

## **Sexual Harassment Prevention Syllabus**

**Time:** 2 hours

**Maximum Class Size:** 20

**Prerequisites:** None

### **Course Description:**

Information presented will enable employees to recognize and avoid sexual harassment situations in the workplace. They will learn their responsibilities as an accused or complainant person, the procedures to follow if sexual harassment occurs, and what actions to expect from the employer.

### **Goals/Objectives/Student Learning Outcomes:**

- Define what constitutes sexual harassment.
- Identify inappropriate conduct in the workplace.
- Describe “less blatant” forms of sexual harassment.
- Explain verbally the Laborers School’s policy against sexual harassment.
- Report circumstances of sexual harassment or a hostile work environment.
- Describe their responsibilities as an accused or complainant person.
- Describe the investigation process.
- Identify how to prevent sexual harassment.
- Identify the procedures to follow if sexual harassment occurs.

### **Standards**

This course conforms to Title VII of the Civil Rights Act of 1964 and anti-discrimination laws.

### **Classroom Rules and Procedures**

- All classes begin at 7:30 am and end at 10:15 pm
- Upon entering classroom, all participants must sign in and be seated by 7:30 am
- Class will consist of a combination of lecture, video, demonstration, coached group exercises, individual exercises, and assessment.
- Students are required to report to class ready to work and maintain the provided PPE

## **Sexual Harassment Prevention Syllabus**

### **Textbooks/Readings/Materials**

- Laborers Training School *Sexual Harassment Prevention* Power Point.
- “*Policy Against Sexual Harassment*” Laborers Training School Employee Handbook, pages 11 & 12
- “*Facts about Sexual Harassment*” U. S. Equal Employment Opportunity Commission
- “*Preventing Sexual Harassment: A Fact Sheet for Employees*” by David Kadue-Law Office of Seyforth, Shaw, Fairweather & Geraldson
- “*Preventing Sexual Harassment for Employees*” video by The Training Network
- “*Preventing Sexual Harassment for Employees*” handbook by The Training Network
- “*Sexual Harassment*” by 2006 Workplace Fairness
- *LIUNA Problem Solving for Construction Supervisors Instructor Manual: Module 5, Exercises 2,3,4 & 5*

### **Personal Protective Equipment**

- 12 pairs of gloves
- 12 pairs of safety glasses
- 20 pairs of ear plugs
- 12 hard hats

### **Course Requirements**

To receive credit for the course, participants must:

- Be present for full two hours
- Participate in all classroom exercises
- Pass a written exam

### **Course Policies**

- Participants must be on-time and ready to work.
- Participants must return from breaks on-time.
- Participants must participate in each exercise and assignment

### **Assessment and Grading**

Participants will be assessed on the following:

## **Sexual Harassment Prevention Syllabus**

- All written exams must be passed with a score of 80% or above.

### **Safety**

Failure to maintain and use PPE may result in dismissal from the course.