



Sexual Harassment Prevention for Employees

This class is designed for all non-management employees. In this class, employees will learn what constitutes sexual harassment, how to avoid it, and what procedures to follow should it occur.

Listed below are some of the topics covered in this class:

Definition and Description of Sexual Harassment

- Sexual harassment examples
- Quid Pro Quo Harassment
- Hostile Environment

Types and Examples of Hostile Environment

- Flirting and Dating
- Reading Objectionable Materials
- Unwelcome Remarks
- Displaying Objectionable Pictures
- Unreasonable Job Interference
- Vulgar Jokes
- One Can be Legally Fired
- Policy, Procedures and Training
- Proving Sexual Harassment
- Boss Relationship and Promotions
- Policy & Procedures

Testing your knowledge

- Test questions to assure that the student has a sound understanding of the material.

Administrative capabilities

- The Manager Mechanics platform provides the ability for Human resources to track who has taken this class and generate various types of useful statistics, including who has successfully passed (or failed) the ending quiz questions.