

# *General Safety*

## *Preventing Sexual Harassment*

### *For Managers and Supervisors*

## **Presenter's Guide**



**Level:** Adult

**Focus:** Workplace Safety

**Duration:** 1 session

### **Series Description**

This videotape education program is part of the *General Safety* series. The programs in this series have been created to provide employees with good, basic information on everyday safety and health topics. This series includes programs on the following topics.

- Accident Investigation
- The ANSI MSDS
- Back Safety
- Compressed Gas Cylinders
- Computer Workstation Safety
- Crane Safety
- Driving Safety
- Electrical Safety
- Eye Safety
- Ergonomics (Industrial and Office Versions)
- Office Ergonomics
- Fall Protection
- Fire Extinguishers
- Fire Prevention (Healthcare, Industrial and Office versions)
- Industrial Fire Prevention
- First Aid
- Hand and Power Tool Safety
- Hand, Wrist and Finger Safety
- Hazardous Materials Labels
- Hazardous Spill Cleanup
- Heat Stress
- Ladder Safety
- Machine Guard Safety
- Materials Handling Safety
- Office Safety
- Rigging Safety
- Safety Audits
- Safety Housekeeping and Accident Prevention
- Safety...Everyone's Responsibility\*
- Safety Orientation
- Safety Showers and Eye Washes
- Sexual Harassment (Employees and Managers/Supervisors versions)
- Sexual Harassment Investigations
- Slips, Trips, and Falls
- What Do You Know About Safety\*
- When You Least Expect It\*
- Welding Safety
- Wellness and Fitness
- Winter Safety
- Workplace Stress
- Workplace Violence

\*These programs cover general safety issues, including Accident Prevention, PPE, Chemical Hazards, Electrical Safety, Back Safety, and other important topics.

## **Warranty/Disclaimer**

This program has been created to assist facilities that are endeavoring to educate their employees regarding good safety and health practices. The information contained in this program is the information available to the producers of the program at the time of its production. All information in this program should be reviewed for accuracy and appropriateness by facilities using the program to assure that it conforms to their situation and recommended procedures, as well as to any state, federal, or other laws, standards and regulations governing their operations. There is no warranty, expressed or implied, that the information in this program is accurate or appropriate for any particular facility's environment.

## **Table of Contents**

### *Introduction to the Program*

- Structure and Organization
- Background
- Objectives
- Reviewing the Program

### *Preparing for the Presentation*

- Structuring the Presentation
- Setting Up the Class and Classroom

### *Conducting the Session*

- The Initial Steps
- Showing the Program
- Conducting the Discussion
- Concluding the Presentation
- Wrapping Up the Paperwork

### *Outline of Major Points in the Program*

### *Accompanying Materials*

- Scheduling and Attendance Form
- Quiz
- Training Certificate
- Employee Training Log

## Introduction to the Program

### *Structure and Organization*

Information in this program is presented in a definite order, so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the program are

- what constitutes sexual harassment.
- a manager's/supervisor's responsibility.
- preventing sexual harassment.
- recognizing sexual harassment.
- what to do if sexual harassment occurs.

Each of the sections covers important information in one topic area, providing managers/supervisors with the basis for understanding what constitutes sexual harassment and the correct procedures to follow if a manager/supervisor feels that an employee is being sexually harassed.

### *Background*

We've all heard about fines and lawsuits being brought against companies that ignore sexual harassment. It isn't something that anyone wants to go through.

Managers and supervisors are one of the first lines of defense in preventing sexual harassment incidents at your company. But recognizing sexual harassment can be difficult. Conduct that might at first look harmless to a manager or supervisor could be harassment to others.

By understanding what types of behavior constitute sexual harassment and knowing what their responsibilities are in dealing with it, managers and supervisors will be able to help prevent sexual harassment in their work areas, as well as know what to do if it occurs.

### *Objectives*

To help address these issues this education and training program is designed to define what can constitute sexual harassment, help managers/supervisors to prevent it from occurring, and discuss what they should do if it does occur. Upon completion of the program, managers/ supervisors should

- know what constitutes sexual harassment.
- be able to recognize victims and harassers.
- know how to avoid "accidental" harassment.
- understand how to handle a sexual harassment incident.
- know the correct procedures to follow to report an incident of sexual harassment.

## *Reviewing the Program*

As with any educational program, the presenter should go through the entire program at least once to become familiar with the content and make sure the program is consistent with facility policy and directives. An Outline of Major Program Points in the program is included in this Presenter's Guide to help with this task and for general reference.

As part of this review process, you should determine how you, as the presenter, will conduct your session. The use of materials, such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.

## **Preparing for the Presentation**

### *Structuring the Presentation*

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the trainees are looking to your experience and knowledge to help them relate to the situations shown in the video. It is important to let the trainees interact with you and each other during the training session. Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you should

- keep the session related to the topic of handling a sexual harassment investigation.
- relate discussions to facility operation, procedures, and responsibilities.
- prevent any one person or small group of employees in the session from doing all the talking.
- get everyone involved. Ask questions of those who don't participate voluntarily.
- clarify comments by relating them to the key points in the program.

Use the Outline of Major Program Points section in this guide, as well as the information included in the quiz, as the basis for answering any questions. If you don't know the answer, **say so**. Tragic results may occur should you provide incorrect or inaccurate information. Remember, this is a **positive** program on handling a sexual harassment investigation. Make sure your attitude and words reflect this and that the emphasis is always on providing the information needed by the attendees to work safely in their jobs.

### *Setting Up the Class and Classroom*

Remember there are a number of things that must be done to set up the class, as well as the classroom. These fall into several groups of activities and include

- **scheduling and notification**
  - Use the enclosed form to schedule employees into the session.
  - Make sure that the session is scheduled so that it fits into your attendees' work day.
  - Send out notification of the session well in advance to give people enough time to incorporate it into their schedules for that day.
  - If possible, post a notification on bulletin boards in the affected employees' areas.
  
- **the classroom**
  - Schedule the room well in advance.
  - Make sure the room can accommodate the expected number of attendees.
  - Check it again on the day of the program to make sure there is no conflict.
  - Make sure the room can be darkened and won't create a glare on the television screen.
  - Locate the light controls and test them.
  - Make sure the power for the video player operates separately from the room light.
  - See whether you can control the room temperature.
  - Know where the closest restrooms are.
  - Assure that the room is free from distracting noises.
  - Make sure emergency exits are marked and known to the attendees.
  
- **seating**
  - Make sure everyone can see the screen from their seat.
  - Make sure everyone can hear the video and your voice clearly.
  - Check to see that seating is such that attendees can write easily.
  - Make sure the seating arrangement allows eye contact between attendees and between yourself and attendees.
  
- **equipment and materials**
  - Make sure a video player (check for correct format), monitor, and all appropriate cables and extension cords are available.
  - Make that the video monitor is positioned such that all attendees can see it easily. Remember that this may require a table or pedestal.
  - If you plan on using a chartpad, blackboard, or other writing board, make sure it is available and easy to see and that you have the proper writing implements.
  - Make sure you have 6" x 8" index cards or other materials to be used as name tents for attendees.
  - Make sure you have made up a sufficient number of copies of the quiz, as well as any other handouts you are using.
  
- **the final check**
  - Make sure equipment is in the room prior to the scheduled session.
  - Make sure you have the right videotape.
  - Check to see that the room is set up properly.
  - Check equipment prior to the presentation to assure that it works.
  - Make sure extension cords, etc., are taped down to avoid people tripping.
  - Run the leader on the videotape up to the point where the program begins.

## Conducting the Session

### *The Initial Steps*

In conducting the session remember the positive nature of this presentation. Everyone is attending in order to learn more about how to do things safely. Initially, you need to

- introduce yourself as the session leader.
- state the title of the program: *Preventing Sexual Harassment: For Managers and Supervisors*.
- tell the attendees when there will be breaks (if you plan them), the location of exits and restrooms, and whether water, coffee, or other refreshments will be available.
- make sure all of the attendees have signed in on your scheduling and attendance sheet. Remember it is very important to document people's attendance at the session.

Once this housekeeping is done, it is time to move to the meat of the session. First, the attendees need to be informed of the objectives of the session. (Prior to the class starting, prepare a list of the objectives on a flip chart or board.) Begin with some introductory remarks. Your own words are always best, but the remarks should follow along the lines of the following.

Today we are going to talk about preventing sexual harassment. We've all heard about fines and lawsuits being brought against companies that ignore sexual harassment. It isn't something that any of us wants to go through.

Managers and supervisors are one of the first lines of defense in preventing sexual harassment incidents at your company. But recognizing sexual harassment can be difficult. Conduct that might at first look harmless to you or me could be harassment to others.

By understanding what types of behavior constitute sexual harassment and knowing what our responsibilities are in dealing with it, we will be able to help prevent sexual harassment in our work areas, as well as know what to do if it occurs.

The program we are going to watch today will give us some good information on sexual harassment. It can help us understand what type of behavior our coworkers feel is harassing, help us to prevent harassment here in our workplace, as well as know what to do if we ever have to deal with an incident of sexual harassment.

To make this the most productive session possible, we need to look at what we want to accomplish here today. [Verbally reference the objectives list from the first section, the Introduction to the Program, or point to the blackboard or chart where you have written the objectives.]

Once the objectives have been provided, you are ready to show the video. However, you do need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). Emphasize that purpose of the quiz is not to grade the participants but to make sure the session is effectively transmitting information to them in a way they will remember.

## *Showing the Video*

At this point you need to introduce the title of the video once again: *Preventing Sexual Harassment: for Managers and Supervisors*. Then darken the lights if necessary and start the videotape playing.

## *Conducting the Discussion*

After the videotape program has been shown, it is time for the group discussion on the information contained in the session. Make sure that the discussion is kept to the general topic of sexual harassment. There are several ways to conduct these discussions. These include

- calling for questions from the attendees and using these questions as the basis for the discussion.
- leading the discussion through the points covered in the program, using statements such as
  - “One of the sections that we saw in the program was about the types of behaviors that can constitute sexual harassment. Who can list some of these behaviors for us?”
  - “The program talked about signs we can look for that would indicate an employee might be the subject of sexual harassment. Who can name some of them for us?”

You should use the discussion format that you are most comfortable with. The Outline of Major Program Points addressed in the video and the questions and answers in the master copies of the quiz can be very useful as a basis for discussion.

Remember you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees' questions and areas of obvious interest with the objective of trying to touch on each major area within the session in the discussion. Touching on each area makes it much more likely that the attendees will retain the information presented in the session.

## *Concluding the Presentation*

Once discussion has concluded, whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed, it is time to give the quiz (if you are using it). Again, remind the attendees that the quiz is only meant to help determine how effective the presentation of the information has been and that they will not be graded on it. Let them know that they have approximately five minutes to complete the quiz.

At the end of the five-minute period, remind the attendees to date and sign their quizzes and then collect them. The trainees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

\*(An alternative to this approach is to give the quiz immediately after showing the videotape and then use a review of the quiz as a basis for your group discussion.)

## *Wrapping Up the Paperwork*

Before much time has passed and while the subject matter is fresh in your mind, several types of paperwork must be completed. First, check to make sure that all the attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Also, depending upon what your facility has decided to do, a copy of the attendance sheet and the quiz for each attendee should be either filed in your files or turned over to the attendee's department manager (or the personnel office) so that this paperwork can be included in their personnel file. The attendees' training logs should also be updated, and each attendee should be given a completed and signed training certificate, signifying that they have successfully completed the course.

## **Outline of Major Program Points**

The following outline summarizes the major points of information presented in the video. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **You've probably heard about fines and lawsuits being brought against companies that ignored sexual harassment.**
  - This isn't something that you or your employer wants to go through.
- **As a manager/supervisor you are one of the first lines of defense in preventing sexual harassment incidents at your company. But recognizing sexual harassment can be difficult.**
  - Conduct that you might at first think is harmless could be harassment to others.
- **Any form of sexual conduct in the workplace is inappropriate.**

- It may be considered sexual harassment if the actions or comments are unwanted or threatening to someone.
- **Most forms of sexual harassment can be broken down into three categories.**
  - verbal
  - visual
  - physical
- **Verbal sexual harassment can include**
  - sexist remarks.
  - foul language.
  - “off-color” jokes.
  - talking about sex.
  - propositioning someone.
- **Visual sexual harassment can include**
  - “pinup” pictures.
  - magazines that have sexual content.
  - sexually oriented objects.
  - pornographic Web sites.
  - making obscene gestures.
- **Physical sexual harassment includes**
  - purposefully brushing up against someone.
  - groping.
  - sexual assault.
- **For a situation to be considered harassment, there usually has to be a pattern of offensive conduct. However, a single incident can be deemed sexual harassment if**
  - it involves blatantly touching someone with sexual intent.
  - it forces someone to put up with sexual advances to retain or advance their job.
- **Sexual harassment can often start out with what appear to be innocent remarks or jokes that escalate to more hurtful actions as a harasser tests the victim’s boundaries.**
  - When workers are repeatedly subjected to this type of conduct it can slowly tear down their self respect leaving them feeling powerless.
  - As a result, sexual harassment victims are often reluctant to report the situation.
- **The best way for you as a manager to prevent sexual harassment is to observe how employees interact and discourage your workers from engaging in any type of sexual conduct.**
- **According to the U.S. Equal Employment Opportunities Commission (EEOC), “sexual harassment is a form of sexual discrimination.”**
  - As such it violates the Civil Rights Act of 1964, which protects all American workers from racial, ethnic, age, and sexual discrimination.

- **To prevent sexual harassment, your company must have a written sexual harassment policy in place that will help managers and workers to recognize inappropriate behavior and report actions that may constitute harassment.**
  - In addition, most states have regulations regarding sexual harassment that companies and managers must follow.
  - A number of states, including California, Connecticut, Vermont, and Maine, even have comprehensive sexual harassment training requirements.
- **As a manager or supervisor, you have to fully understand your company's sexual harassment policy. You should also**
  - be on the lookout for signs of sexual harassment in your facility.
  - make sure that your employees know they can come to you if they feel that someone is harassing them.
- **Most importantly, since you are in a supervisory position, you need to ensure that your own actions and comments are never inappropriate.**
  - You are subject to far more scrutiny than most employees. Just one "slip of the tongue" or inappropriate action can put your job on the line.
  - So think before you speak!
  - And make sure that you don't do anything that may be construed as sexual in nature.
- **Just because an action or comment is not upsetting to the person it was directed toward doesn't make everything okay.**
  - A bystander can be a victim of sexual harassment as well.
- **As a manager you must be especially careful to avoid physical contact with employees.**
  - Even tapping someone on the shoulder or trying to help them adjust clothing or equipment could be misinterpreted as a sexual advance.
- **Above all else, you must ensure that sex is not being used as a "condition of employment."**
  - By definition, an employee is being sexually harassed when they must endure unwanted sexual advances for fear of not being promoted, not getting pay raises, facing some type of disciplinary action, or losing their job.
- **Using a management position to obtain sexual favors from an employee is clearly wrong.**
  - But a problem can exist even if it appears as though an employee is willingly participating in a relationship.
- **For example, a supervisor asks an employee to go to the movies with him and she agrees.**
  - Over the next few months, he sees her often and a sexual relationship develops that the man believes is consensual.
  - But one day the supervisor is shocked to find himself the subject of a sexual harassment complaint by the woman that he felt cared for him!

- Although it appears to the supervisor that he is being falsely accused, an investigation concludes that the woman agreed to the relationship for fear that she would not be promoted if she “turned her boss down.”
- **Many companies forbid managers from dating employees.**
  - But even if your company doesn't have a dating policy, it's a good idea not to get romantically involved with the people who work for you.
- **One of the most important aspects of a manager's job is to help set the tone in the workplace.**
  - Managers who turn their back on sexual talk and conduct help create hostile work environments.
- **It is imperative that you**
  - inform your employees about your company's sexual harassment policy.
  - periodically remind them to avoid offensive behavior.
  - warn them that they will be held accountable for their actions.
- **The best approach is to discourage employees from all behaviors and actions that are sexual in nature, including**
  - foul language.
  - sexist remarks.
  - sexually explicit jokes.
- **Any conduct that you feel is inappropriate should be dealt with immediately, even if it is not specifically addressed in your company's sexual harassment policy.**
- **Make sure everyone understands that conversations they have, telephone calls they make, Web sites they visit, and emails they send are never truly private.**
  - Take immediate disciplinary action if you find sexually explicit materials in an employee's work area, locker, or on their computer.
  - Don't tolerate explicit graffiti on company property either.
  - If someone writes or draws something on a wall, have it removed and try to find the culprit.
- **You also need to pay attention to your workers' appearance.**
  - Is a low-cut dress or pair of tight jeans really appropriate for your workplace?
  - How about a T-shirt with a sexually oriented graphic on it?
  - Revealing and explicit clothing can be sexually harassing to some people.
- **Most importantly, you need to look at the ways that workers interact to make sure that their conduct does not constitute sexual harassment.**
  - For instance, what is innocent flirting to one person can be unwelcome sexual advances to another.
  - If a worker appears to be overly friendly, you may have to step in before the situation becomes a real problem.

- **Spreading rumors is another way that people can sexually harass coworkers.**
  - It is important that all employees mind their own business, and don't gossip about someone else's sex life or sexual orientation.
- **But conversations about sex aren't always bad.**
  - Talking about what people find offensive is one of the best ways to eliminate sexual harassment in the workplace.
- **Use staff meetings or training sessions to remind employees that sexual harassment will not be tolerated, and encourage workers to talk openly about how sexual harassment can affect them.**
  - A good way to "break the ice" is to have each employee anonymously write down something that they would find sexually harassing to them.
  - Then randomly draw the answers from a hat and read them.
  - In this way, employees learn where their coworkers "draw the line" on actions and comments and will be less likely to say or do anything that could be considered sexual harassment.
- **Sometimes employees don't speak out about sexual harassment because they are afraid that the harasser will retaliate against them in some way.**
  - A sexual harasser relies on their victims being too scared or embarrassed to come forward.
  - You need to keep an eye out for indications that sexual harassment may be taking place.
- **Sexual harassment typically involves coworkers.**
  - However customers, clients, independent contractors, vendors, and even the spouses of people who work at the company could be harassers or victims.
  - When this occurs, workers may be afraid that reporting the harassment will negatively impact the company or their jobs.
- **Although males harassing females is the most commonly reported type of sexual harassment, many of the unreported cases involve men who are harassed by women and men or women who are harassed by people of their own gender.**
  - One of the reasons that men are often reluctant to report being sexual harassed is that they are afraid of how others will view their "manliness."
  - In fact, being concerned about what friends and family might think is a big reason why sexual harassment victims of both genders don't want to step forward.
- **As a manager, you should never assume that your facility is free of sexual harassment.**
  - Be observant and keep an eye out for situations that your employees may find harassing.
- **Often there are telltale signs that someone is being harassed, such as**
  - a sudden change in mood.
  - erratic work performance.
  - being absent for no apparent reason.
  - avoiding certain people.

- **Sexual harassment is serious.**
  - Your company could face lawsuits and fines if an incident is not handled properly.
  - It is absolutely critical that you understand your responsibilities and know what to do if an incident occurs.
- **Never ignore or belittle a situation that could be sexual harassment, even if the harasser is a valued customer or someone else who is important to your company's business.**
  - The incident must be dealt with firmly.
- **If you feel that sexual harassment is taking place in your facility, it is vital that you consult your company policy to determine what actions to take.**
  - The most important thing is to immediately file a report with your Human Resources Department or a manager who has been specifically trained to conduct a proper investigation.
  - While this investigation is taking place, it is critical that the names of the people involved and details of the incident remain confidential.

## *Summary*

**It's easy to see how sexual harassment can create an intimidating or even hostile work environment. Let's review what you should be doing to help prevent sexual harassment at your facility.**

- **Know your company's sexual harassment policy, and make sure that it is strictly enforced.**
- **Always be aware of your own conduct. Don't say or do anything that could in any way be interpreted as sexual harassment.**
- **Encourage open discussions about sexual harassment at staff meetings and training sessions.**
- **Remind your employees of conduct that they should avoid.**
- **Be aware of the signs of sexual harassment.**
- **Never ignore a sexual harassment incident.**
- **Report allegations of sexual harassment to your Human Resources Department or senior management immediately, so they can handle the situation.**
- **Sexual harassment can occur without warning. But, by knowing the telltale signs of harassment, being observant, and encouraging your employees to come forward if they know of an incident, you will help create a "harassment free" work environment.**

## **Accompanying Materials**

In order to assist you in conducting your session on preventing sexual harassment, we have provided some materials that can be used with this program. These materials have been furnished in master form. This will enable you to make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to differentiate easily between the materials. The materials enclosed with this guide are listed here along with a brief description of each.

### *Scheduling and Attendance Form*

This form is provided so you can easily schedule your attendees into each session of the program. It is important that you have each attendee sign in on the appropriate form, documenting their attendance at the session. Typically a copy of this attendance/sign-in form is filed in the employee's personnel file.

### *Quiz*

The quiz is normally given after viewing the videotape program. However, if you want an indication of the increase in the attendees' knowledge of how to handle sexual harassment investigation, you can give the quiz both before and after the videotape is shown. You can also use the quiz as the basis for class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their before and after answers as part of the program. Typically the quiz is filed in the employee's personnel file.

### *Training Certificate*

This form allows you to give each employee a certificate of completion showing that they have attended the course and taken the quiz. Space is provided to insert the employee's name, the course instructor, and the date of completion.

### *Employee Training Log*

This log helps you to keep track of when each employee has taken the course, as well as associated courses/training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken and the instructor conducting the course. A copy of this form should be kept in each employee's training or personnel file.



## Quiz

# PREVENTING SEXUAL HARASSMENT FOR MANAGERS AND SUPERVISORS

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. Forms of sexual harassment can include  
 verbal harassment.  
 visual harassment.  
 physical harassment.
2. "Visual" sexual harassment can include  
 pinup pictures.  
 magazines that have sexual content.  
 making obscene gestures.
3. For a situation to be considered harassment, there usually has to be a pattern of offensive conduct.  
 True  
 False
4. If an action or comment is not upsetting to the person it was directed toward, it is not considered to be harassment.  
 True  
 False
5. If sexually oriented material remains in your own office or workstation it cannot be considered to be sexually harassing.  
 True  
 False
6. Conversations about sex should never be held in the workplace.  
 True  
 False
7. To be considered sexual harassment in the workplace an incident must involve coworkers.  
 True  
 False

## Quiz

# PREVENTING SEXUAL HARASSMENT FOR MANAGERS AND SUPERVISORS

### Presenter's Copy – With Answers

- Forms of sexual harassment can include  
 verbal harassment.  
 visual harassment.  
 physical harassment.
- "Visual" sexual harassment can include  
 pinup pictures.  
 magazines that have sexual content.  
 making obscene gestures.
- For a situation to be considered harassment, there usually has to be a pattern of offensive conduct.  
 True  
 False
- If an action/comment is not upsetting to the person it is directed towards, it is not considered to be harassment.  
 True  
 False
- If sexually oriented material remains in your own office or workstation it cannot be considered to be sexually harassing.  
 True  
 False
- Conversations about sex should never be held in the workplace.  
 True  
 False
- To be considered sexual harassment in the workplace an incident must involve coworkers.  
 True  
 False

# TRAINING CERTIFICATE

This is to certify that \_\_\_\_\_  
(employee name)

has completed the general safety course on **Preventing Sexual Harassment: For Managers and Supervisors** and has been tested

on the contents of the course. This training, as well as the associated testing, was conducted by \_\_\_\_\_ and was  
(course instructor)

completed on \_\_\_\_\_.  
(date)

\_\_\_\_\_  
(course instructor)

\_\_\_\_\_  
(date)

## Employee Training Log: Preventing Sexual Harassment: For Managers and Supervisors

Employee: \_\_\_\_\_ Employee #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Next Required Training: \_\_\_\_\_

Date	Type of Training or Course Description	Location of Course Materials	Instructor's Name and Address/Department	Certification of Training and Testing (Instructor's Signature)