



Harassment Hurts: It's Personal
Reproducible Materials

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Pre-Assessment Test

- 1. Can you name any of the classes that are protected by federal law?**
- 2. Can you describe what harassment in a work organization may involve?**
- 3. What different types of harassment are there?**
- 4. Is behavior harassment if it is consensual (like trading jokes that someone else could find offensive)?**
- 5. If another person observes offensive behavior (like overhearing potentially offensive jokes between two other people), could that be considered harassment? Why?**

6. Describe any circumstance in which you may have either harassed others or been harassed yourself.

7. Is it all right for a manager or supervisor to use sex as a way to grant privileges to individuals? Why not?

8. Can behavior be harassment if you are only joking and not serious (like forwarding joke emails or using off-color language)? Why?

9. Can harassment occur if the behavior is from someone *not* employed in your organization, such as a vendor, delivery person, customer, teacher or nurse? Why?

10. How can harassment of any kind affect you and your organization? Please detail as much as you can.

Post-Assessment Test

- 1. What classes are protected by federal law?**
- 2. If your company has additional protected classes in its policy, what are they?**
- 3. What is harassment in the work environment?**
- 4. Name some types of behavior that could become harassment?**
- 5. If a person continues to offend someone, what kind of environment is created?**
- 6. How do we judge whether behavior is harassment?**

7. What is quid pro quo sexual harassment?

8. How many occurrences of quid pro quo sexual harassment must occur before it's considered illegal?

9. What is third-party harassment?

10. Is retaliation from denied sexual favors illegal?

Multiple-Choice Discussion Test

Some of the questions may have more than one answer.

1. If someone is being offensive around you, what should you do?
 - A: Just ignore it and try to fit in
 - B: Ask the person to stop the behavior
 - C: Report the behavior to a manager or supervisor
 - D: Be offensive back to show her how it feels

2. If you are only joking with someone, and they repeatedly take offense, are you harassing that person?
 - A: No, I'm just joking
 - B: Yes, and I should stop immediately
 - C: No, they should get a sense of humor
 - D: Yes, but I won't stop if I don't think it's offensive

3. Can compliments be considered harassment?
 - A: No, that's just being polite
 - B: No, because I am being positive
 - C: Yes, if I'm asked to stop
 - D: It depends on the person's response to it

4. At what point should you stop a certain behavior, such as joking or touching another person (even if it's just a pat on the back), in your work environment?

A: I should probably never touch my coworkers

B: If and when they express any discomfort and/or say to stop

C: Never, it makes the work day fun and shows I care

D: I should ask myself if what I consider funny could in any way be offensive to others

5. A coworker keeps turning down my offer to take him out. Should I keep trying?

A: Yes, he's not interested now but he will be

B: Yes, because I am not a quitter

C: No, if I'm asked to stop

D: No, the person is obviously not interested

Role-Playing Scenarios

1. You've heard rumors that a coworker doesn't like you because of the color of your skin. That person started off just being standoffish but lately has taken to muttering things about you when you pass in the hallways. Once, you were sure he used a very bad slur against you. You don't see him often, but enough to make you worry and to bother you at work. What should or can you do?
2. You like your coworkers very much and want to make them feel good about themselves. In fact, you try to say something nice about how someone looks at least once or twice a day. But you notice that one of the men in the office doesn't seem to appreciate it. You think maybe you should be nicer and see if you can cheer him up. Then again...you wonder, "What should I do in this situation?"

Role-Playing Scenarios Continued

3. Your manager or teacher has suggested that you'd get better marks on your assessment if you went out with her. Just for a drink, or maybe a meal. At her place. What should you do?
4. You feel like your coworkers are your friends. Work is a very social part of your life. But you've noticed that a woman you've known for years has started staring at you. Sometimes you even think it's sexual. It's starting to make you nervous because you glanced at her one time and she was looking at places she shouldn't have been. What do you do?

Role-Playing Scenarios Continued

5. Because you have an unusual religion, your coworkers poke fun at you and ridicule your worship. Your religion is very peaceful and believes in non-confrontation, so you don't say anything to them or a manager. Finally, you start to get sick of the joking, but you've let it go on so long you don't know what to do. What should you do?
6. Every Friday, you're in charge of ordering and paying for pizza for lunch. And every Friday, the delivery man always looks you up and down and whistles at you when you come to the door. He also asks your coworkers to give you his phone number. His behavior bothers you very much. Today is Friday and you dread going to the door to get the pizzas. What will you do?

Certificate of Harassment Training

Date of Training: _____

Participant's Name: _____

I do acknowledge that on the above date, I,
_____, received
comprehensive harassment training through the **Harassment Hurts:
It's Personal** training program.

By signing this statement, I acknowledge that I:

- Understand organizational policies regarding harassment.
- Understand my responsibility to not engage in behavior that could be perceived as harassment.
- If harassed, I understand my right to request the behavior be stopped, and
- Understand that it is my responsibility to bring offensive or harassing behavior to my organization's attention.

(print name)

(sign name)

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