



A Safer Workplace Through
EducationSM

COMPLIANCE

Nationwide Employee Sexual Harassment Prevention

Course Length: 1.0 Hours

Course Description

This course is designed for regular employees who are employed in a U.S. state which does not have its own state-specific sexual harassment laws.

Our Nationwide Employee Sexual Harassment Prevention course provides up-to-date legally compliant content that will help your employees identify and prevent sexual harassment in the workplace.

We discuss available remedies for victims of harassment; harassment prevention strategies; and practical illustrative examples of harassment (real cases and hypothetical scenarios) using case studies, group discussion, quizzes, and tests. We also cover limited confidentiality, appropriate remedial steps to correct harassment, what to do if you are accused of harassment, and the essential elements of an anti-harassment policy.

This course is designed for **Regular Employees (Non-Supervisory)**.

Course Table of Contents

- Section 1: Sexual Harassment Laws - Federal
- Section 2: What is Sexual Harassment?
- Section 3: Who is Protected?
- Section 4: Types and Forms of Sexual Harassment
- Section 5: Reasonable Approach
- Section 6: Liability
- Section 7: Workplace Rights and Remedies
- Section 8: Policies and Procedures
- Section 9: 5-Point Assessment
- Section 10: Best Practices

*Meets all Federal
statutory requirements as
outlined by:*

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

-Civil Rights Act of 1991

Course Learning Objectives

- Explain Federal sexual harassment laws
- Define sexual harassment (Federal definition)
- Differentiate between the various types and forms of sexual harassment
- Identify legal protections
- Discuss employer duties under Federal law
- Identify who can be held liable for sexual harassment
- Explain how to exercise legal rights
- Describe the remedies for a sexual harassment complaint
- Define the elements of an anti-harassment policy
- Cover best practices for preventing sexual harassment

Course Topics

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