



Sexual Harassment

Cheat Sheet

Types of Legal Harassment

There are 2 types of legal harassment in the workplace: **Quid pro quo** and **hostile work environment**.

Quid Pro Quo

The Latin translation of quid pro quo is “this for that.” It means a person in authority demands sexual favors from a subordinate in exchange for a benefit or prevention of a threat.

Here are 2 examples of quid pro quo in the workplace:

- 1 A supervisor offers a promotion if a subordinate is sexually cooperative. (benefit)
- 2 A supervisor fires a subordinate for refusing to be sexually cooperative. (threat)



Hostile Work Environment

A hostile work environment is defined as unwelcome behavior related to a legally protected class that is ongoing, pervasive, or severe.

This includes discussing sexual activities or topics; telling jokes about race, sex, disabilities, or other protected classes; displaying sexual or racially insensitive pictures; and engaging in unnecessary touching or physical contact.

Who contributes to a hostile work environment:

Management

- Executives
- Managers
- Supervisors

Staff

- Colleagues
- Staff from other departments

Outsiders

- Contractors
- Customers

Legally Protected Classes

The U.S. Civil Rights Act is a federal law that was passed in 1964. It provides legal protection from discrimination based on certain characteristics.

These protected characteristics include:

- Sex
 - Sexual Orientation
 - Gender Identity
 - Pregnancy
- Race
- Color
- National Origin
- Religion
- Older Age (40+)
- Disability

Unwelcome Conduct

Unwelcome behavior consists of any conduct that you never initiated and is personally offensive to you.



Verbal

- Crude jokes
- Slurs
- Offensive nicknames



Physical

- Unwelcome touching
- Blocking someone's way
- Getting in someone's face



Visual

- Photos
- Gestures
- Clothing

Bystander Intervention

Bystander Intervention is when someone who isn't directly involved with harassment witnesses it and steps in help stop it. When they see harassment happening, co-workers should speak up and support each other. It isn't always easy to intervene when you witness harassment but standing up can make a big difference in someone's life.

The 4 Ds of Bystander Intervention:



Direct

Ask the harassing individuals to stop.



Distract

Change topics if a conversation is heading in the wrong direction.



Delay

Wait for the offending party to leave, and then check in with the harassed coworker.



Delegate

Get help from others with authority, like a manager or HR.

What Is / Isn't Harassment

Quid pro quo and hostile work environment are both illegal in the workplace. There are also 2 types of behaviors that are not illegal.

Fraternization - When co-workers or supervisors have friendly, or even romantic relationships. Since fraternization is consensual, it isn't considered sexual harassment.

Sexual Preference - When an employee gets special treatment because they're in a relationship with a supervisor. For example, they might not have to follow the same rules as their coworkers, get first dibs on a promotion, or receive special perks.

Consequences of Harassment

Workplace harassment is a serious issue that can have devastating consequences for everyone involved.

For the Perpetrator

- Damage to personal and professional reputation
- Negative impact on career opportunities and advancement
- Possible legal consequences

For the Victim

- Emotional distress
- Physical health problems
- Damage to personal and professional reputation

For the Organization

- Increased absenteeism and turnover
- Damage to company reputation
- Legal consequences

Complaints and Retaliation

If you feel you're a victim of sexual harassment in the workplace, file a complaint with your employer. Often, individuals are wary about retaliation for filing a complaint. Here's what you need to know:

Complaints

Every organization is different, but if you file a complaint at your workplace, here's what will likely happen:

An investigation will take place to establish facts.

Your organization will investigate the claim. The more information and details you provide, the easier it is for your organization to corroborate any complaints.

Those leading the investigation will attempt to be discreet. The people investigating the complaint may not be able to promise total confidentiality, but they should try to be as discreet as possible.

A determination will be made. Once the complaint has been investigated, a determination will be made about the incident and actions, including possible discipline of the offender, may need to be taken.

Retaliation

Retaliation occurs when someone at work punishes you for reporting sexual harassment. For example:

- Verbal abuse
- Demotion
- Harassment
- Termination
- Isolation

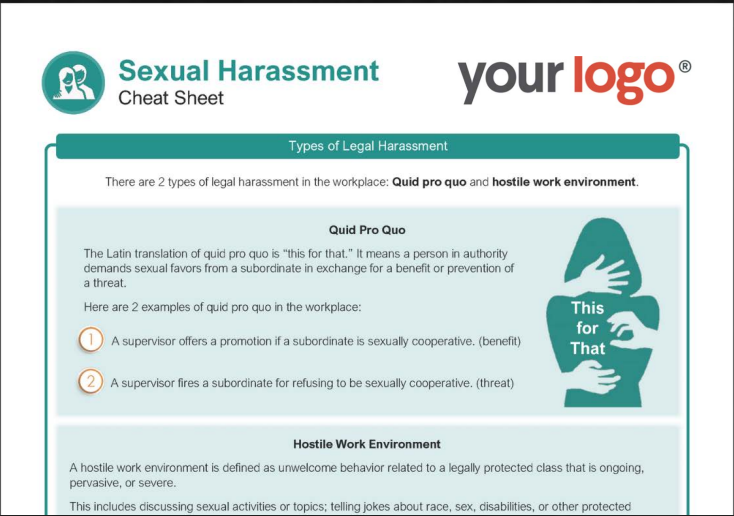


Retaliation is against the law, and it's important to report any retaliation to your employer.

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Career Development

- Career
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Microsoft

- Access
- Copilot
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- OneDrive
- Outlook
- PowerPoint
- Teams
- Windows
- Word

Wellness

- Mental Health
- Personal Growth
- Well-Being
- Work/Life Balance

Compliance & Safety

- Active Shooter
- Discrimination
- Harassment
- Safety
- Security

Diversity & Citizenship

- Bias
- Diversity
- U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

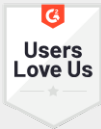
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