



Here are the instructions for completing your annual sexual harassment prevention training for 2020. Compatible browsers are Google Chrome, Safari, or Mozilla Firefox.

INTERNET EXPLORER IS NOT SUPPORTED.

1. This is the address for the on-demand training webinar.
<https://attendee.gotowebinar.com/register/1201575297990334211>. The link can be found on the bottom right corner of the home page at www.dacollins.com
2. Once you click "**Join the webinar in Progress**" you are registered and a confirmation email will be sent to your inbox. You can either take the training immediately, or access it later from your personal webinar access link in your confirmation email. **YOU MUST USE YOUR OWN UNIQUE EMAIL TO REGISTER. YOUR TRAINING RECORD WILL NOT SHOW ON OUR COMPLETION REPORT IF YOU AND A COLLEAGUE SHARE AN EMAIL WHEN REGISTERING. FOR THE SAME REASON, YOU MAY NOT SHARE THE LINK FROM YOUR REGISTRATION CONFIRMATION EMAIL WITH A COLLEAGUE.**
3. **You will need a dedicated 40 minute time block to complete your training.** You cannot pause the training and resume later. If you need to leave before the training is over, you will have to restart the training from the beginning.
4. **If you would like to take the training on your mobile device**, simply follow the registration steps on your phone, or click on your personal webinar access link in your confirmation email (sent to you after you register) while on your mobile device. This will open the webinar on your phone browser, and you can take the training.

Your training will be complete when:

1. You watch the webinar in its entirety
2. You complete all interactive polling questions during the webinar
3. You complete the final feedback survey after the webinar

2020 NYS Sexual Harassment Prevention Training

Brought to you by **Benetech**

AGENDA

This course will cover

- Definitions and examples of sexual harassment
- Courses of action for resolving and reporting violations



HOW TO GET A PERFECT SCORE

1. Complete all quiz questions throughout this training
2. Submit the final survey following the course
3. Stay for the entire training



POLLING QUESTION EXAMPLE

1. I will read the question
2. I will show and read each answer
3. I will open the poll and read each answer again
(make a selection and click submit)
4. I will close the poll after approximately 30 seconds (with a 5 second countdown)



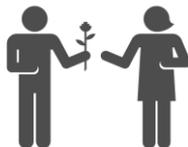
**WE ARE NOT A REPORTING
AGENCY FOR SEXUAL
HARASSMENT ALLEGATIONS**



EXAMPLE CASE

Kim is a junior employee at ABC retailers, and she reports directly to her supervisor, Jack. Kim is in college, and in her first year at ABC. Jack just graduated college and has been at ABC for three years.

Jack's made a couple of passes at Kim since she started. She's told him she's not interested, but he hasn't gotten the message. She continues to find little notes and flowers at her locker. It's become a running joke amongst the staff that they both have this secret love affair.



EXAMPLE CASE

One afternoon, Kim recognized she had a conflict coming up on her schedule for the weekend, so she approached Jack to see if a swap could be made.

Jack looked back at Kim with a half-smirk and asked, "Well, sure I can swap your shift, but what will you do for me?"

Kim, paused a moment and asked, "What do you mean?"

"Just a date." Jack replied. "Dinner out, nothing more."



Bt

WHAT IS SEXUAL HARASSMENT?

- Sexual harassment is a form of discrimination
- Harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender



Bt

WHAT IS SEXUAL HARASSMENT?

- Unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. It includes *unwelcome* conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex



Bt

WHAT IS SEXUAL HARASSMENT?

- Interferes with job performance or creates an offensive work environment, even if the reporting individual is not the target of the harassment
- Conduct is explicitly or implicitly a term or condition of employment
- Submission or objection to such treatment could mean consequences



Bt

WHAT IS SEXUAL HARASSMENT?

In the past, it had to be "severe and pervasive".

Not anymore.

A single incident can be enough to trigger a harassment allegation.



Bt

TYPES OF SEXUAL HARASSMENT

Quid Pro Quo

- Occurs when a person in authority trades, or tries to trade, job benefits for sexual favors

Hostile Work Environment

- Is created when words, signs, jokes, pranks, intimidation, physical actions or violence of either a sexual or non-sexual nature are directed at an individual because of that individual's sex, sexual orientation, or gender identity



Bt

WHAT IS SEX STEREOTYPING?

People consider certain personality traits, looks, roles, lifestyle, or speech to be inappropriate if they do not conform to that person's ideas of how individuals should look or act.



Bt _____

Which of these is an example of quid pro quo sexual harassment?

1. Jen repeatedly slaps Tom on the backside
2. Tim has a swimsuit calendar hanging in his cubicle.
3. Barb's boss promised her a raise if she slept with him.
4. Both 2 and 3

Bt _____

Which of these is an example of hostile work environment?

1. Jay texts Kelly a shirtless selfie after she asks for it.
2. Fred's boss accidentally walked in on him in the bathroom.
3. The boss calls the women in the office "honey" and "babe".
4. All of the above

Bt _____

WHEN CAN SEXUAL HARASSMENT OCCUR?

Whenever and wherever employees are fulfilling their work responsibilities:

- Traveling for work
- Office events
- Conferences and seminars



WHO CAN BE A TARGET OF SEXUAL HARASSMENT?

Male to Female

Female to Female

Male to Male

Female to Male



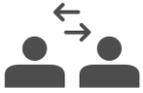
True or False: Sexual harassment only happens between senior and subordinate employees, not between peers.

1. True
2. False



WHO CAN BE A PERPETRATOR OF SEXUAL HARASSMENT?

Peer to Peer



Non-Employee



You?



REPORTING SEXUAL HARASSMENT AS A PROTECTED ACTIVITY

What is "protected activity?"

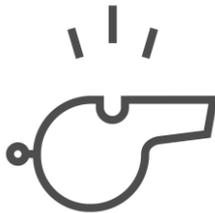
- Filing a formal complaint about harassment
- Assisting another employee who is experiencing or possibly experiencing harassment
- Reporting suspected harassment, even if on behalf of another
- Testifying in support of an investigation



RETALIATION IS ILLEGAL

Kim takes her complaint with Jack to her manager, who happens to be buddies with Jack.

He chooses to deal with the issue by cutting back Kim's hours and shifting her schedule around to avoid having her on shift when Jack is in charge?



Kim takes her complaint with Jack to her manager, who happens to be buddies with Jack.

He chooses to deal with the issue by cutting back Kim's hours and shifting her schedule around to avoid having her on shift when Jack is in charge?

Could this action be considered retaliation?

- 1. Yes, it's possible
- 2. No, definitely not retaliation



SUPERVISOR ROLE IN REPORTING

What are the expectations of a leader?

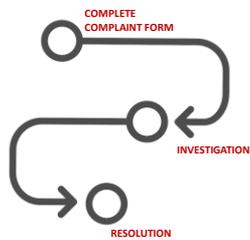
- Have a bias for action
- Lead by example
- Mandatory reporting



WHAT IF I AM HARASSED OR WITNESS HARASSMENT?

Resolution and Reporting

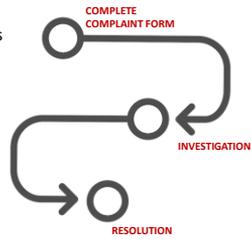
- Do I feel comfortable confronting the perpetrator?
- To whom should I report the abuse?
- How do I intervene as a bystander?
- How do I officially file a complaint?



WHAT IF I AM HARASSED OR WITNESS HARASSMENT?

Complaint Form and Investigative Process

- Use the complaint form, even if you question whether or not the issue at hand constitutes sexual harassment.
- Your organization is required to provide you with a complaint form.
- Your organization has a sexual harassment policy and an investigative process for claims.



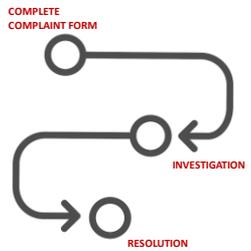
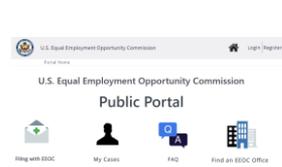
EXTERNAL REPORTING RESOURCES

The following are external organizations for reporting sexual harassment:

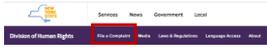
- New York State Division of Human Rights (DHR)
- United State Equal Employment Opportunity Commission (EEOC)
- Local Protections



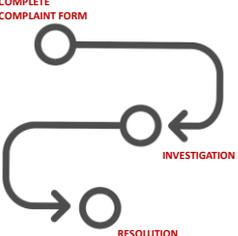
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION



NY DIVISION OF HUMAN RIGHTS



COMPLETE COMPLAINT FORM



INVESTIGATION

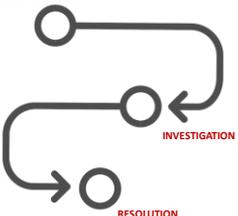
RESOLUTION

Bt

NYC HUMAN RIGHTS COMMISSION



COMPLETE COMPLAINT FORM



INVESTIGATION

RESOLUTION

Bt

SUMMARY

Parting words of wisdom

- Silence fuels a culture of abuse.
- Consider the victims.
- Sexual Harassment is against the law.
- While your employer can provide policies, complaint forms, and training, you have a responsibility to know them and use them.



Bt

DID IT SINK IN?



FINAL QUIZ

A person can be held personally liable for a sexual harassment incident at the workplace?

1. True
2. False



FINAL QUIZ

Howard has long hair, and works at the front desk of a local law firm. One of the attorneys comes in one day and says, "Come on man. How about cutting that back and looking a little more professional. You're looking like my niece?"

This is an example of

1. Sex stereotyping
2. Hostile work environment harassment
3. Retaliation
4. Both 1 and 2



FINAL QUIZ

What are possible external reporting agencies for sexual harassment?

- 1. EEOC
- 2. NYS Division of Human Rights
- 3. Local law enforcement
- 4. All of the above



NEXT STEPS

- Familiarize yourself with your employer policy, complaint form, and investigation process.
- We do not provide individual documentation of course completion.
- Employers have a full attendance list



NEXT STEPS

Complete the survey that opens at completion of this webinar.

After the survey, your training is complete!





Complaint Form for Reporting Harassment

The D.A. Collins Companies (“DAC”)

If you believe that you have been subjected to harassment (including sexual harassment), you are encouraged to complete this form and submit it (any way you deem appropriate [e.g., hand delivery, mail, fax or email]) to a supervisor, manager, DAC’s EEO Officer or any DAC Vice-President. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, a DAC representative will complete this form, provide you with a copy, and follow DAC’s harassment prevention policy by investigating the claim or claims.

**For additional resources concerning sexual harassment, visit:
ny.gov/programs/combating-sexual-harassment-workplace**

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job location:

Job Title:

Email:

Select Preferred Communication Method:

Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor’s Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment occurred:

Is the harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

D.A. Collins will investigate any complaint or concern raised and will endeavor to keep all complaints of harassment confidential to the greatest extent possible, consistent with its need to conduct a complete investigation.