
Preventing *Sexual Harassment* in the Workplace



This presentation will look at...

- The definition of sexual harassment
- Examples of behaviors to avoid
- What to do if you experience or witness it

Having a good understanding of sexual harassment will help you to both identify and prevent it in the workplace.



What is Sexual Harassment?

Harassment

Unwelcome, bothersome, demeaning behavior or conduct.

Sexual Harassment

Any harassment of a sexual nature

To eliminate sexual harassment in the workplace, we must first understand it...



Who May be Affected?

ANYONE!

Sexual harassment can occur between ...

- Men
- Women
- Supervisors
- Subordinates
- Peers / Co-Workers
- Customers
- Contractors
- Vendors

KUKA-AT does NOT tolerate harassment in any form.



Types of Sexual Harassment

1. Quid Pro Quo

2. Hostile Environment

Both are against federal law and violate KUKA-AT policy.



Quid Pro Quo

Meaning...Latin for “This for That”

Exchanging sexual favors for better treatment or to avoid retaliatory treatment

Examples:

- Have sex with me and you'll get promoted
- Have sex with me or you'll get fired
- Being asked to date a customer in exchange for better treatment



Elements of Quid Pro Quo

1. The employee feels pressured to give a sexual favor
2. The employee believes he/she needs to grant that favor:
 - To receive better treatment at work
 - To avoid retaliation/poor treatment at work



Hostile Work Environment

Unwelcomed conduct of a sexual nature which creates an intimidating work environment or which interferes with work performance.

Unwelcome:

- *without consent; not asked for*

Remember: Lack of complaint does not mean that the behavior is welcomed!



What Makes an Environment Become Hostile?

- The behavior is unwelcome - this is key!
- The victim is personally offended by the conduct
- The conduct is so severe or pervasive that a reasonable person would find it offensive. In other words, the behavior is so far out of line, so frequent, or so widespread that it offends most people's standards.



Risky Behaviors

1. A number of risky behaviors can create a Hostile Work Environment, even if we are not aware of it and do not intend to offend anyone.
2. It is important to remember that in a court of law, good intentions do not mean much; it is the impact on the victim that matters.
3. Risky behaviors generally fall into four categories:

Verbal

Non-verbal

Physical

Visual



Risky Behaviors - Verbal

Verbal behaviors can easily be overheard and often lack privacy in the workplace, even if they are directed towards a particular person. Examples of behaviors that could be construed as harassment include:

- Comments about clothing or body
- Sex - or Gender - based jokes or teasing
- Repeated requests for dates
- Sexual innuendoes or stories
- Obscene phone calls or emails
- Requests for sexual favors

Remember:

All of these behaviors are unwelcome in the work place!



Risky Behaviors – Non-Verbal

Non-Verbal behaviors, which are not spoken aloud and which do not involve physical contact, can be just as demeaning. This includes conduct such as:

- **Staring**
- **Looking up & down someone's body**
- **Derogatory gestures**
- **Suggestive looks**

Remember:

All of these behaviors are unwelcome in the work place!



Risky Behaviors - Physical

Physical contact, other than handshakes, do not belong in the work environment and could definitely be interpreted as harassment. For example:

- **Invading someone's personal space**
- **Inappropriately touching someone's clothes or body**
- **Uninvited massages**
- **Stalking**
- **Kissing, hugging, patting, stroking, grabbing, etc.**

Remember:

All of these behaviors are unwelcome in the work place!



Risky Behaviors - Visual

Visual conduct can contribute to a hostile environment as well, especially:

- Posters, cartoons, calendars or other hangings of a sexual nature
- E-mails or computer graphics
- Revealing clothing
- Explicit knick-knacks or displays

Remember:

All of these behaviors are unwelcome in the work place!



General Guidelines

- Respect the people around you
- Think before you act or speak
- Exercise common courtesy
- Imagine how others might feel:
 - Would I want my family treated this way?
 - Could my behavior be misinterpreted as harassment?

Remember: **IMPACT** counts more than **INTENT!!**



Other Forms of Harassment

Also prohibited by law:

- Race / Color
- National Origin
- Gender
- Age
- Disability
- Religion
- Sexual Orientation

KUKA-AT does NOT tolerate these types of discriminatory harassment either.



Summary

- Sexual Harassment: Any unwelcome, disrespectful conduct of a sexual nature towards others
- KUKA-AT does not tolerate any form of harassment, sexual or otherwise
- Sexual Harassment can happen to anybody
- Both types of Sexual Harassment are illegal:
 - Quid Pro Quo and Hostile Environment



Summary (cont.)

- **Hostile Environment:**
 1. Unwelcome
 2. Offensive
 3. Severe and/or pervasive
- **Refraining from risky behaviors will help prevent formation of a Hostile Environment**
- **Impact counts more than Intent**
- **To avoid committing unwelcome behavior:**
 1. Respect other people around you
 2. Think before you act or speak
 3. Put yourself in other people's shoes



Summary (cont.)

If you object to others' behavior:

1. Tell them directly & clearly to stop
2. Report the incident(s) to your supervisor or to Human Resources

KUKA-AT takes your concerns seriously and will fully investigate the incident and take the appropriate action.

This concludes training for Preventing Sexual Harassment in the Workplace. Make sure you read through the handout, then complete and submit the quiz to Human Resources.

