

Sexual Harassment Prevention Training

American Repair Maintenance

April 2021

Overview

1. What is sexual harassment?
2. Why is it important to prevent sexual harassment in the workplace?
3. ARM's Policy & Procedure on sexual harassment
4. Your responsibilities

What is sexual harassment?

- Unwelcome sexual advances
- Requests for sexual favors
- Other verbal, written, electronic or physical conduct of a sexual nature that affects an individual's employment, unreasonably interferes with his or her work performance, or creates an intimidating, hostile or offensive work environment

What is sexual harassment?

Cont'd.

Who can **commit** sexual harassment?

- Employees at all levels
- Customers or vendors
- Members of the same sex or opposite sex

Who can be a **victim** of sexual harassment?

- Individual or individuals targeted by statements or actions
- Bystanders or witnesses not directly targeted

Forms of Sexual Harassment

Quid pro Quo

- *Latin for 'this for that' or 'something for something'*
- *Tangible employment action against the victim*
- *Involves monetary loss or change in job*

Hostile Work Environment

- *Speech or conduct that is severe &/or pervasive enough to create an abusive or hostile work environment*
- *Covers explicit or suggestive items that are emailed, texted, electronically provided or displayed in the workplace that interfere w/ job performance or that create an abusive or hostile work environment*

Forms of Sexual Harassment – *Examples*

Quid pro Quo

- Mary Smith receives smaller pay increase based on performance than other employees with similar performance because she refused to go out with her supervisor, John Doe.

Hostile Work Environment

- Mike Maloney is leering at and intentionally brushing against Sally Davis
- Jill Jones texts and instant messages her co-workers with sexually explicit jokes and pictures



Questions?

Why is it important to prevent sexual harassment in our workplace?

- Sexual harassment harms everyone
- Ensure all employees are treated with respect and dignity
- We want to remain in compliance with Title VII of the Civil Rights Act, which prohibits sex discrimination (including sexual orientation and gender identity or expression)
- We want to remain in compliance with similar state civil rights laws and fair employment laws

ARM's Sexual and Other Unlawful Harassment Policy

- “American Repair Maintenance LLC expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.”
- “Harassment on the basis of any other protected characteristics is also strictly prohibited. ”
- “Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.”
- NOTE:
 - This policy applies to interactions with our team, vendors, customers, and any others who conduct business with us.
 - Violation of this policy will be subject to disciplinary action, up to and including termination of employment.

ARM's Complaint Procedure

- If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, **promptly report the incident to your supervisor.**
- If you believe it would be inappropriate to discuss the matter with your supervisor, **you may bypass your supervisor and report it directly to the HR Coordinator.**
- Any reported allegations of harassment or discrimination **will be investigated promptly, thoroughly, and impartially.**



Questions?

Your Responsibilities

- Know and comply with ARM's policy and procedure
- Report incidents that you experience *directly* or *witness*
- Cooperate with investigations
- Support victims

Resources Page

- American Repair Maintenance Employee Handbook. P.17-18.
- *The Society for Human Resource Management.*
www.shrm.org/resourcesandtools/tools-and-samples/presentations/pages/sexualharassmenttraining.aspx.
Accessed 12 Apr. 2021.

Questions?





Thank you!