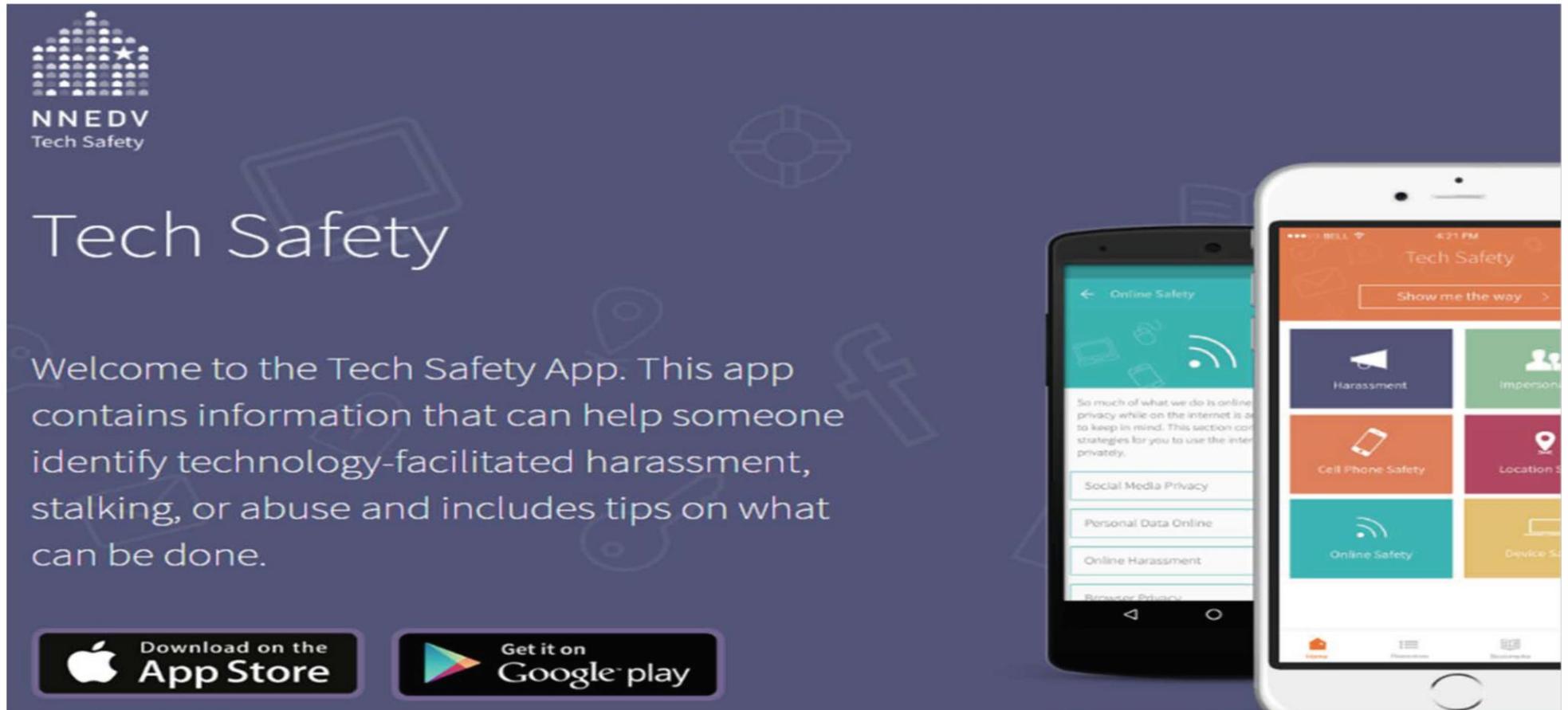
# Referral to resources for Victims



*Confidential referrals for any crime victim(s) within the  
U.S. Territories*

**1-855-4-VICTIM**

# Phone App for Victims



  
NNEDV  
Tech Safety

## Tech Safety

Welcome to the Tech Safety App. This app contains information that can help someone identify technology-facilitated harassment, stalking, or abuse and includes tips on what can be done.

The advertisement features two mobile devices. The smartphone on the left displays the 'Online Safety' screen with a list of topics: Social Media Privacy, Personal Data Online, Online Harassment, and Browser Reliance. The tablet on the right shows the main 'Tech Safety' dashboard with a grid of colorful tiles for Harassment, Impersonation, Cell Phone Safety, Location Services, Online Safety, and Device Safety. A 'Show me the way' button is visible at the top of the tablet screen.

# Questions and Discussion?





Thank you for your Time!

**Maggie Gross, MSW, LCSW**

University of Missouri-St Louis

T: (314) 516-8488

E: [grossmm@umsl.edu](mailto:grossmm@umsl.edu)

