



A Safer Workplace Through
EducationSM

COMPLIANCE

Illinois Supervisor and Employee Sexual Harassment Prevention

Course Length: 1.0 Hours

Course Description

This course is designed for Illinois-based supervisors and employees and includes slide-based instruction, animated video scenarios, interactive decision-making exercises, and a final test. Participants in this course will comply with training requirements of Illinois SB75, having undergone an annual sexual harassment prevention training that includes the following elements:

- An explanation of sexual harassment
- Examples of conduct that constitute unlawful sexual harassment
- A summary of relevant state and federal laws prohibiting sexual harassment and the remedies for violations of these laws
- A summary of the employer's responsibility to prevent, investigate, and correct sexual harassment.

Meets all Illinois statutory requirements as outlined by:

-SB75
-Illinois Human Rights Act
-Hotel and Casino Employee Safety Act
-Workplace Transparency Act
-Illinois Victims' Economic Security and Safety Act (VESSA)
-Sexual Harassment Victim Representation Act

Meets all Federal statutory requirements as outlined by:

-Title VII, Civil Rights Act of 1964
-Civil Rights Act of 1991

Course Learning Objectives

1. Define sexual harassment using the words contained in SB75
2. Differentiate between welcome, and unwelcome advances
3. Recall an example of “quid pro quo” style harassment and identify it as such.
4. Recall an example of “hostile environment” style harassment and identify it as such.
5. Identify the effect of relevant Federal Laws
 - a. Title VII of the Civil Rights Act of 1964
 - b. The Civil Rights act of 1991
6. Identify the effect of relevant State Laws
 - a. Illinois Human Rights Act
 - b. Hotel and Casino Employee Safety Act
 - c. Workplace Transparency Act
 - d. Illinois Victims’ Economic Security and Safety Act (VESSA)
 - e. Sexual Harassment Representation Act
7. Identify the three types of legal remedies that may be enacted when a court finds that a law has been violated.
8. Identify an employer’s responsibilities under Federal Law
9. Recognize conditions in which an employer is liable for sexual harassment
10. Identify an employer’s responsibilities under State Law

Course Topics

Abusive conduct
Anti-harassment policy
Bullying
Civil Rights Act of 1991
Compensatory damages
Complaint procedure
Components of a sexual harassment policy
Confidentiality procedure
Determining factors
Discrimination
Employee Best Practices
Enforcing policies
Federal Equal Employment Opportunity Commission (EEOC)
Federal Resources
HB3351
Hostile Work Environment
Hotel and Casino Employee Safety Act
Human Resources procedure
Internal investigations procedure
Illinois Human Rights Act
Illinois Law
Illinois Resources
Illinois Victims' Economic Security and Safety Act (VESSA)
Legal alternatives
Legal remedies
Liability
Locker room conversations
Non-verbal harassment
Organizational Best Practices
Physical Harassment
Protected Classes
Punitive damages
Quid Pro Quo
Reasonable Woman/Reasonable Person Standard
Reporting harassment
Requests for sexual favors
Retaliation
SB75
Severe or pervasive
Sex/gender discrimination
Sexual Harassment Victim Representation Act
Sexual Orientation Harassment
Single versus few Incidents
Supervisor Best Practices
Third party investigations procedure
Title VII, Civil Rights Act of 1964
Unwelcomed Sexual advances
Verbal harassment
Visual harassment
Workplace rights and how to exercise
Workplace Transparency Act