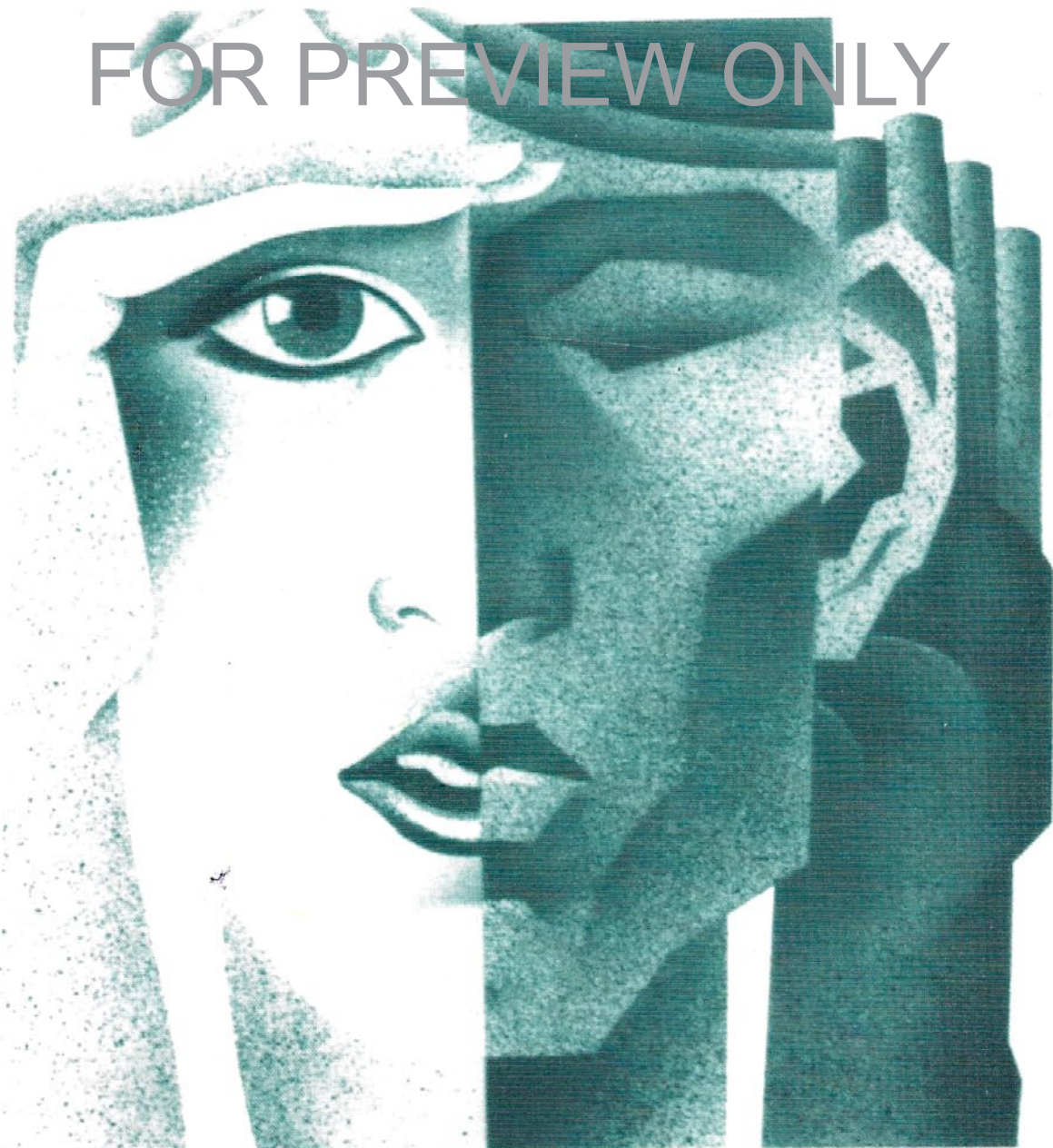


SEXUAL HARASSMENT **IN THE** workplace

FOR PREVIEW ONLY



Participant's Workbook

Table of Contents

Workshop Goals	1
Workshop Outline	2
Preliminary Worksheet for Participants	3
Overview of the Problem (Notes page)	4
What is Sexual Harassment?	5
Unacceptable Behaviors	6
Case Study Exercise #1	7
Checklists of Appropriate Behaviors	8
Case Study Exercise #2	9
<i>Quizzes and Worksheets</i>	11
Video Worksheet	12
Quiz and Discussion	13
True or False - Quiz	14
True or False - Answers	15
What I Learned	16
Participant Signature Page	16
<i>Appendix</i>	17
Information and Resources	18

SEXUAL HARASSMENT IN THE WORKPLACE

Case Study Exercise #1

You will be given an assignment using one of the following case studies.

Case Study #1

Jack and Steve are public health professionals who work in a primarily female organization. They have been working for some time for a female supervisor who takes the opportunity in every management meeting to make derogatory comments, slurs, or jokes about the "inferiority of men." Jack and Steve are uncomfortable and have become increasingly angry about the remarks. They have decided that they have to grin and bear it because she is their supervisor and their future employment depends on her positive evaluations.

Case Study #2

Jeff Mahoney liked to make everyone "feel like family" in his department. He hugged everyone, both men and women. Some people in the department even referred to him as the "human octopus." At social events, Jeff was especially exuberant and felt a little hurt when men in the department avoided introducing their wives to him. If a female employee avoided him, he would tease her about her coolness and prim ways. His favorite phrase in any awkward situation was, "Give me a hug. What can it hurt?"

Case Study #3

Alex was attracted to Anne the day she joined the department. He would walk by her desk on a regular basis, and she always smiled at him. Since Alex had been with the department for several years, she began to ask him questions about the company, its policies, and practices. He asked her to coffee and she accepted, and they had a long discussion about the company and Anne's aspirations in the company. They went out for coffee several times, always discussing business and the company. When Alex finally asked Anne for a date, she refused politely and told him she had a boyfriend. Alex thought Anne really cared for him, so he continued to occasionally ask her for a date, despite her refusals. Anne grew more sullen toward him and finally reported his behavior to the Personnel Department.

SEXUAL HARASSMENT IN THE WORKPLACE

Quiz and Discussion

Take the following True - False quiz individually and then discuss your answers with with the group.

- _____ 1. Sometimes, the most effective thing you can do is ignore unwanted sexual advances.
- _____ 2. When both parties are the same sex, no sexual harassment charges can be filed.
- _____ 3. If I don't intend to sexually harass another employee, that person can not view my conduct as sexual harassment.
- _____ 4. A man who is sexually harassed does not have the same legal rights as a woman who is sexually harassed.
- _____ 5. If this company receives a complaint about a service person from another company and does not take appropriate action, our company can still be liable.
- _____ 6. Sexual slurs and displays of "girlie" pictures can constitute a hostile work environment even if most people at that workplace see it as harmless or insignificant.