

Department of the Navy
POSH/Anti-Harassment
Web-based Training

Course Transcript

Department of the Navy Prevention of Sexual Harassment (POSH)/Anti-Harassment (*Running Time 11:08*)

PAGE 1

Audio: Welcome to the Department of the Navy Prevention of Sexual Harassment (POSH)/Anti-Harassment web-based training course.

If you would like to follow along with a written transcript of this training, you can download a copy by clicking on the Transcript icon located in the lower left corner of the screen, marked by the "T" symbol. You can also download the transcript from the Resources page of this training site. You can access the Resources page by clicking on the Resources icon, at the top of the screen.

Closed captioning is available for this course, and can be activated by clicking on the Closed Captioning icon located in the lower left corner of the screen, marked by the "CC" symbol.

On screen:

Department of the Navy

Prevention of Sexual Harassment (POSH)/Anti-Harassment Training

(Image of course transcript)

PAGE 2

Audio: Users can access this course via screen reader software. When screen reader mode is enabled, this training course will automatically pause at the end of each screen, allowing time to review all on-screen information before continuing. Detailed instructions on how to take this course with assistive software can be found at the link provided here. You can also access these instructions from the Resources page of this training site.

If you are currently using screen reader software, use the Up and Down arrow keys to activate screen reader mode. Otherwise click on the RESUME button to continue without activating these features.

Department of the Navy POSH/Anti-Harassment Training

On screen:

If you do not require assistive software, click here to skip this page.

Users requiring additional assistance can access this course utilizing their screen reader software. This feature is only intended for users who currently have assistive software on their computer.

(Image of "View Screen Reader Instructions" button)

Note: Activating screen reader mode without assistive software will prevent the training from running properly.

(Image of "RESUME" button)

PAGE 3

Audio: To accommodate your work schedule, this training provides the ability for you to log out at any time. Your progress will be saved after each page you view. If you log out in the middle of the training, you will resume the training where you left off the next time you log in.

During the presentation of the training module, you will have the ability to pause the presentation, skip back, and replay the training module again.

At the end of the training module, you will be presented with a knowledge check to ensure your understanding of the information presented to you during the module

On screen:

Course Logistics

- You may log out at any time during the training
- When you log back in, you will resume training where you left off
- During each training module, you may pause, go back and start again
- At the end of the training module, you will be presented with a knowledge check to ensure your understanding of the information presented to you

PAGE 4

Audio: Upon completion of this training module, a Certificate of Completion will be provided for you to print out.

Department of the Navy POSH/Anti-Harassment Training

On screen:

(Image of sample completion certificate)

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Audio: As previously mentioned, a Resources page has been created for this web-based training. In addition to a written transcript of the training, this page contains links to references used throughout the training that you can access at any time for more information regarding the topics being discussed.

Now that you have a feel for how to navigate through this web-based training, let's begin.

On screen:

(Image of Resources Page)

PAGE 6

Audio: Harassment can take many different forms. Workplace harassment involves unwelcome and offensive conduct that is based on: Race; Color; Sex; Sex Identity; Age; National origin; Mental or physical disability; Religion; Genetic information; Reprisal; Sexual orientation; Marital status; Political affiliation; or Parental status.

Department of the Navy POSH/Anti-Harassment Training

On screen:

What is Harassment?

Harassment is a form of employment discrimination that involves any unwelcome verbal or physical conduct based on –

- Race
- Color
- Gender/Sex/Sex identity (both sexual and non-sexual harassment)
- Age
- National origin
- Mental or Physical Disability
- Religion
- Genetic Information
- Reprisal
- Sexual Orientation
- Marital Status
- Political Affiliation
- Parental Status

PAGE 7

Audio: Harassment is a form of employment discrimination that violates Title Seven of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (or ADEA), and the Americans with Disabilities Act of 1990 (or ADA).

Harassment becomes unlawful when: Enduring the offensive conduct becomes a condition of continued employment; or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals.

Department of the Navy POSH/Anti-Harassment Training

On screen:

Harassment is Unlawful*

Harassment is unlawful when:

- Enduring the offensive conduct becomes a condition of continued employment
- The conduct is severe or pervasive and a reasonable person would consider the environment intimidating, hostile, or abusive
 - “Hostile” or “abusive” is determined by:
 - Frequency of discriminatory conduct
 - Severity of discriminatory conduct
 - Potential impact of behavior on employee
 - Unreasonable interference with employee’s work performance
- The conduct is in retaliation against an individual for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under EEO law; or for opposing employment practices that the employee reasonably believes discriminates against individuals

*Title VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act of 1967 (ADEA); Americans with Disabilities Act of 1990 (ADA)

PAGE 8

Audio: Shown here are some examples of harassment. Take a moment to review this list.

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On screen:

Examples of Harassment

- Epithets
- Name-calling
- Nicknames
- Offensive jokes
- Slurs
- Obscene gestures or sounds
- Obscene, vulgar, or abusive language
- Negative stereotypes
- Threatening, intimidating, or hostile acts
- Disparaging remarks about an individual's birthplace or ancestry
- Written or graphic material that belittles or shows hostility or dislike toward an individual or group that is sent via email, Twitter, or Facebook, placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace
- Negative comments about one's religious beliefs, or lack of religious beliefs

(Image of RESUME button)

PAGE 9

Audio: Sexual harassment is a form of sex discrimination.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The point to remember here is that the behavior does not have to be blatant. Many times it's very subtle. Note that it says "explicitly or implicitly".

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On screen:

Sexual Harassment Definition



(Image of sexual harassment)

A form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a person's job, pay or career
- Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person
- Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive work environment

PAGE 10

Audio: As previously mentioned, harassment can be verbal, non-verbal, or physical in nature. Shown here are some examples of what could constitute sexual harassment.

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On screen:

Types of Sexual Harassment

Verbal

- Sexual stories
- Questions about a person's sexual experiences or preferences
- Jokes
- Inappropriate comments on a person's body and/or appearance
- Asking for dates after being told "No"

Non-Verbal

- Staring at a person
- Showing sexually explicit pictures, cartoons, or other visuals
- Making suggestive gestures
- Sending unwanted notes or other material
- Giving unwanted personal gifts

Physical

- Touching a person
- Leaning over a person
- Standing too close to a person
- Kissing
- Caressing
- Pinching

(Image of RESUME button)

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Audio: The EEOC's Guidelines define two kinds of sexual harassment. The first type of sexual harassment is "quid pro quo", in which submission to, or rejection of, unwelcome sexual conduct by an individual is used as the basis for employment decisions affecting such individual.

The second type of sexual harassment is a "hostile work environment" in which unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive working environment.

We'll be discussing each of these types of sexual harassment.

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On screen:

Types of Sexual Harassment



(Image of sexual harassment))



(Image of sexual harassment)



(Image of sexual harassment)

Two Types:

- Quid Pro Quo
- Hostile Work Environment

PAGE 12

Audio: "Quid pro quo" is a Latin term meaning something that is given to you or done for you in return for something you have given to or done for someone else.

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Quid pro quo is a classic type of sexual harassment in which the harasser threatens to withhold or promises to give employment benefits in exchange for sexual favors.

Quid pro quo sexual harassment occurs when an individual's submission to, or rejection of, sexual advances or conduct of a sexual nature is used as the basis for employment decisions affecting the individual or the individual's submission to such conduct is made as a term or condition of employment.

On screen:

Sexual Harassment – Quid Pro Quo

Classic type of sexual harassment in which the harasser threatens to withhold or promises to give employment benefits in exchange for sexual favors such as:

- Promotion
- Reassignment
- Work Assignment
- Award
- Demotion

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Audio: The term "hostile work environment" refers to situations in which the hostile, intimidating or offensive conduct of another unreasonably interferes with an employee's work performance. The conduct must be sufficiently severe and pervasive to create an intimidating, hostile, or offensive work environment.

Harassment is severe and pervasive when it occurs frequently, entails humiliation or physical threats, or unreasonably interferes with the victim's work performance. This type of harassment may even affect the employee's employment, that is, the loss of pay or promotion opportunity.

A hostile work environment can be created by employers, supervisors, co-workers, customers, or clients.

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On screen:

Sexual Harassment - Hostile Work Environment

Harassing conduct in the workplace is so severe or pervasive that it creates an intimidating, hostile, or offensive work environment for the target of the conduct.

Applies when the conduct:

- Interferes with employee's work performance
- Creates an intimidating, hostile, or offensive work environment
- In some ways affects the employee's employment

The behavior is ALWAYS UNWELCOME!

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Audio: So, what is considered a "work environment"?

Work environment, in the literal sense, means your surroundings at your place of occupation; that is, inside, outside, at a desk, in a cubicle, etc.

The definition of a work environment also includes the conditions or atmosphere under which people are required to work.

For DON employees, the work environment would be anywhere employees are engaged in official DON business, as well as command-sponsored social, recreational and sporting events, regardless of location.

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On screen:

Work Environment



(Image of diverse workforce)

Definition:

- Workplace or any other place that is work-connected
- Conditions or atmosphere under which people are required to work
- Anywhere DON employees are:
 - Engaged in official DON business
 - Attending command-sponsored social recreational and sporting events, regardless of location

PAGE 15

Audio: We've just discussed what constitutes sexual harassment and the different types of sexual harassment.

It's important to know that sexual harassment in the workplace is damaging to both employees and the organization.

The economic costs of sexual harassment are significant. Even more harmful, however, are the negative effects on productivity and readiness, including increased absenteeism, greater personnel turnover, lower morale, decreased effectiveness, and a loss of personal, organizational, and public trust. While not easily quantified, these costs are real and seriously affect DON's ability to accomplish its mission.

Sexual harassment can result or occur in a variety of circumstances.

The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.

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The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.

And the victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

All cases of sexual harassment will be investigated in accordance with 10 U.S. Code Section 1561, even if the employee chooses not to pursue under the EEO complaint process. 10 U.S. Code Section 1561 establishes the procedures for processing allegations of sexual harassment.

For more information regarding 10 U.S. Code Section 1561, a link to this resource can be found on the Resources page of this training site.

On screen:

Sexual Harassment

- Economic costs of sexual harassment are significant
- Negative effects on productivity and readiness include:
 - Increased absenteeism
 - Greater personnel turnover
 - Lower employee morale
 - Decreased effectiveness
 - Law suits
 - Negative publicity
 - Lengthy formal investigations
 - Loss of personal, organizational, and public trust
- Sexual harassment can occur in a variety of circumstances
 - The victim as well as the harasser may be a woman or a man
 - The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee
 - Victim does not have to be the person harassed, but could be anyone affected by the offensive conduct

Source: 10 U.S.C. Section 1561

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Audio: If you feel that you have been harassed, you should take action as soon as possible. If you feel comfortable enough to talk with the person you feel has harassed you, let them know that their conduct toward you is unwelcome, is unacceptable and must not continue.

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You can report the incident to your supervisor or the alleged harasser's supervisor. You can also report the incident to your local EEO Office.

It's important that you keep good documentation to support your claim of harassment. Document every incident in writing with details about the other person's behavior and how you responded to it.

On screen:

Harassment

What to do if you have been harassed (either sexually or non-sexually)

- Respond promptly
 - If comfortable, tell the offender that his or her conduct is unwelcome, is unacceptable, and must STOP
- Report situation
 - To your supervisor, the alleged harasser's supervisor, or the EEO Office
- Document
 - Every incident in writing with details about the other person's behavior and how you responded to it

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Audio: It is the EEOC's policy that a model workplace be maintained free from harassment and other forms of discrimination based on race, color, religion, sex, national origin, age, disability, sex identity and sexual orientation. Accordingly, EEOC has zero tolerance for harassment or any other form of unlawful discrimination.

The system to be employed for discipline of harassment offenders varies with the offender's employer.

Shown here are possible disciplines that can be imposed against offenders.

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On screen:

Discipline Systems

Discipline systems vary with the offender's employer; however, the standard ZERO TOLERANCE is imposed on all personnel associated with federal property and functions.

Offender	Responsible Authority	Plausible Closure
Military member	Military superior	Captain's mast
Civilian employee	Supervisor	Reprimand to removal

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Audio: As previously mentioned, if you feel that you have been sexually harassed, you should try and resolve the issue at the lowest possible level, whenever possible.

The resources shown here are available to you if you wish to seek advice.

On screen:

Help is Available

Sexual harassment issues should be resolved at the lowest possible level.
Employees can seek advice from:

DON Sexual Harassment Advice Line (800) 253-0931

Local EEO Office

Local Labor/Employee Relations Office

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Audio: During this module we discussed what constitutes harassment, the different types of harassment and what you should do if you feel you have been harassed.

Let's take a moment to see what you've learned.

On screen:

Knowledge Check

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KNOWLEDGE CHECK 1

On screen:

If you feel you have been harassed you should:

- A. Ignore the problem. Addressing the issue will only escalate problems.
- B. Respond promptly. If comfortable, tell the offender that the conduct is unwelcome.
- C. Document every incident in writing with details.
- D. Both B and C

KNOWLEDGE CHECK 2

On screen:

A hostile work environment is created when harassing conduct:

- A. Interferes with employee's work performance
- B. Creates an intimidating, hostile, or offensive work environment
- C. In some ways affects the employee's employment
- D. All of the above

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Audio: This concludes this training module. Thank you for participating.

Please wait while your record is updated.

On screen:

Thank you for participating!

Please wait while your record is updated.

To receive credit for this training, please contact your local training coordinator.