



New Employee Prevention of Sexual Harassment Training

Sexual harassment is a form of sex discrimination and violates Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individuals;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment is not about "physical attractiveness." It is not a compliment. Sexual harassment is really about the abuse of power over weaker individuals.

Who are the victims? Sexual harassment used to be considered a "women's issue." In fact, both men and women are victims of sexual harassment.

Who are the harassers? While supervisors can be harassers, in the federal workplace, the harassers are typically employees and co-workers.

There are two primary types of sexual harassment. They are "quid pro quo" and hostile work environment sexual harassment.

Quid Pro Quo sexual harassment occurs when a supervisor or manager conditions an employee's work situation by denying or delivering a tangible employment benefit based on the acceptance or refusal of unwelcome sexual advances, requests for sexual favors; and other verbal or physical conduct of a sexual nature.

Hostile work environment sexual harassment exists when there is a general pattern of workplace behavior that is sexually oriented, severe, and pervasive. The types of behavior in the workplace that can contribute to the existence of a hostile work environment are:

- Sexually oriented magazines, calendars, posters, notes
- Deliberate touching, brushing, cornering, pinching
- Suggestive comments, looks, gestures, whistles
- Pressure for dates or sexual favors
- Remarks, jokes, questions, or teasing

Prevention of Sexual Harassment Training

These are all **prohibited** behaviors in the workplace and violate the Department of Navy's policy on prevention of sexual harassment.

As Department of Navy employees, we are all responsible for ensuring that the Navy workplace is free from sexual harassment.

Every employee is responsible for:

- monitoring our behavior and that of our co-workers. We have a responsibility to speak out about inappropriate conduct and clearly inform the offender(s) that it will not be tolerated.
- monitoring our physical work environment to ensure that inappropriate material in the work place is removed.
- reporting the inappropriate behavior to the supervisory chain of command.

If you are a victim of sexual harassment you should:

- Inform the harasser that the behavior is unwelcome and must stop.
- Document the events in writing. Obtain witnesses.
- Report the behavior to your supervisory chain of command.
- Contact your Personnel Management Advisor at your Human Resources Site Office.

By signing below, I affirm that I have read the above information and understand my role and responsibility for preventing sexual harassment in the workplace as outlined above. This will be used as proof of completion of the requirement for annual refresher training on the prevention of sexual harassment and recorded in the DCPDS Official Training Record.

SSN (for DCPDS input only)

Employee Name (PRINT)

Signature

Date

PRIVACY ACT STATEMENT

AUTHORITY: The Government Employees Training Act of 1958 (USC Title 5,4101 to 4118), EO 9397, November 1943 (SSN).

PURPOSE AND USE: Used in the administration of the Federal Training Program. The purpose of this form is to provide training and to document the completion of training. This form becomes an official training record.

DISCLOSURE: Furnishing personal information, including your Social Security Number, on this form is voluntary. However, failure to provide this information may result in errors in recording your participation in this training program. If your agency uses the information furnished on this form for other purposes other than those indicated above, it may provide you with an additional statement reflecting these purposes.
