

Harassment Prevention Training Scenarios & Knowledge Check

Thank you for watching the City of Chicago
Employee Harassment Prevention Training, let's
review.

Scenario 1:

The 'Just Joking' Co-Worker

- Background: Sam works with a close-knit team. One coworker, Jordan, often makes off-color jokes during breaks. Sam is uncomfortable with these comments.



Scenario 1:

The 'Just Joking' Co-Worker - Discussion

QUESTION:

- ▶ Is this considered harassment, even if everyone laughs?

ANSWER:

- ▶ Yes. Harassment is based on the impact on the recipient, not the intention or whether others laugh.

Scenario 1:

The 'Just Joking' Co-Worker - Discussion

QUESTION:

- ▶ What could Sam do?

ANSWER:

- ▶ If he is comfortable with his co-workers, Jordan, he could speak up and share how it makes him feel.
- ▶ Sam might prefer to use a distraction method to shift the conversation.
- ▶ Sam could report the situation to HR.
- ▶ Finally, if Sam prefers he could use the delegation approach and speak with someone in a higher-level position.

Scenario 1:

The 'Just Joking' Co-Worker - Discussion

QUESTION:

- ▶ If made aware, what should a manager do?

ANSWER:

- ▶ If Sam delegates this situation to a manager, the manager can take several steps including:
- ▶ Investigation, intervention, training, reinforce conduct policy, speak to HR.

Scenario 1:

The 'Just Joking' Co-Worker

- Background: Tina, a front desk associate, is uncomfortable by her manager's flirty comments and repeated invites to drinks.



Scenario 2:

The Flirty Manager- Discussion

QUESTION:

- ▶ Could this be quid pro quo?

ANSWER:

- ▶ Yes, especially if job security, benefits, status are affected or made to feel could be affected.

Scenario 2:

The Flirty Manager - Discussion

QUESTION:

- ▶ How should Tina handle this?

ANSWER:

- ▶ If Tina feels comfortable, she can ask her manager to stop and express how his behavior is making her feel. This set clear boundaries in the workplace.
- ▶ Tina could also document the occurrences and seek assistance from HR or another person in a position of authority.

Scenario 2:

The Flirty Manager - Discussion

QUESTION:

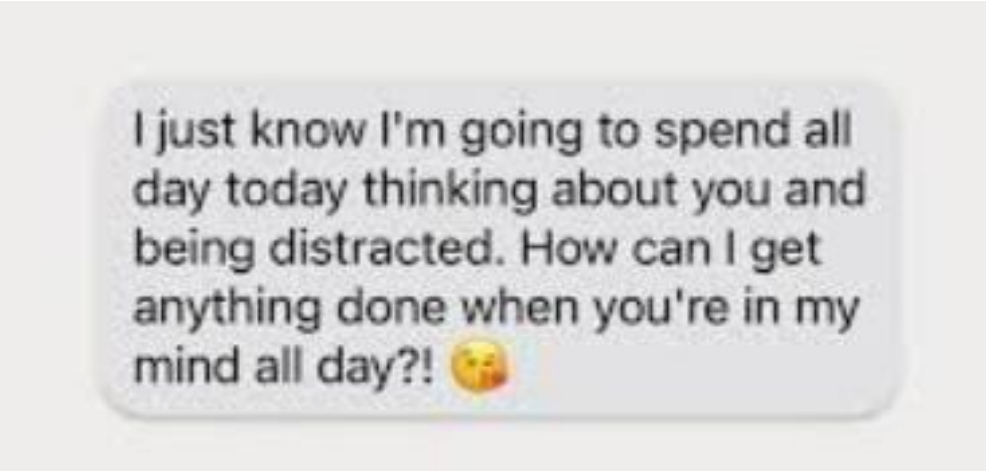
- ▶ If HR is made aware of the situation, what steps are taken?

ANSWER:

- ▶ HR will perform an investigation. This can include speaking with all parties involved and any witnesses, ensure the safety of Tina, require additional training to take place or other appropriate action based on the investigation.

Scenario 3: After-Hours Messages

- Background: Luis receives explicit texts from a coworker, Jill, after hours. He doesn't respond, but they continue.



I just know I'm going to spend all day today thinking about you and being distracted. How can I get anything done when you're in my mind all day?! 🙄

Scenario 3:

After Hour Messages- Discussion

QUESTION:

- ▶ Is this workplace harassment?

ANSWER:

- ▶ Yes, it can be considered workplace harassment even if it occurs outside of work hours.
- ▶ Remember, if it affects the workplace, it qualifies.

Scenario 3:

After Hour Messages- Discussion

QUESTION:

- ▶ How can Luis set boundaries?

ANSWER:

- ▶ Clearly communicate to Jill that he is not interested in any relationship other than as co-workers. Document when and what he said. If Jill continues with her behavior, Luis should seek assistance from HR or a manager.

Scenario 3:

After Hour Messages- Discussion

QUESTION:

- ▶ If Luis supervisors is made aware of the situation from another employee, what should they do?

ANSWER:

- ▶ If a confidential setting, check-in with Luis and let him know he has been made aware of the situation. If Luis feels that the behavior has stopped, the manager can document this situation if needed for future reference. If not, the supervisor will take the next steps in the investigation process. The supervisor should always treat these situations seriously and ensure a respectful workplace.

Scenario 4: Gender Misidentified

- Background: Morgan recently transitioned to a new clinic team. Since joining, several coworkers have repeatedly used the wrong pronouns when referring to Morgan and have made jokes or comments that mock Morgan's gender identity.



Scenario 4:

Gender Misidentification - Discussion

QUESTION:

- ▶ What type(s) of harassment may this behavior represent?

ANSWER:

- ▶ This is gender identity-based harassment. Misgendering and mocking a person for their gender identity is a form of hostile work environment harassment, which may violate both employer policy and local/federal protections (e.g., Title VII, state laws).

Scenario 4:

Gender Misidentification - Discussion

QUESTION:

- What are examples of how misgendering and mocking might look in a workplace setting?

ANSWER:

- Coworkers intentionally using the wrong pronouns after being corrected
- Making jokes like “I can’t keep up with what they want to be called now”
- Eye-rolling or whispering after someone shares their pronouns
- Group chat messages mocking someone’s voice, clothing, or appearance as “not manly/feminine enough”
- Dismissing the issue by saying “It’s just too confusing” or “It’s a free country—I’ll call them what I want”

Scenario 4:

Gender Misidentification - Discussion

QUESTION:

- ▶ What should a supervisor or bystander do upon observing this behavior?

ANSWER:

- ▶ Intervene directly if it's safe to do so, report the behavior to HR, and ensure Morgan feels supported. Supervisors have a legal and ethical responsibility to act immediately to stop harassment and protect employees from retaliation.

Quiz

Question 1

1. Sexual Harassment is _____ sexual advances, requests for sexual favors, and/or verbal, visual, or physical conduct of a sexual nature.
- A. Unwarranted
 - B. Obvious
 - C. Unwelcome

Quiz

Question 2

- ▶ If your intentions are good, your behavior cannot be considered sexual harassment.

A. True

B. False

Quiz

Question 3

- ▶ If you ignore the behavior of sexual harassment, it will ultimately stop or go away.

A. True

B. False

Quiz

Question 4

- ▶ Sexual harassment may include actions by members of:
 - A. Opposite genders
 - B. Same gender
 - C. Both the opposite and same gender

Quiz

Question 5

- ▶ Sexual harassment can occur outside the work site and still be considered work related. Incidents that occur at retirement parties and office socials or in training are some of the situations where work related harassment occurs.

A. True

B. False

Quiz

Question 6

- ▶ Sexual harassment is not limited to physical contact. It can occur any time that an individual is _____ another person's approaches, comments, or discussions.
 - a) Avoiding
 - b) Uncomfortable with
 - c) Irritated by

Quiz

Question 7

- ▶ Dirty jokes and language may be construed as sexual harassment.

a) True

b) False

Quiz

Question 8

- ▶ A man who is sexually harassed does not have the same legal rights as a woman who is sexually harassed.

a) True

b) False

Quiz

Question 9

- ▶ Quid Pro Quo harassment is a form of sexual harassment when there is a request or demand of sexual favors in exchange for employment benefits or threatening retaliation if the favors are not given.

a) True

b) False

Quiz

Question 10

- ▶ An employee witnesses another employee being harassed. Even though this involved a co-worker, the witness can be considered _____ in this case.
 - a) A victim
 - b) A Bystander
 - c) Uninvolved

Quiz

Question 11

- Company policy _____ sexual harassment.
- a) Is lenient with
 - b) Prohibits
 - c) Allows explanations for

Quiz

Question 12

- ▶ Employees who encounter harassment, directly or indirectly have a responsibility to take advantage of the provided resource and procedures to protect themselves from unlawful harassment.

a) True

b) False

Quiz

Question 13

- Incidents of harassment are made public within the company to keep employees informed.

a) True

b) False

Quiz

Question 14

- ▶ All employees share responsibility for ensuring that the workplace is free from harassment.

a) True

b) False

Quiz

Question 15

- ▶ Employees can make a good faith report to their supervisor, Human Resources, or a senior company leader without fear of discipline or retaliation.

a) True

b) False

Reminder

- ▶ If it feels wrong, say something.
- ▶ If you see something, say something.
- ▶ We all play a role in creating a safe and respectful workplace.

Thank You!

Thank you for completing the Employee Harassment Prevention Training Knowledge Check and Quiz.

Please turn in your quiz and acknowledgment form to HR.