

State of Illinois Sexual Harassment Prevention Training

Heart of America Group

Sexual Harassment and Discrimination

Heart of America cares about all of our staff and executives. We strive to keep a workplace free of sexual harassment and discrimination of all types. While this presentation covers sexual harassment in great detail it also applies to all forms of discrimination in all protected classes as well. The reporting instructions are exactly the same.

- National Origin
- Ancestry
- Age
- Disability
- Medical Condition
- Gender
- Race
- Religion
- Color

Sexual Harassment Is Prohibited in Illinois

- The Illinois Human Rights Act makes it a civil rights violation “[f]or any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment.” 775 ILCS 5/2-102(D).
- The Illinois General Assembly finds that tolerance of sexual harassment has a detrimental influence in workplaces by creating a hostile environment for employees, reducing productivity, and increasing legal liability.
- The State of Illinois encourages employers to adopt and actively implement policies to ensure their workplaces are safe for employees to report concerns about sexual harassment without fear of retaliation, loss of status, or loss of promotional opportunities.

What Information Will Be Covered

- I. an **explanation of sexual harassment** consistent with the Illinois Human Rights Act;
- II. **examples of conduct** that may constitute unlawful sexual harassment;
- III. a **summary of Federal and State statutory laws** concerning sexual harassment including remedies available to victims; and
- IV. a **summary of employer responsibilities** in the prevention, investigation, and corrective measures of sexual harassment.

What is Sexual Harassment?

- Under the Illinois Human Rights Act, “Sexual harassment” means any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when:
- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Types of Unlawful Sexual Harassment

- **Quid Pro Quo Sexual Harassment.** *"You do something for me, and I'll do something for you."* This means that a manager or supervisor may not tell an employee that in order to receive a promotion, raise, preferred assignment, or other type of job benefit –or to avoid something negative like discipline or an unpleasant assignment –the employee must do something sexual in return.
- **Hostile Work Environment Sexual Harassment.** *"The air at work is full of sexual references and it is impacting me."* A hostile work environment may occur when unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Unwelcome Behavior

- Sexual conduct becomes sexual harassment when the behavior is unwelcome. Behavior may be unwelcome in the sense that the victim did not solicit or invite it, or in the sense that the victim regarded the conduct as undesirable or offensive.
- Welcome behavior can quickly become unwelcome behavior. What starts off as welcome behavior (consensual joking) can cross a line and become unwelcome behavior.
- Also, consent can be revoked at any time. When someone experiencing sexual harassment behavior says, "stop talking to me like this" **it must stop**. The perpetrator cannot use as a defense "Well you started it." or "You were ok with it at first."

Working Environment & Nonemployees

- An employee's "working environment" is not limited to the physical location where the employee is assigned. The "working environment" extends to other work sites including off-site, mobile or moving work sites/locations.
- The prohibition that supervisors and co-workers not engage in sexual harassment now applies to nonemployees such as patrons, vendors, and service providers. Nonemployees can be victims of sexual harassment and/or perpetrators of sexual harassment.

Gender Identity, Sexual Orientation, and Third Parties (Bystanders)

- All persons can be victims of sexual harassment regardless of the victim's **gender identity** or the perpetrator's gender identity.
- All persons can be victims of sexual harassment regardless of the victim's **sexual orientation** or the perpetrator's sexual orientation.
- Victims of sexual harassment can include not only the target of the sexual harassment, but also **third parties or bystanders**.

What are Examples of Inappropriate Conduct?

- **Sexual harassment includes unwelcome conduct of a sexual nature (sexual advances and requests for sexual favors). Examples include:**
- Pressure for sexual favors or to go out on a date
- Deliberate touching, leaning over, or cornering another person
- Sexual looks or gestures or whistling at someone
- Sending letters, telephone calls, e-mails, texts, or other materials of a sexual nature
- Sexual teasing, jokes, remarks, or questions
- Referring to another as a “girl,” “hunk,” “doll,” “babe,” “honey,” “tootsie”, etc.
- Actual or attempted rape or sexual assault

continued -Examples of Inappropriate Conduct

- **More examples of conduct that may constitute sexual harassment include:**
- Turning work discussions to sexual topics
- Asking about sexual fantasies, preferences, or history
- Sexual comments, sexual innuendos, or sexual stories
- Sexual comments about a person's clothing, body, or looks
- Kissing sounds, howling and smacking lips
- Telling lies or spreading rumors about a person's sex life
- Massaging neck, shoulders, etc.
- Touching another employee such as their clothing, hair, or body

Sexual Harassment in Online Environments

- Our conduct online and through social media can constitute sexual harassment even when it occurs “off the clock”, “off-site”, or even “out of state”.
- Online sexual harassment includes using e-mail, cell phone texts, internet posting, online comments, blog posts, and social media (such as Facebook, Twitter, LinkedIn, Instagram, YouTube, and Snapchat) to send communications of a sexual nature. Examples include: Flirting and requests or demands to go on a date or have sex
- Sending inappropriate pictures or videos including sexually graphic material
- Using sexual language or comments including sexually offensive language
- Cyber stalking

DO's and DON'Ts for the Work Place

- **Do** assume that none of your coworkers likes discriminating comments or gestures and **Don't** make harassing comments or gestures at all.
- **Do** understand that an employer's harassment liabilities extend to all off site office functions as well as in the office and after hours as well as during work hours.
- **Do** recognize that coworker's personal lives and home lives are private and **Don't** intrude.
- **Don't** become romantically involved with other employees particularly someone you supervise.
- **Do** realize that statements or stories demeaning people based upon gender or sexual orientation are illegal and **Don't** make sweeping generalizations based upon either.
- **Don't** talk to coworkers about your dating, sexual, or marital life.
- **Do** compliment people on the quality of their work and **Don't** compliment them on their appearance.
- **Do** address your coworkers respectfully by their correct names only.
- **Don't** indulge in discriminating or sexual story telling and joking in the work place,
- **Do** speak to a coworker's eyes and **Don't** speak to any other part of their body.
- **Do** be respectful of the privacy of coworker's work spaces.
- **Don't** send discriminating or sexual notes or other suggestive material to coworkers.
- **Don't** display or share discriminating or sexual photographs, cartoons, or other illustrations.
- **Don't** use demeaning and degrading language and behavior based upon gender or sexual preference.
- **Do** be aware that a handshake is an acceptable gesture and that any other gesture or touch may be considered sexual harassment and illegal.
- **Don't** assume you can make sex-based or sex-related jokes about other employees just because they do it.
- **Do** use protected group neutral insults if you must vent. Jerk, Creep, etc.

What can I do if I experience, witness, or become aware of unwelcome sexual conduct?

- **If you experience, witness or become aware of unwelcome sexual conduct, know that:**
- You have the **right to tell the person to stop**. The initiating and participating persons must stop the unwelcome behavior upon request. If they continue the behavior or retaliate against you because you asked them to stop, they can be found to have violated the law by engaging in sexual harassment or retaliation.
- You have the **right to report the sexual harassment**. Several reporting options are available. The option you choose may depend on the nature and severity of the unwelcome conduct of a sexual nature. Persons who report sexual harassment or participate in investigations are protected from retaliation.

Reporting Sexual Harassment –Several Options

- The choice of how to report an allegation of sexual harassment is a personal one, and these options are not mutually exclusive. You may pursue one or more of the following reporting options:
- Call the State of Illinois Sexual Harassment & Discrimination Helpline
- Report the Incident to Your Employer
- File a Charge with the Illinois Department of Human Rights (IDHR)
- File a Charge with the U.S. Equal Employment Opportunity Commission (EEOC)

Reporting Sexual Harassment to an Employer

- **Report the incident to one or more of the following employer representatives:**
- **Your COE** or any member of management you trust. Executives and members of management are responsible for knowing the employer's internal complaint investigation and resolution process. Executives can help effect immediate positive change.
- **The OSC** can work with management to investigate and resolve sexual harassment complaints. This option may be preferred, if the perpetrator of the sexual harassment is a supervisor or manager.

Reporting Harassment at Heart of America

- Heart of America has an open door policy.
- Report it to any executive. You can report it to any executive at your own property.
- You can report it to an executive at another property if you are more comfortable.
- You can reach out to the OSC at 309-797-9300
- You can fax the OSC at 309-797-8700
- You can email the OSC at report@hoari.com

Call the State of Illinois Sexual Harassment and Discrimination Helpline

- If you or someone you know has experienced or witnessed unwelcome conduct of a sexual nature in the workplace, please call the *State of Illinois Sexual Harassment and Discrimination Helpline* for assistance. Calls are confidential and can be made anonymously.
 - **Call: 1-877-236-7703**
 - **Visit** www.Illinois.gov/SexualHarassment
- Helpline representatives can help callers navigate their numerous reporting options and share additional information related to counseling, legal assistance, and frequently asked questions.

Reporting Sexual Harassment to the Illinois Department of Human Rights (IDHR)

- The Illinois Department of Human Rights (IDHR) is a state agency responsible for enforcing the Illinois Human Rights Act, the state law which makes it illegal to engage in sexual harassment or retaliation.
- Complainants (victims of sexual harassment) may file a charge at any time within 300 days of the incident(s).
- IDHR has jurisdiction (authority) to investigate employers who have 1 or more employees.
- To start the process, submit a Complainant Information Sheet to IDHR.

Remedies Available Under The Illinois Human Rights Act

- **After IDHR completes its investigation, the Complainant (the employee):** May file a lawsuit in civil court, or
- May file a complaint with the Illinois Human Rights Commission (HRC) if IDHR found “substantial evidence” of a violation.
- **Complainants** who prevail in the HRC or Court may receive an **order awarding remedies** allowed by the Illinois Human Rights Act to make the Complainant “whole.”
- **Remedies** may include: back pay, lost benefits, clearing of a personnel file, damages, hiring, promotion, reinstatement, front pay where reinstatement is not possible, and attorney’s fees and costs.

Reporting Sexual Harassment to the IDHR(Contact Information)

- To file a charge, call IDHR or visit them online:
 - 1-800-662-3942 | www.ILLINOIS.GOV/DHR
 - **IDHR Offices Locations:**
- **Chicago.** Office: 312-814-6200 | 866-740-3953 (TTY), 100 W Randolph St, Suite 10-100, Chicago, IL 60601
- **Springfield.** Office: 217-785-5100 | 866-740-3953 (TTY), 535 W. Jefferson, 1stFloor, Intake Unit, Springfield, IL 62702
- **Marion.** Office: 618-993-7463 | 217-740-3953 (TTY), 2309 W Main St, Marion, IL 62959

Reporting Sexual Harassment to the U.S. EEOC

- The United States Equal Employment Opportunity Commission (EEOC) is responsible for enforcing Title VII of the Civil Rights Act of 1964, the federal law that make it illegal to engage in sexual harassment or retaliation.
- Complainants (victims of sexual harassment) may file a charge at any time within 300 days of the incident(s).
- The EEOC has jurisdiction (authority) to investigate employers who have 15 or more employees.
- To start the process, call the EEOC or visit their website.

Remedies Available Under Title VII of the Civil Rights Act of 1964

- **After EEOC completes its investigation:** The Complainant (the employee) may file a lawsuit in federal court.
- The EEOC may help parties reach a settlement through an informal process called “conciliation” if the EEOC finds “reasonable cause” to believe discrimination occurred.
- Complainants who prevail in federal court may receive an **order awarding remedies** allowed by Title VII to make the employee “whole.”
- Remedies may include: back pay, lost benefits, clearing of a personnel file, damages, hiring, promotion, reinstatement, front pay where reinstatement is not possible, punitive damages, and attorney’s fees and costs.

III. Reporting Sexual Harassment to the U.S. EEOC(Contact Information)

- **To file a charge, call or visit online:**
 - **1-800-669-4000 | www.EEOC.GOV**1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only)1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only)
 - **U.S. EEOC Offices Serving Illinois**
- **Chicago District Office. JCK Federal Building, 230 S. Dearborn St., Chicago, IL 60604**
- **St. Louis District Office. Robert A. Young Federal Building, 1222 Spruce St., Rm. 8.100, St. Louis, MO 63103**

Is my Employer Responsible for Sexual Harassment?

- **Yes, employers are responsible for sexual harassment in two ways:**
- **Manager/Supervisor Harassment.** Employers are *strictly liable* for sexual harassment perpetrated by its members of management *regardless* of whether the employer knew of the harassment.
- **Co-Worker & Nonemployee Harassment.** Employers are *liable* for sexual harassment perpetrated by an employee (co-worker) or nonemployees (vendors) *only if* the employer knew or reasonably should have known of the harassment and failed to take prompt corrective action.

Employer Responsibilities

- We will now discuss employer responsibilities and liabilities concerning incidents of sexual harassment in workplaces including their responsibilities to:
- **Prevent** the incidence of sexual harassment in their workplaces;
- **Investigate** incidents of sexual harassment in their workplaces; and
- **Correct** the incidence of sexual harassment in their workplaces.

Employer Responsibility -Prevention

- Develop, implement and regularly communicate the employer's sexual harassment policy.
- Provide training for managers and employees on sexual harassment prevention.
- Ensure clear communication on how to report incidents of sexual harassment or conduct of a sexual nature.
- Managers and supervisors should monitor their work environment to ensure the workplace is free of sexual harassment – supervisors should be aware of the conduct within their supervision.
- Managers and supervisors must lead by example and model appropriate conduct –refrain from engaging in conduct of a sexual nature.
- Managers and supervisors should conduct a sexual harassment climate check throughout the year - discuss the topic at a team or staff meeting, in-service day or as part of structured communication such as division/unit newsletters.

Employer Responsibility -Investigation

- Immediately respond to a complaint of sexual harassment and initiate an inquiry or investigation.
- Interview the complainant (victim) and take reasonable action to protect the victim from retaliation or experiencing further sexual harassment during the investigation.
- Interview all relevant witnesses.
- Interview the alleged perpetrator of the sexual harassment.
- Document the investigation results and maintain the file as an employment record.
- Take corrective action as appropriate.

Employer Responsibility –Corrective Measures

- Take appropriate corrective disciplinary action up to and including termination of employment where organizational policy has been violated.
- In situations where the conduct in question did not rise to the level of sexual harassment or a violation of policy, but is concerning or may be considered grooming behavior, consider counseling, training and closer supervision of the employee.
- Take reasonable action within the organization to reduce the likelihood of future sexual harassment incidents by updating policies and communicating them to the workforce; providing supplemental or tailored sexual harassment training; or restructuring the working environment or reporting relationships.
- Follow up with the complainant (victim) at regular intervals to ensure they and the workplace remains free from sexual harassment.

Completion & Certification

Thank you for completing the
Annual Sexual Harassment Prevention Training

- **Please take the following actions:**
- Print and sign the “Certificate of Participation” provided.
- Return the Certificate to your employer representative.