



**SEXUAL HARASSMENT
PREVENTION TRAINING**

Bystander Intervention Model Training

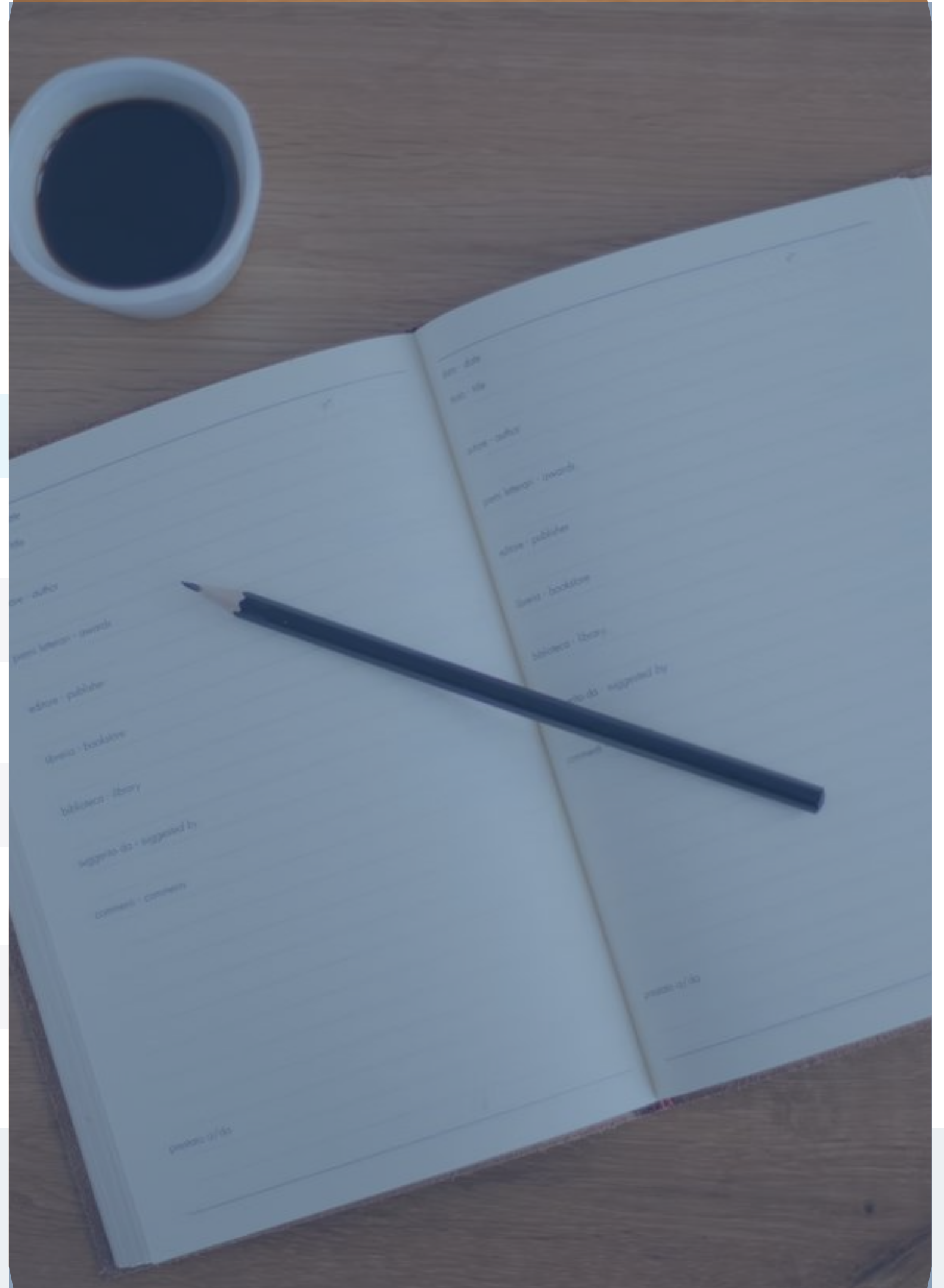
CITY OF CHICAGO

What is sexual harassment?

What is bystander intervention?

When should I intervene?

How can I intervene in a safe, productive, and active way?



What is Sexual Harassment?

Under the Chicago Human Rights Ordinance, “Sexual harassment” means any unwelcome sexual advances or unwelcome conduct of a sexual nature; or requests for sexual favors, or any conduct of a sexual nature when:

Submission^{0 1} to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.

Submission^{0 2} to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual.

Such conduct^{0 3} has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual misconduct^{0 4}, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual’s employment position.



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.





Gender identity can be defined as one's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.

A person can be the victim of sexual harassment regardless of the victim's gender identity or the perpetrator's gender identity.

A person can be the victim of sexual harassment regardless of the victim's sexual orientation or the perpetrator's sexual orientation.



What are Examples of Inappropriate Conduct?

Sexual harassment includes unwelcome conduct of a sexual nature (sexual advances and requests for sexual favors). You can see some examples in the boxes

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

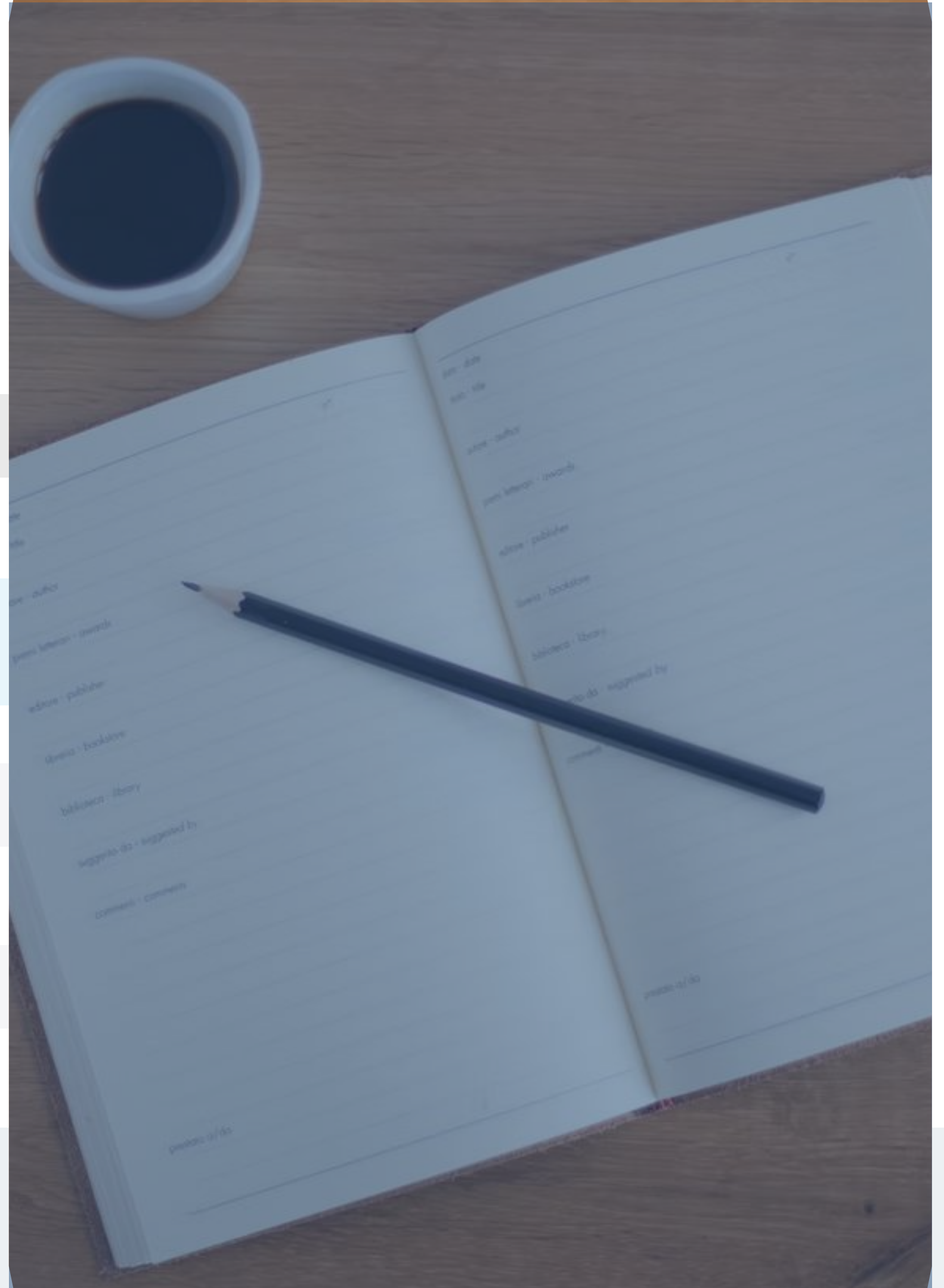


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What is bystander intervention in sexual harassment?

Bystander intervention involves safe and positive actions that may be carried out by a person, or a group of people to prevent harm or intervene where there is a risk or perceived risk of sexual harassment to another.



Bystander intervention includes:

Recognizing situations of potential sexual harassment

Understanding institutional structures and cultural conditions that facilitate sexual harassment

Overcoming barriers to intervening, identifying safe and effective intervention options

taking action to intervene

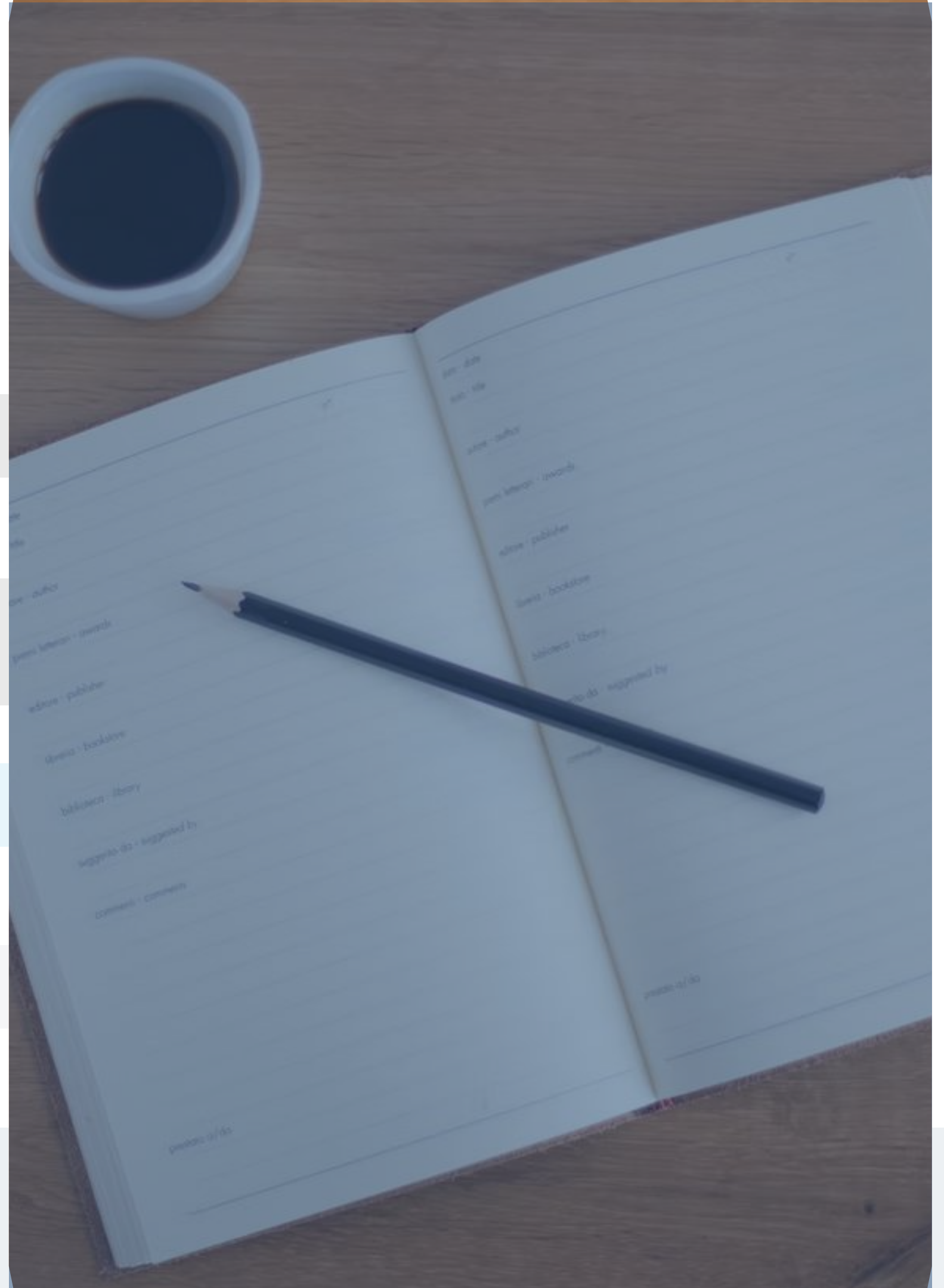


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What is a bystander?

A bystander is someone who observes some incident but chooses not to get involved.

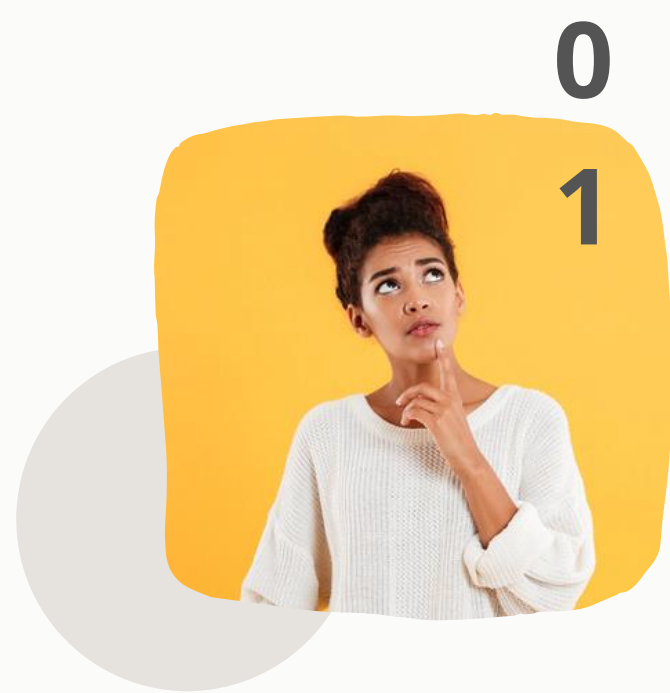
What is the bystander effect?

The bystander effect occurs when the presence of others discourages intervening in an emergency situation, against a person bully, or during an assault or other crime. For our purposes today, during an incident of sexual harassment. The greater the number of bystanders, the less likely it is for any one of them to provide help to a person in distress.



How do I know if I'm being a bystander?

When should I intervene?



Notice

Notice the event: Ask yourself:
Does this person seem uncomfortable?



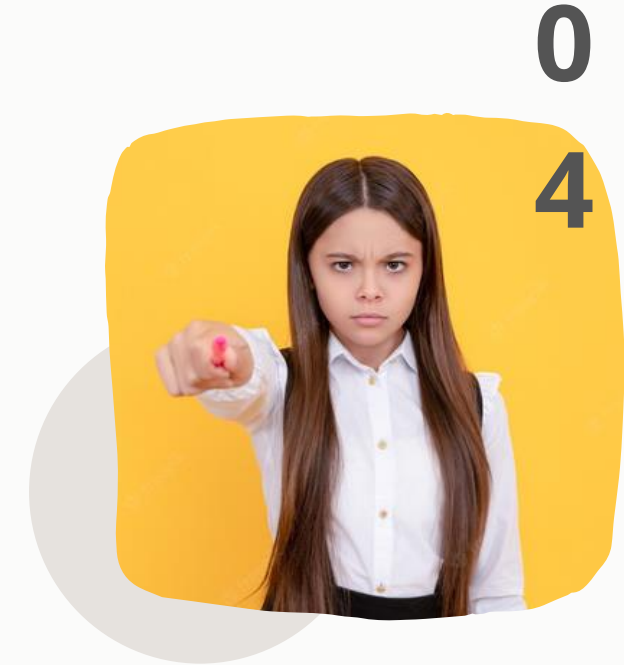
Recognize

Recognize the situation as problematic: Ask yourself: What about the situation isn't right, or doesn't sit well with you?



Assume

Assume personal responsibility: Ask yourself:
What are the potential barriers/consequences of intervening?



Take action

Take action on the situation

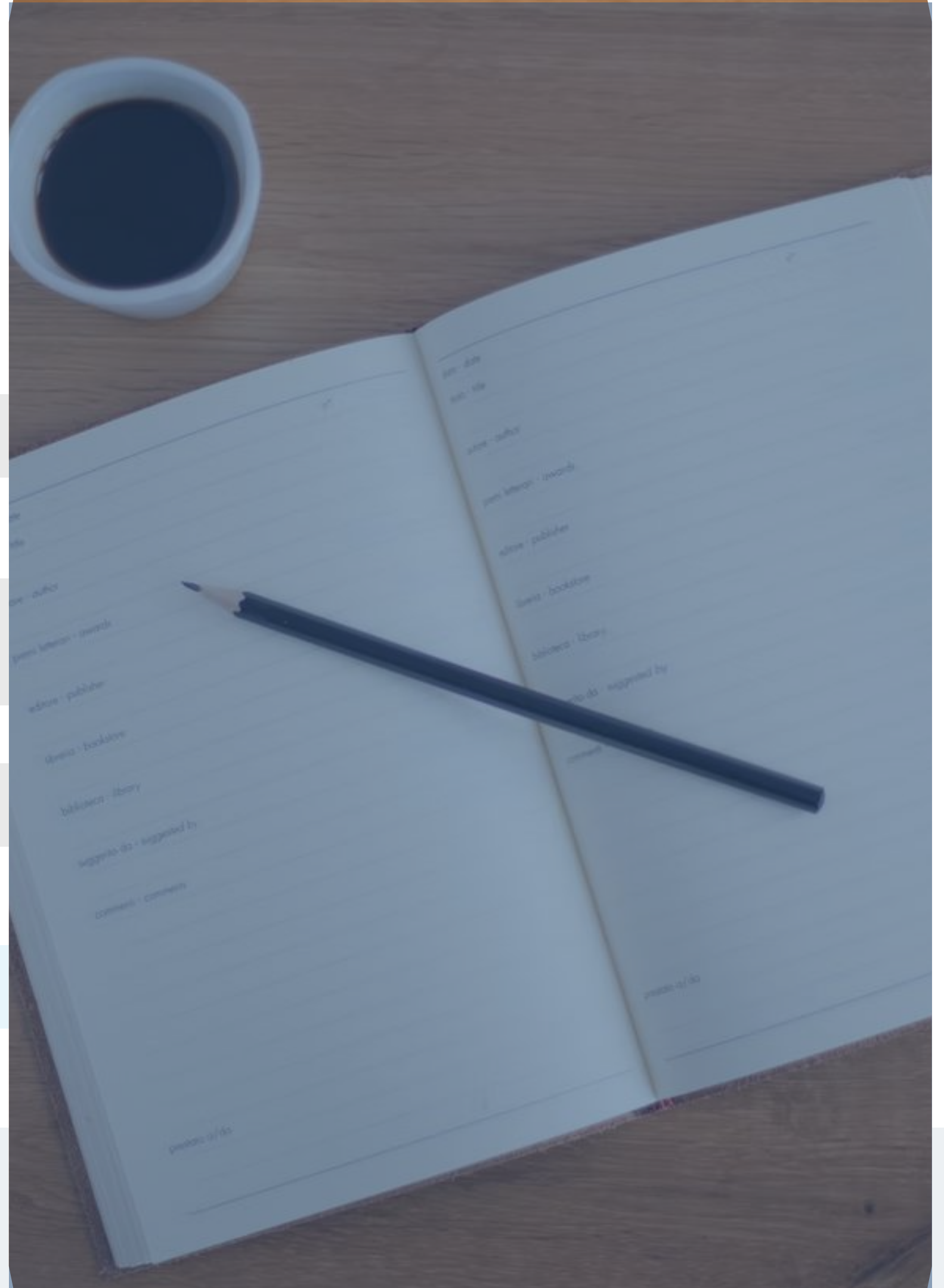


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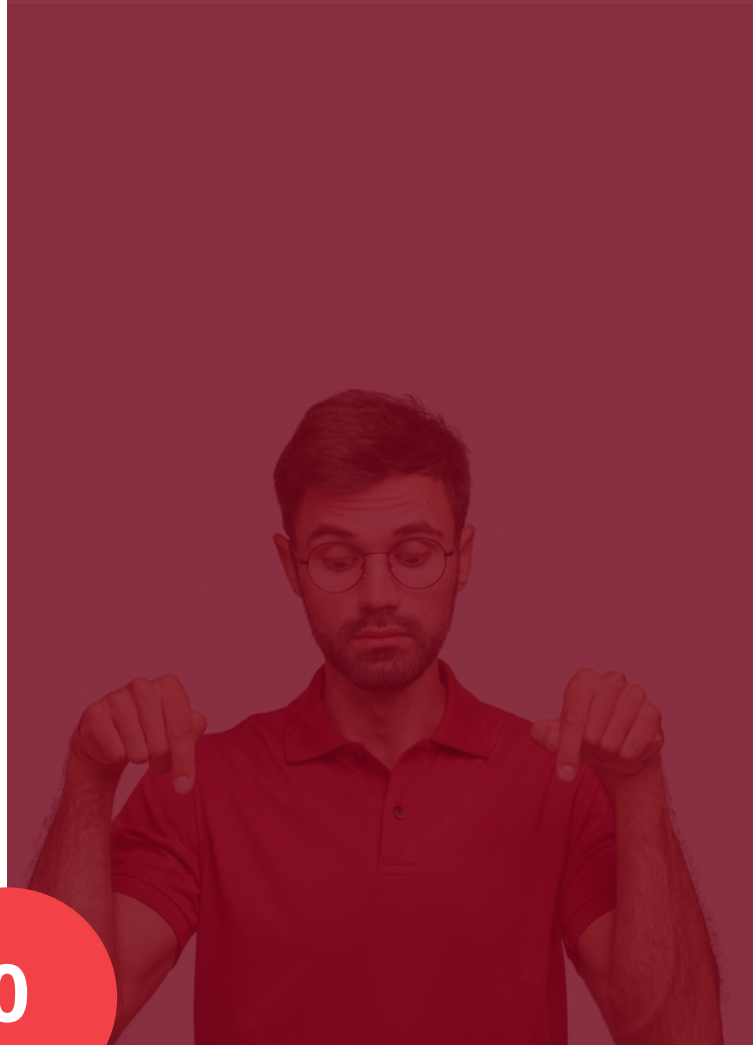
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Important things to consider

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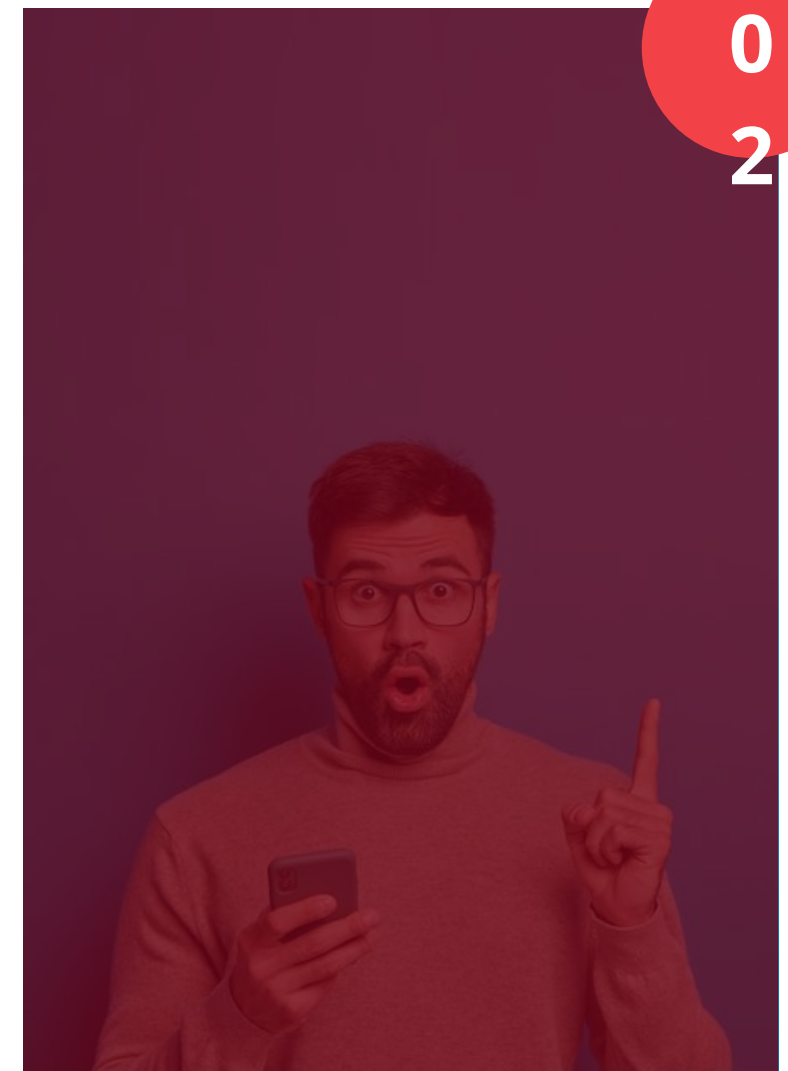
Identify the tone of the act

This will determine how you choose to respond

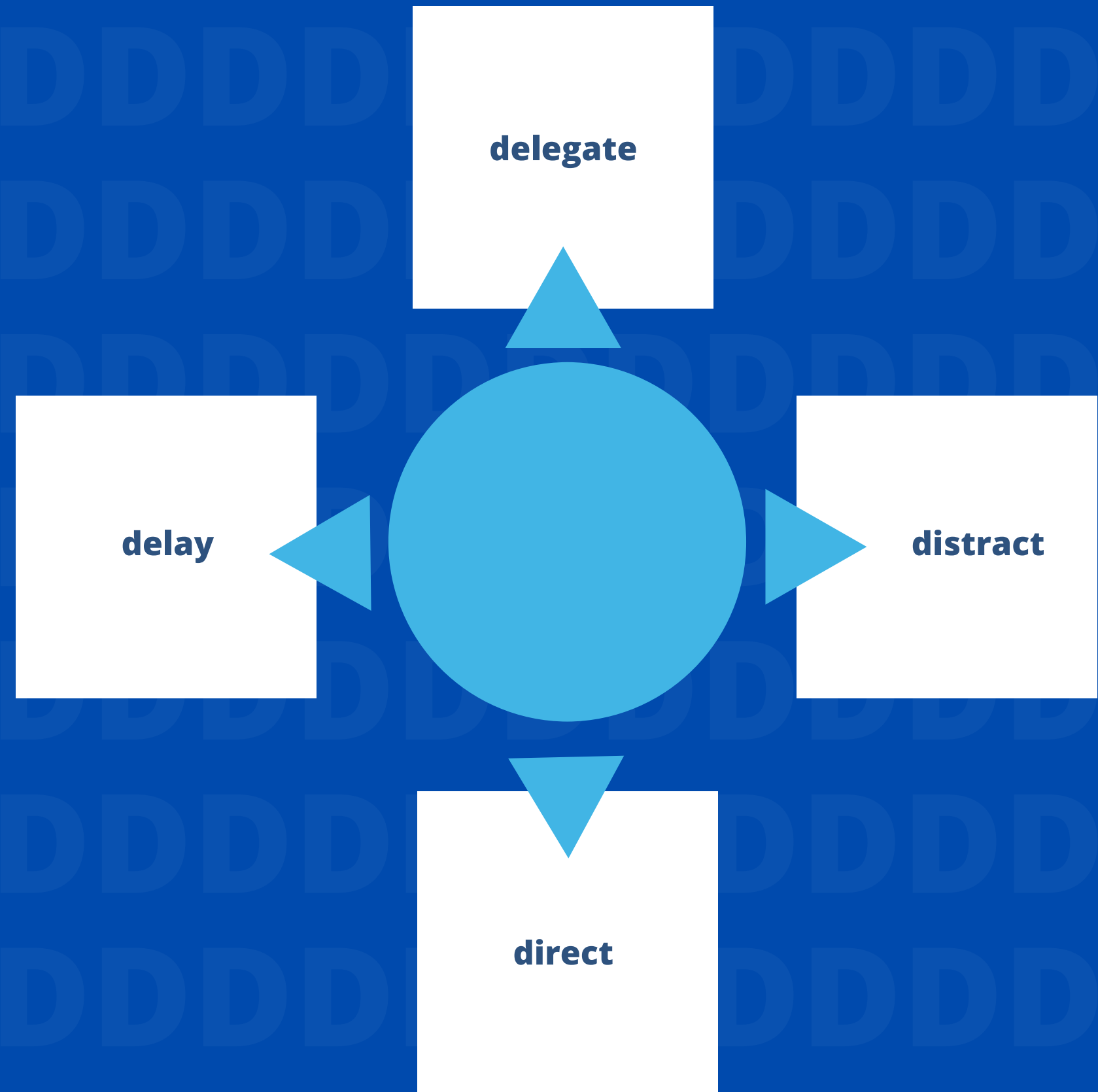
Consider your relationship to the offender

Are you friends? Strangers?
Coworkers?

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The 4D's



Delegate

**Delegate
Responsibility**

● **Notice what does this look like?**

Ask for help from a third party (i.e. supervisor, manager, human resources, etc.)

Ask people around you to get help while you monitor the situation





Distract

- **Engage directly with the perpetrator and/or the person being targeted: talk about anything other than the harassment**

Ask for the time, directions, etc.

Get in the way, but continue what you were doing





Direct

Direct

- **Before choosing to do this, assess your safety. Will direct confrontation make the situation better or worse?**
- **Directly respond to the harasser. You can say things like:**
 - “Leave them alone”
 - “This is inappropriate, disrespectful, etc.”
- **Ask the person if they need help**



Delay



Delay

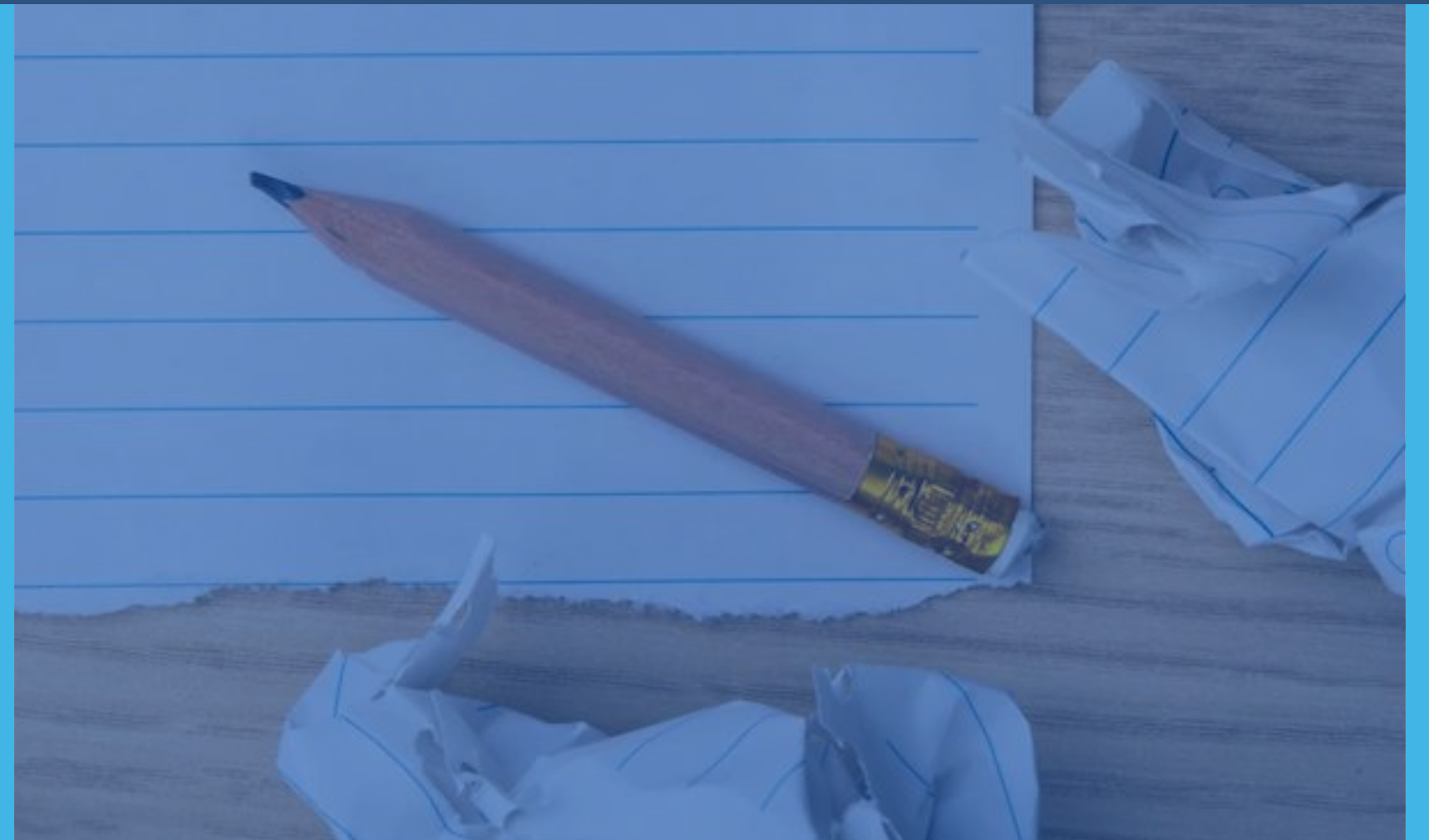
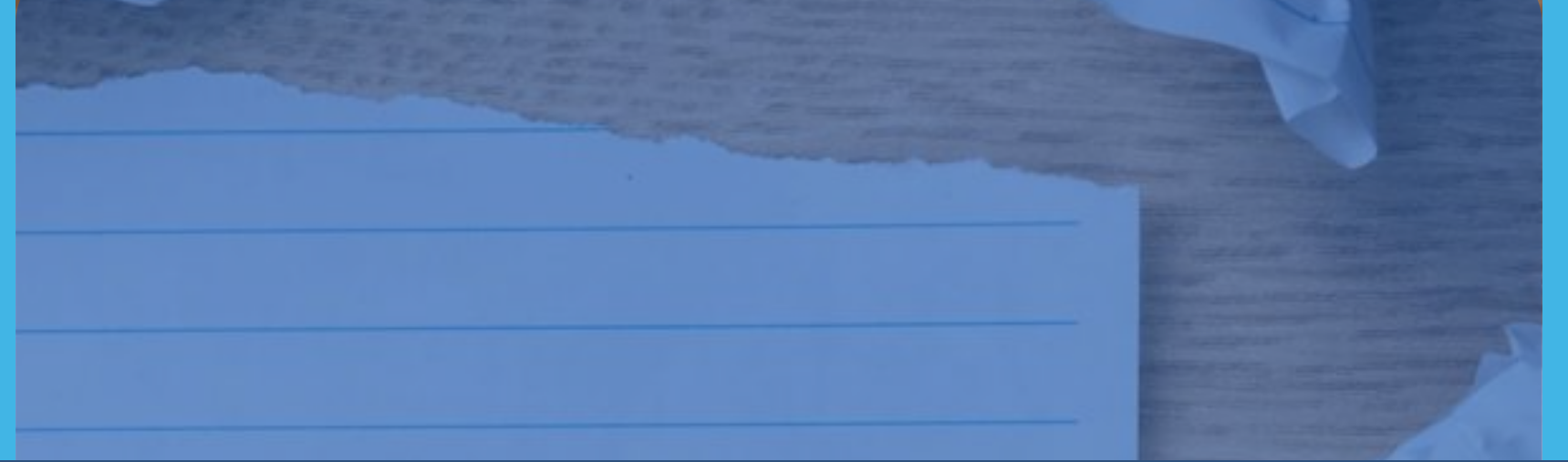


Check in with the victim afterwards

Ask if they're okay, if they need any support, and offer them resources



Let's Practice!



Scenario #1

One morning you walk into the office to find the new intern, Susan sitting at her desk looking uncomfortable as the manager, Bob stands behind her with his hands on her shoulders talking to her about the assignment he gave her.

What do you do?



Scenario #1: Try these Remember the 4Ds

- Delegate: Tell Bob's supervisor or the Human Resources manager what's happening
- Distract: Ask the intern, "Hey, Susan would you like to grab a cup of coffee?"
- Direct: Tell the manager, "Hey Bob, give Susan some space."
- Delay: As soon as Bob walks away, go and ask Susan, "You looked uncomfortable, are you ok? I saw what happened. Do you need to talk to someone in Human Resources about this? I'll go with you."



Scenario #2

In a meeting of your project group, your manager Sarah welcomes David, a new member to the team. Sarah jokingly tells David, “It’s going to be fun having a new young stud in the office,” as she grabs hold of his hand with a smile. David looks clearly embarrassed.

What do you do?



Scenario #2: A few more ideas

- Delegate: Tell Sarah's supervisor or the Human Resources manager what happened.
- Distract: Knock over your cup of coffee. Do something to cause a commotion (safely).
- Direct: Tell the Sarah, "Take it easy on the new guy, it's only his first day."
- Delay: After the meeting, tell David, "I saw what just happened. Are you ok? We can report this you know."



Scenario #3

Bill is excited to have recently been promoted into a position he had previously applied for, but was not selected.

After a couple of weeks in the position, his boss Steve tells him, "I really like you Steve. You know I pushed for you to get this promotion. I think we're going to make a great team." He then leans over in Bill's ear and says, "I expect that you will show your gratitude at the appropriate time," while squeezing Bill's bicep. Bill tells you about the encounter at lunch.

What do you do?

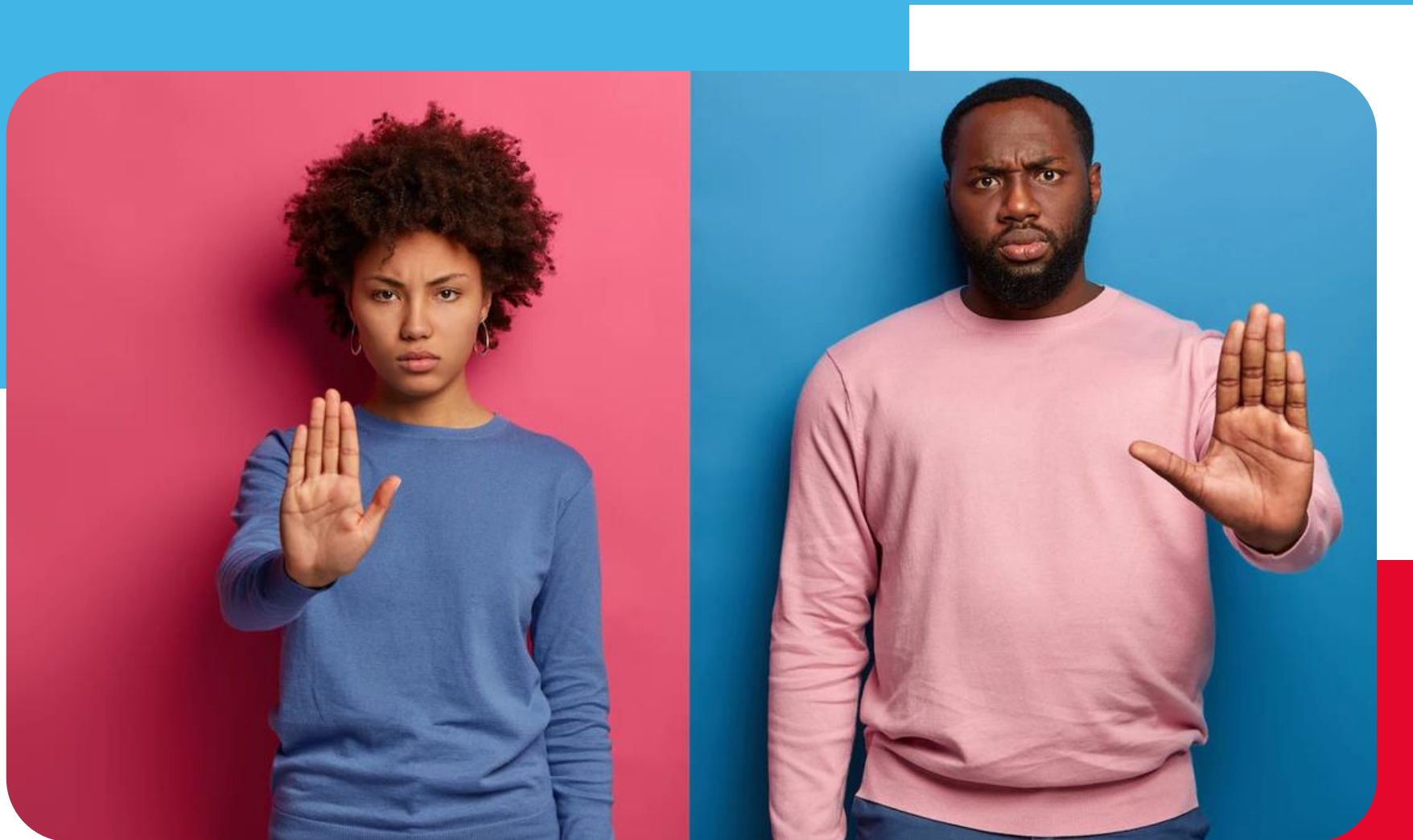


Scenario #3: Other options

- **Delegate:** Tell Steve's supervisor or the Human Resources manager what happened.
- **Distract:** This wouldn't be an option this time since the event is over.
- **Direct:** Tell Steve, "Bill told me about how you welcomed him to the team. I don't think that was appropriate."
- **Delay:** Inform Bill that he should report the incident to Steve's boss or the Human Resources manager, and offer to go with him.



We all have power to prevent sexual harassment with the 4Ds



Delegate: Get Help!

Distract: Do something to break the moment! Cough loudly, drop something, be a pest!

Direct: Tell the perpetrator to stop in a way that you feel comfortable doing.

Delay: Check in with the victim of the sexual harassment to make sure they are ok and to offer any help or resources that you can

But at all times, before you act, assess your safety!



Additional Resources

Victims of sexual harassment can file complaints with the following agencies:

 **Chicago Commission on Human Relations (CCHR)**

www.chicago.gov/cchr
312-744-4474
cchr@cityofchicago.org

 **Illinois Department of Human Rights (IDHR)**

www.Illinois.Gov/DHR
1-800-662-3942

 **U.S. EEOC**

www.EEOC.Gov
1-800-669-
4000

For further information about sexual harassment, or the services and programs of the CCHR, please contact us at:

Chicago Commission on Human Relations

740 N. Sedgwick Street, Suite 400 | Chicago, IL 60654

(312)744-4111

Fax: (312)744-1081

cchr@cityofchicago.org

www.chicago.gov/cchr

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CITY OF CHICAGO

SEXUAL HARASSMENT Prevention Training

Certificate of Participation Bystander Intervention Training

I certify that I have carefully read and reviewed the content of, and completed, Sexual Harassment Prevention Training pursuant to the Chicago Human Rights Ordinance, Municipal Code of Chicago, 6-010-040.

Training Participant Information:

Printed Name - First, Middle Initial, Last

(Birth Month and Day)

Training Date/Location | (Company Name/Work Location)

(Training Date)

Training Method

Your Signature

Issuing year: _____