



Regenstrief Institute

Sexual Harassment Mandatory Training 2021

*Portions of this training were taken with permission from the
Society of Human Resources Management (SHRM) website*

Introduction

Regenstrief Institute is committed to fostering an environment of diversity and inclusion where all individuals feel welcome, valued, and safe. To that end, we are dedicated to training employees on important topics, such as sexual harassment.

Training Objectives

1. What is sexual harassment?
2. Why is it important to prevent sexual harassment in our workplace?
3. Our policy and 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 their work performance, or creates an intimidating, hostile or offensive work environment.

What Is Sexual Harassment? (cont.)

The two forms of sexual harassment are:

- Quid pro quo (Latin for “this for that” or “something for something”)
- Hostile work environment

What Is Sexual Harassment? (cont.)

Quid Pro Quo:

- Tangible employment action against the victim.
- Involves monetary loss or change in job.
Example: John Smith receives smaller pay increase based on performance than other employees with similar performance because he refused to go out with his supervisor, Mary Jones.

What Is Sexual Harassment? (cont.)

Hostile Work Environment:

- Speech or conduct that is severe and/or pervasive enough to create an abusive or hostile work environment.
Example: Mike Maloney is leering at and intentionally brushing against Sally Davis.
- In addition to speech and/or conduct, this includes explicit or suggestive items that are e-mailed, texted, electronically provided or displayed in the workplace that interfere with job performance or that create an abusive or hostile work environment.
Example: Jill Jones texts and instant messages her co-workers with sexually toned jokes and pictures.

Who can commit sexual harassment?

- Who can commit sexual harassment?
 - Employees at all levels.
 - Customers, vendors, collaborators, or other members of the RI community.
 - Members of the same sex or opposite sex.
- Who can be a victim of sexual harassment?
 - Individual(s) targeted by statements or actions.
 - Bystanders or witnesses not directly targeted.

Why Is It Important to Prevent Sexual Harassment in Our Workplace?

- Sexual harassment harms us all.
- One of our organizational values is to ensure all employees are treated with respect and dignity.
- Engaging in, condoning, or not reporting sexual harassment is in direct conflict with our values.
- We want to remain in compliance with Title VII of the Civil Rights Act, which prohibits sex discrimination (including sexual orientation, gender identity, change of sex and/or transgender status).
- We want to remain in compliance with all state and local civil rights laws and fair employment laws.

Our Policy and Procedure related to harassment are located on Jostle at:

Library>Human Resources>HR Policies>POL-ADM-018_Anti-Harrassment_Policy

Your responsibilities are to:

- Treat all members of our RI community with dignity and respect.
- Know and comply with our policy and procedures.
- Report any inappropriate behavior you experience or witness to the HR Director. Our HR team is experienced in, and dedicated to, handling sensitive concerns as confidentially as possible.
- Assist with inquiries/investigations if requested.