

TEENS TAKE ON SEXUAL HARASSMENT

Study Guide



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www.youth.eeoc.gov

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What is TILT?

TILT (Teaching Intermedia Literacy Tools) is a production-based media literacy-training program. Programs are designed to teach underprivileged youth how to critically understand and create media messages. Through technical training and hands-on experience we give students the means to gain a meaningful voice in media, and to tell their own stories.

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What is EEOC?

The U.S. Equal Employment Opportunity (EEOC) is the federal agency which enforces federal laws that protect workers from employment discrimination.

The San Francisco District Office of EEOC sponsored this video as a part of **Teens P.U.S.H. (Preventing & Understanding Sexual Harassment)** – an ongoing youth education initiative in response to the alarming number of discrimination charges, especially concerning sexual harassment, filed by teenagers nationwide.

Since young workers can be especially vulnerable at their first job experience, our goal is to empower younger workers who are just beginning their careers to assert their workplace rights.

www.eeoc.gov
TEL (800) 669-4000
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HANDOUTS

- #1 (2 pp) Pre-Survey
- #2 (2 pp) Definitions
- #3A (1 p) Identifying Your Power
- #3B (1 p) Identify the Power in This Relationship
- #4A (1 p) Youth-Produced vs. Hollywood
- #4B (1 p) About This Video
- #5 (1 p) Reporting Sexual Harassment
- #6ABC (3pp) Scenarios
- #7 (2 pp) Post-Survey

TEENS TAKE ON SEXUAL HARASSMENT

Study Guide Overview

Subject(s) Health/Life Skills

Time Allotment

It is suggested that two 50-minute class periods be devoted to this lesson.

If only one class period is available, the presentation should focus on Parts 1, 3, 5, and 6. Assign Part 7 as homework.

Grade/Level High school

Objectives

- After watching the *Teens Take on Sexual Harassment* video, the students will be able to identify and discuss the realities of sexual harassment in school and employment situations.
- Given actual sexual harassment scenarios from the EEOC, the students will be able to recognize situations that are defined as sexual harassment.
- Through informational material from the EEOC and watching the video, the students will be familiar with how to handle cases of sexual harassment and the correct reporting procedures.

Summary

This lesson is organized around a youth-produced video made by high school students from San Francisco's Galileo Academy during a TILT video workshop sponsored by the San Francisco District Office of the U.S. EEOC. The video and the supplementary materials are meant to be used to educate students about sexual harassment in the workplace and about the appropriate way to identify and deal with sexual harassment if it should arise.

Note: the skills acquired may also empower students to deal with sexual harassment in other contexts, such as at school. While the EEOC only enforces laws against work-related sexual harassment, we recognize that students may also encounter sexual harassment at school. Also, some environments may overlap (i.e., work study

programs, internships, coworkers who attend the same school). To file a complaint or to get more information about school-related sexual harassment, contact the U.S Department of Education, Office of Civil Rights.

The following lessons include an activity to ensure a safe environment for students to be able to discuss this difficult subject with maturity and sensitivity. There are also student-centered worksheets and activities which cater to all types of learning styles, including visual, auditory, and kinesthetic. Finally, there are materials for educators to use to verify students' comprehension of methods for identifying and reporting sexual harassment according to EEOC guidelines.

These lessons incorporate reading, writing and speaking activities and information that fulfill National Health Standards. These lessons will also give students invaluable life skills that they can take with them throughout their working lives.

**U.S. Department of Education,
Office for Civil Rights (OCR)**

investigates and resolves complaints alleging that educational institutions that are recipients of Department funds have failed to protect students from discrimination, including harassment based on sex.

Tel: (800) 421-3481

FAX: (202) 205-9862

TDD: (877) 521-2172

MATERIALS AND RESOURCES

- TV
- VCR
- *Teens Take On Sexual Harassment* video, available at:
<http://youtu.be/HgP9wLWaVR8>
- Butcher paper
- Markers
- Student handouts

Follow-up activities

Under Part 10 of the Study Guide, the students will develop an outreach project to educate their peers or community about sexual harassment.

Reflection

Why was this lesson important?

Collaboration

Working in groups to identify situations of sexual harassment.

SEXUAL HARASSMENT OVERVIEW

What Is Workplace Sexual Harassment?

Sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964. Sexual harassment occurs when an employee is subjected to unwelcome sexual comments or conduct by a co-worker, supervisor, company owner or even a non-employee. Sexual harassment also includes gender-based hostility or a sexually charged work environment.

Why Should Students Learn About Sexual Harassment?

Prevention is critical to stopping sexual harassment in the workplace. The *Teens Take On Sexual Harassment* video tape and this study guide are intended to provide a foundation for recognizing behaviors that could constitute sexual harassment and the tools for addressing sexual harassment if it arises in the workplace. It is important to keep in mind, however, that not all behavior will be severe enough to warrant a lawsuit. It is our goal that young people will be able to take action to stop harassment *before* it is actionable in a court proceeding.

What The Law Says

Unwelcome sexual conduct becomes a violation of Title VII when the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment can occur when a supervisor or someone high up in the company makes employment decisions — hiring, firing, promotion, assignments or wages — based on whether an employee submits or rejects sexual conduct. For example, a supervisor might abuse his or her authority over employment decisions to force the victim to endure or participate in sexual conduct.

Is All Behavior of a Sexual Nature Sexual Harassment?

Sexual attraction and banter may often play a role in the day-to-day social exchange between employees. It can be difficult to distinguish between behavior that is consensual, behavior that is not invited but welcome, behavior that is offensive but tolerated, and behavior that is outright objectionable. Therefore it is critical to understand that sexual conduct is unlawful *only* when it is *unwelcome*.

Sexual harassment can occur in a variety of circumstances:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

Sexual harassment may take on many forms. It can include: grabbing or groping; whistles or leering; jokes or pranks of a sexual nature; requests for sexual favors or persistent requests for dates; and other verbal, visual, or physical conduct of a sexual nature. The behavior does not necessarily need to be directed at an individual for it to result in sexual harassment. For example, an employee may have a claim for sexual harassment if he or she works in an environment where sexual banter and joking is prevalent, but he or she objects to and does not participate in the behavior. Sexual posters, calendars or graffiti in the workplace can also result in sexual harassment.

Unless the conduct is quite severe, single or isolated incidents of offensive sexual conduct generally do not create an abusive environment. Sexual flirtation or innuendo, even vulgar language that is trivial or merely annoying, probably would not establish a hostile environment. A sexual harassment claim generally requires a showing of a pattern of offensive conduct.

However, a single incident of harassment, if unusually severe, may be sufficient to constitute a Title VII violation. This is particularly true when the harassment is physical. The EEOC presumes that unwelcome, intentional touching of a person's intimate body areas is sufficiently offensive to create a hostile work environment. More so than in the case of verbal advances or remarks, a single unwelcome physical advance can seriously poison the victim's working environment.

When the victim is the target of both verbal and non-intimate physical conduct, the hostility of the environment is exacerbated and a violation is more likely to be found. Similarly, incidents of sexual harassment

directed at other employees in addition to the aggrieved are relevant to a showing of hostile work environment.

What If There Aren't Witnesses?

A common misbelief is that sexual harassment cannot be proven unless there are witnesses. It is not unusual for sexually harassing conduct to occur privately with no eyewitnesses.

It is possible to corroborate allegations of sexual harassment without eyewitnesses. For example, there may be people who observed the victim's demeanor immediately or shortly after an alleged incident of harassment. Persons with whom s/he discussed the incident – such as co-workers, friends, parents, a doctor or a counselor – can help to substantiate the allegations. Other employees might have noticed changes in the victim's behavior at work or in the alleged harasser's treatment of victim.

Also, a contemporaneous complaint by the victim would be persuasive evidence both that the conduct occurred and that it was unwelcome. So too is evidence that other employees were sexually harassed by the same person.

What Are the Employer's Obligations?

Employers should take steps to prevent sexual harassment from occurring, such as providing training, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned. An effective preventive program should include an explicit policy against sexual harassment that is clearly and regularly communicated to employees and effectively implemented.

Employers should also have a procedure for resolving sexual harassment complaints. The procedure should be designed to "encourage victims of harassment to come forward" and should not require a victim to complain first to the offending supervisor. It should ensure confidentiality as much as possible and provide effective remedies, including protection of victims and witnesses against retaliation.

Retaliation

Employees have a right to complain about treatment they believe is illegal job discrimination. An employer cannot punish, threaten or harass an employee for reporting job discrimination or for helping someone else report job discrimination. Even if the reported conduct is not actually discrimination, the law protects employees who participate in a complaint with a reasonable and good faith belief that the employer engaged in discrimination.

Need more information?

The EEOC has recently launched a website designed for teens entering the workplace, called "Youth @ Work – Real World, Real Rights" (www.youth.eeoc.gov). The website explains the different types of job discrimination that young workers may encounter and suggests



www.youth.eeoc.gov

- different types of job discrimination defined
- strategies to prevent & respond to discrimination
- "Challenge Yourself!" - interactive scenarios to test your knowledge
- recent EEOC cases involving workplace harassment of teens

strategies they can use to prevent, and, if necessary, respond to such discrimination. The site includes an interactive tool called "Challenge Yourself!" that provides an opportunity for teens to test their knowledge by analyzing sample job discrimination scenarios. The site, created with the assistance of student interns, also includes examples of recent EEOC cases involving workplace harassment of teens.

The EEOC's main website (www.eeoc.gov) includes additional information on sexual harassment in the workplace, such as the EEOC's guidelines on sexual harassment (Code of Federal Regulations, at 29 C.F.R Part 1604.11). The text of Title VII of the Civil Rights Act is also available. In addition, the EEOC has issued guidance on various issues related to sexual harassment, including:

- [Policy Guidance on Current Issues of Sexual Harassment](#)
- [Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors](#)
- [Enforcement Guidance on the Supreme Court's 1993 Decision in Harris v. Forklift Sys., Inc.](#)
- [Policy Guidance on Employer Liability under Title VII for Sexual Favoritism](#)

PART 1: SETTING UP A SAFE ENVIRONMENT

OBJECTIVE

Given this sensitive subject of sexual harassment, the students and teacher(s) will need to create a safe environment.

TIME ALLOTMENT

10 minutes

MATERIALS

- butcher paper
- color markers
- tape



ACTIVITY

Give the students an overview of the upcoming lesson concerning sexual harassment in the workplace. Ask the students to brainstorm about the ground rules needed in order to discuss a subject with mature content. Record the students' ideas on butcher paper. The ideas should include mutual respect, active listening, and confidentiality. Explain that you expect the students to adhere to these ground rules throughout the discussion. To the extent necessary, remind students about the ground rules to maintain a positive flow of the discussion.



PART 2 - SEXUAL HARASSMENT PRE-SURVEY

OBJECTIVE

Given the Sexual Harassment Pre-Survey, the students will be able to assess their prior knowledge of sexual harassment.

TIME ALLOTMENT

15 minutes

MATERIALS

- Handout #1: **Sexual Harassment Pre-Survey**
- pencils

ACTIVITY

Hand out the **Sexual Harassment Pre-Survey** to students. Allow 10 minutes for them to complete the survey.



Answer Key

SEXUAL HARASSMENT PRE-SURVEY

The Equal Employment Opportunity Commission (EEOC) is a federal government agency that enforces federal laws against job discrimination, including sexual harassment. The EEOC sponsored the video Teens Take on Sexual Harassment as a part of a youth education initiative, in response to the alarming number of sexual harassment charges filed by teenagers nationwide.

MULTIPLE CHOICE

1. Who is protected by the laws enforced by EEOC?
(More than one may apply.)

A. An employee
B. A temporary worker
C. A job applicant
D. A former employee
E. An undocumented worker

Answer: A, B, C, D, E

2. Which of the following individuals is not covered by the Federal laws enforced by the EEOC?

A. An African-American woman who alleges sexual harassment
B. A Latino male who believes he was not hired because he is Mexican
C. A 15-year old Native American female who was told she is too young for the job
D. A White male who was fired for complaining about discrimination
E. A Muslim woman who wants to wear a hijab (head scarf) to comply with the tenets of her religion

Answer: C. Federal law only covers age discrimination for individuals over the age of 40. Federal law protects against sexual harassment (A), national origin discrimination (B), retaliation (D) and religious discrimination, i.e. failure to accommodate a sincerely held religious belief (E).

3. Sexual harassment includes which of the following?
(More than one may apply.)

A. A customer repeatedly makes sexual comments to a cashier
B. A male co-worker tells a female colleague an off-color joke to which she did not object or find it offensive and laughs
C. Male employees continuously tease their male co-worker because they think he's not macho
D. A female manager asks another manager out on a date and he says yes
E. Graffiti with sexual content is spray painted in the employee-only bathroom stall

Answer Key

Answer: A, C, E. (A) An employee can be subjected to sexual harassment by a customer. **(C)** Same-sex harassment is illegal. **(E)** Sexual harassment can include visual harassment, such as graffiti, e-mails, posters, etc. **(B)** and **(D)** are not sexual harassment because nobody objected to the behavior. Sexual harassment occurs when behavior is unwelcome. Both the male co-worker in **(B)** and the female manager in **(d)** should be cautious since their behavior could become sexual harassment if it is unwelcome and repeated.

TRUE OR FALSE

4. F Sexual harassment is only between a male boss and female employee. **False. A man or woman can be the harasser. Same-sex harassment is also unlawful.**
5. F Sexual harassment only happens at the workplace during work hours. **False. Sexual harassment can occur when employees are outside the workplace. For example, incidents of sexual harassment may occur during an off-site business meeting or meal or when a supervisor or co-worker engages in inappropriate behavior while transporting the victim to or from the worksite.**
6. F Complimenting a co-worker's appearance is always sexual harassment. **False. A compliment, by itself may not be sexual harassment. Compliments can become sexual harassment if they are part of a persistent pattern of sexual behavior that makes someone uncomfortable. For example, compliments said with sexual innuendo or accompanied by leering can become sexual harassment. Students should be encouraged to speak up if they are uncomfortable with a compliment, e.g. "Please don't say that" or "That makes me uncomfortable."**
7. F The first step you should take to stop sexual harassment is to ignore the harasser. **False. Silence may encourage the harasser to continue or make the harasser think that the behavior is welcome.**
8. T Asking a co-worker for a date after s/he told you s/he is not interested, is sexual harassment. **True. One request for a date is not sexual harassment. If a person has said that s/he is not interested, the co-worker should not ask again because repeated requests for dates can become sexual harassment.**
9. F Sexual harassment only involves inappropriate touching or comments. **False. There is also visual harassment where a co-worker/boss displays sexually explicit images.**

Answer Key

10. F It's okay to tell jokes in the workplace, even if they are off-color, as long as it's only the guys. **False. If someone overhears the jokes and that person is offended, the conduct could be sexual harassment.**
11. T If you have been sexually harassed at work, you should tell an ally such as a friend or co-worker and write down what happened and how it made you feel. **True. It is important to have verbal and written documentation of sexual harassment. Sexual harassment should also be reported to a supervisor, the Human Resources department, the owner, or someone in authority in the company.**
12. F An employee can only file a charge of discrimination with the EEOC or a state agency after s/he has been fired. **False. There are several forms of discrimination which can occur before someone is fired, such as failure to hire, failure to promote, segregating employees into job categories by race, failure to accommodate religious beliefs or a disability and harassment. An individual can file claims about all of the above. The best practice is to contact the EEOC or state agency to ask whether actions that seem like discrimination are covered by the law.**

PART 3 – DEFINITIONS

OBJECTIVE

Review the key terms by reading them out loud to familiarize the students with terminology used throughout the video and subsequent activities.

TIME ALLOTMENT

5 minutes

MATERIALS

- Handout #2: **Definitions**
- Overhead projector (optional)
- Transparency of definitions (optional)

ACTIVITY

Distribute Handout # 2 - **Definitions**. Review and briefly discuss with the students before watching the video.

DEFINITIONS

Sexual Harassment

When an employee is subjected to unwelcome sexual comments, visual images, or conduct by a co-worker, supervisor, company owner, or a non-employee (customer, delivery person, etc.). Typically, the unwelcome sexual comments or conduct are severe and offensive to the employee and create a hostile or intimidating environment for the employee.

Physical Sexual Harassment

Assault; impeding or blocking movement; inappropriate touching of a person or a person's clothing; kissing, hugging, patting, stroking.

Verbal Sexual Harassment

Commenting about clothing, personal behavior, or a person's body; sexual or sex-based jokes; requesting sexual favors or repeatedly asking a person out; sexual innuendoes; spreading rumors about a person's personal or sexual life; threatening somebody.

Visual Sexual Harassment

Graffiti, posters, drawings, pictures, screensavers, or e-mails of a sexual nature.

Harasser

The person, male or female, who subjects a co-worker or employee to any kind of unwelcome behavior based on their protected category. There are seven categories protected by Federal law: race, gender, religion, national origin, color, age and disability. State law may be different. In the case of sexual harassment, the behavior occurs because of the individual's gender.

Victim

A person who has been subjected to unwelcome behavior based on his/her sex, by a boss, co-worker, and/or non-employee.

Ally

Somebody who is able to help/support the victim. This is somebody who the victim can trust. The ally can provide emotional support and may help the victim take the proper steps to deal with sexual harassment. The ally can be a friend, family member, co-worker, teacher, counselor, etc.

Witness

Anyone who sees or hears sexual harassment or the victim's reaction to harassment.

Discrimination

Treating someone differently because he or she belongs to a protected category. The protected categories under Federal law are race, gender, religion, national origin, color, disability and age.

Retaliation

Taking revenge against somebody. Attempts to intimidate or punish somebody who can or does speak out about discrimination. For example, the supervisor cuts a worker's hours, transfers the worker to a remote work location, fires the worker or fires an ally or bystander because they've helped the victim of harassment. Retaliation is illegal.

Hostile Work Environment

When sexual harassment is so severe or continuous that it interferes with the employee's ability to perform his or her job duties. For example, the victim may not want to go to work, may not be able to concentrate at work, and/or may begin exhibiting symptoms of stress, anxiety, or depression.

PART 4 – POWER RELATIONSHIPS & RETALIATION

OBJECTIVE

After completing this exercise, students will be able to identify the power dynamics in the workplace that may make it difficult to report sexual harassment.

TIME ALLOTMENT

15 Minutes

MATERIAL

- Handout #3 – **Identifying Your Power**
- Butcher Paper
- Markers



ACTIVITY

On butcher paper, draw a chart like the one on the next page. Discuss the relationship between harasser and victim; boss and employee; co-worker and co-worker; and customer and employee.

What aspects of the relationship may create an imbalance of power making the victim feel vulnerable and perhaps less likely to report incidents of harassment? Record the students' ideas on the chart. Use the chart **Identify the Power in this Relationship** as a guide.

After this discussion, distribute Handout #3 – **Identifying Your Power**, and discuss students' power to confront and report sexual harassment.

IDENTIFYING YOUR POWER

YOU HAVE POWER BECAUSE

- The law is on your side. You have the right to work in an environment free of harassment
- You have a right to complain to your employer about harassment. The law requires the company to act upon your complaint.
- Retaliation is illegal.
- You can file a complaint with state or local agencies or with the federal agency, Equal Employment Opportunity Commission (EEOC). The EEOC will investigate the complaint and take action if needed for free.

IDENTIFY THE POWER IN THIS RELATIONSHIP
(POTENTIAL FEARS AND OBSTACLES IN REPORTING SEXUAL HARASSMENT)

Harasser - Victim
Boss - Employee
Co-Worker - Co-Worker
Customer - Employee

DISCUSSION GUIDE: **IDENTIFY THE POWER IN THIS RELATIONSHIP**
(POTENTIAL FEARS AND OBSTACLES IN REPORTING SEXUAL HARASSMENT)

Harasser - Victim	
Harasser	<ul style="list-style-type: none"> • May be in a position of authority. • May use intimidation.
Victim	<ul style="list-style-type: none"> • May have fears that the sexual harassment is his/her fault. • In same-sex harassment, may fear that others will think he/she is gay. • May be afraid to be labeled as a trouble-maker. • May feel scared, isolated, helpless. • May fear that he/she won't be believed.
Boss - Employee	
Boss	<ul style="list-style-type: none"> • Controls work conditions. • May threaten to lower wages, give fewer hours, bad job assignments or poor performance evaluations. • May threaten to fire or actually fire the employee.
Employee	<ul style="list-style-type: none"> • May be afraid of retaliation for speaking up against sexual harassment.
Co-Worker - Co-Worker	
Harasser	<ul style="list-style-type: none"> • May be a popular employee. • May intimidate or make fun of the victim.
Victim	<ul style="list-style-type: none"> • May feel rejected by co-workers. • May be concerned about fitting-in and/or being popular. • May feel peer-pressure from co-workers. • May be concerned about being labeled a trouble-maker. • May be concerned that co-workers will think s/he is over-reacting • May feel isolated
Customer - Employee	
Customer	<ul style="list-style-type: none"> • Brings money into the business. • "Customer is always right."
Employee	<ul style="list-style-type: none"> • Feels s/he must serve the customer or must keep the customer happy. • May be concerned about losing money (for example - through tips) if the customer is not happy.

PART 5 – YOUTH-PRODUCED VIDEOS

OBJECTIVE

After reviewing the handout, students will be able to appreciate the differences between a youth-produced video and a Hollywood production.

TIME ALLOTMENT

5 minutes

MATERIALS

Handout #4A – Youth-Produced vs. Hollywood

Handout #4B – About This Video



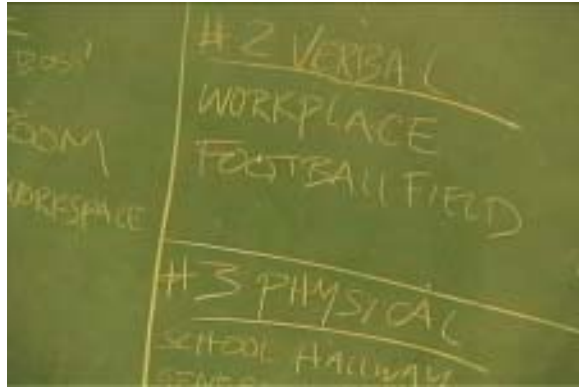
ACTIVITY

TILT's experience has shown that students often expect a video to be entertaining and to reflect professional production qualities. This brief exercise can help students to focus on the content of the video instead of the format.

Distribute the **Youth-Produced vs. Hollywood** handout to the students. Briefly go over the differences between youth produced videos and Hollywood productions. This is also a good time to review the About This Video handout. This exercise will segue into the *Teens Take On Sexual Harassment* video activity.

ABOUT THIS VIDEO

Teens Take On Sexual Harassment is a collaboration between students in the Peer Resources class at Galileo Academy, San Francisco, CA and TILT (Teaching Intermedia Literacy Tools). TILT teaches media literacy through hands-on video production. The Equal Employment Opportunity Commission



(EEOC), San Francisco District Office, funded this project and provided TILT and the Galileo Academy students with information about sexual harassment. In addition, the non-profit organization San Francisco Women Against Rape (SFWAR) spent several months teaching the students about sexual harassment.

Through a series of vignettes, San Francisco high school students demonstrate the three types of sexual harassment (physical, verbal, and visual) that students can encounter both at school and in the workplace. This fifteen minute video not only helps students identify the various (and sometimes subtle) forms of sexual harassment, but also provides the steps to take if they encounter such behavior.

These dedicated students not only learned new media techniques, but were able to write, act, direct, film, and produce a fifteen minute video - all within seven weeks. Usually TILT produces five-minute videos in eight weeks.

PART 6 – TEENS TAKE ON SEXUAL HARASSMENT VIDEO

OBJECTIVE

To assist students in active viewing of the video entitled *Teens Take On Sexual Harassment*. Students will be able to define different types of sexual harassment; to identify the parties to harassment (harasser, victim, ally, and witness); to become familiar with the appropriate steps to take to deal with sexual harassment; to become empowered by recognizing, preventing, and reporting sexual harassment in the workplace.

NOTE: The video is close captioned. There may be points where it is difficult to understand what the actors are saying. If so, turn on the captioning.

TIME ALLOTMENT

30 Minutes (15-minute video + 3 five-minute pauses for discussion)

MATERIALS

- Video, *Teens Take On Sexual Harassment*: <http://youtu.be/HgP9wLWaVR8>
- TV/VCR

ACTIVITY

Explain to the students that the video will be paused at certain points for discussion. During the pauses, use the questions and suggested answers below for a guide.



Pause #1 (after **Physical Sexual Harassment** in the **Workplace** scenario, pause video after “**What would you do?**”)

1. What is physical sexual harassment?

Assault; impeding or blocking movement; inappropriate touching of a person or a person's clothing; kissing, hugging, patting, stroking.

2. Who are the harasser, the victim, and the witness?

Harasser – the boss, Mr. Turner

Victim – the student intern, Briana

Witness – the employee/sister, Tracy

3. In this scene, how is the boss, Mr. Turner, creating a hostile work environment for the employee, Briana?

Briana feels uncomfortable when Mr. Turner brushes up against her.

4. How do you think the student intern Briana feels when her sister Tracy does not take her concerns seriously?

Briana may feel isolated and helpless since she does not have anybody who believes her.

5. What would you do?

- Write down incident(s).
- Tell somebody else. Find an ally who will go with you to talk to the boss
- Try talking to the boss about personal space - use "I feel..." statements, such as "I feel you are getting too close to me."
- Look for and read the company's sexual harassment policy, then follow the company's complaint procedures.
- If problems continue or the company does not take action, call the EEOC.



Pause #2 (after the **Verbal Sexual Harassment** in the **Workplace** scenario, pause video after "**What would you do?**")

1. What is verbal sexual harassment?

Comments about clothing, personal behavior, or a person's body; sexual or sex-based jokes; requests for sexual favors or repeatedly asking a person out; sexual innuendoes; telling rumors about a person's personal or sexual life; threatening person.

2. Who are the harasser and the victim?

Harasser - the kitchen manager, Joan

Victim - the kitchen employee, JT

3. Were you surprised the harasser was a female? Do you think that this is a common occurrence?

Sexual harassment can happen to anyone. The victim as well as the harasser can be a man or woman. The victim does not have to be of the opposite sex.

4. What comments in this scenario could be considered sexual harassment?

"If you keep moving like that you'll definitely get a raise"

"Why do YOU need gloves, aren't you a football player?" intimating that JT isn't acting macho or conforming to sex stereotypes.

Note that these comments, by themselves, are not necessarily sexually harassment. However, if the comments are made on a regular basis and the employee feels uncomfortable, then these comments can be part of a pattern that constitutes verbal sexual harassment.

5. What are some of the kitchen employee JT's fears and concerns about complaining about sexual harassment?

JT is afraid that he might get fewer hours, may have to work bad shifts or may be assigned undesirable job duties if he complains. His greatest fear may be getting fired.

6. What power does the victim JT have?

- JT is protected under federal laws.
- The law is on the victims' side - employees have the right to work in an environment free of harassment.
- The victim can file a complaint with the company. The law requires the company to act upon the complaint.
- The victim can file a complaint with a state or local agency or the federal agency, Equal Employment Opportunity Commission (EEOC), which will investigate the complaint and take action for free.

7. What would YOU do?

- Write down incident(s).
- Tell somebody else. Find an ally who will go with you to talk to the boss
- Try talking to the boss - use "I feel..." statements, such as "I felt uncomfortable when you talked about the way I moved."
- Look for and read the company's sexual harassment policy, then follow the company's complaint procedures.
- If problems continue or the company does not take action, call the EEOC.



Pause #3 (after the **Visual Sexual Harassment** in the **Workplace** scenario, pause video after "**What would you do?**")

1. What is visual sexual harassment?

Graffiti, posters, drawings, pictures, screensavers, or e-mails of a sexual nature.

2. Who are the harasser, the victim, the ally, and the witness?

Harasser - the boss, Mr. Turner

Victim - the employee, Tracy

Ally - the co-workers, Jacinta and Bana

Witness- the top boss (Victoria Jenkins), the co-workers

3. In the video, what behavior was visual sexual harassment and why?

Mr. Turner displayed sexually explicit photographs and screensavers in the office. Tracy thought the photographs were offensive. Mr. Turner's unwelcome behavior made Tracy uncomfortable at work, thereby contributing to the creation of a hostile work environment.

4. How did the employee Tracy follow the appropriate steps in reporting sexual harassment? What else could she have done?

- Told co-workers and showed them the photos which made the co-workers witnesses to the harassment.
- Confronted her boss
- She complained to her boss' supervisor
- She called the EEOC

Tracy also should have documented the incidents of visual sexual harassment by writing them down in journal, or on a calendar or by sending an e-mail to friend. It is very important to document incidents of sexual harassment. Document who, where, and when the incidents occurred. Describe each incident in detail, including how it made you feel at the time, whether there were witnesses, and if so, the names of the witnesses and whether you reported the harassment to somebody else.

5. What would YOU do?

- Write down incident(s).
- Tell somebody else. Find an ally who will go with you to talk to the boss
- Try talking to the boss using "I feel..." statements, such as "I feel offended by these pictures of women."
- Look for and read the company's sexual harassment policy, then follow the company's complaint procedures.
- If problems continue or the company does not take action, call the EEOC.

PART 7 – REPORTING SEXUAL HARASSMENT

OBJECTIVE

After completing this activity, students will understand how to document incidents of sexual harassment.

TIME ALLOTMENT

15 minutes

MATERIALS

Handout #5 - **Reporting Sexual Harassment**

Pen or pencil



ACTIVITY

Give the students the handout **Reporting Sexual Harassment**. Review the handout with the students. Make sure you stress the importance of documenting sexual harassment in the workplace. Remind the students to include all the relevant information that needs to be included in documenting incidents of sexual harassment.

It is always important to document sexual harassment. A written account helps the victim to report incidents accurately to authorities within the company or to the EEOC. Write down who, when, where, and how the sexual harassment occurred. You should also write down how the harassment made you feel at the time, how it affected your work environment, whether there were witnesses, and if so, their names and whether you reported the harassment to someone else. Also, if the harasser has given you gifts, cards or e-mails, save them to show to the appropriate ally and authorities.



SAMPLE JOURNAL ENTRIES

June 1st: I can't believe what happened to me today at my internship. Mr. Turner had asked me to do some filing. When I went to get the papers, he handed me a folder. Nothing unusual about that. But when I opened the folder there was a nasty picture of a naked woman on top. It looked like it was right out of Penthouse or something. I couldn't believe it, so I showed it to Lisa and Stephanie. They were disgusted, too, but Stephanie thought it was a mistake. Yeah right. How can someone accidentally put pornography in a work file? Anyway, she told me I should ask Mr. Turner about it. When I showed the picture to Mr. Turner, he didn't even seem surprised. He gave up a lame apology, but I wasn't buying it.

June 3rd: Unbelievable! It happened again! I was in Mr. Turner's office and looked at the screen on his computer. There was a pornographic picture in full view. It was impossible to miss. I think he wants the student interns to find it. I called Jacinta over and she saw it, too. I also told Sylvia about it at lunch. She thinks I should go to the manager. I don't think it would make any difference. He'll probably lie and say it wasn't his or something. What should I do?

June 4th: I decided to go to Mrs. Smith, the District Manager today to report the pornography. I was really scared to go in. When I got there, she was really busy and hardly paid any attention to me. I felt like she was brushing me off. When I described what I'd seen and she asked who did it, she acted totally shocked that it was Mr. Turner. She did set up a meeting for that afternoon though. I went back to the office around 2:00 and when I got there I could hear the manager and Mr. Turner laughing inside. That didn't feel right. When I explained the problem, Mr. Turner actually admitted that the pornography was his. I almost felt like things were going my way. But then, Mrs. Smith said it was a personal problem and that she was too busy waste her time on it. I knew it wouldn't do any good. Now what?

CHECKLIST FOR REVIEWING JOURNAL ENTRY

- Did you write down who was involved, when, where, and how the sexual harassment occurred?
- Did you write down how the harassment made you feel and how it affected your work?
- Did you record the names of witnesses, if any? What did they witness?
- Did you report the harassment? What did you say, and who did you tell?

PART 8 – SCENARIOS

OBJECTIVE

By acting out scenarios, students will be able to identify the different types of sexual harassment; to identify the harasser, victim, bystander, and ally in each scenario; and to identify the steps that need to be taken to report sexual harassment in the workplace.

TIME ALLOTMENT

20 Minutes

MATERIALS

Handout #6A, #6B, #6C - **Scenarios**

ACTIVITY

Divide your class into groups. Assign each group a scenario. The students in the groups should be given 5 minutes to choose roles and to practice acting out the scenario. Each group will then perform the scenario for the class and the class will identify the types of sexual harassment they observe, identify harasser(s), victim(s), ally(ies), and bystander(s). The class also will decide the proper steps to take to address the harassment.



Scenario #1

Mary is 16 when she gets her first job as a cashier at a store in the mall. From the beginning, her co-worker Tom makes sex-based jokes, comments about her body and frequently teases her about only dating White boys. All of Mary's co-workers, except Jane, start to tease her openly. Also, several customers begin to make comments, and some ask her to go out with them. One customer in particular has been very persistent and continually asks her out on dates, until finally Mary snaps at him to "get away from this counter and leave me alone!" Her manager overhears the encounter and reprimands her for "scaring off business." He suggests, "Couldn't you be nicer to these guys? Maybe the customers would buy more stuff if you'd just be friendlier." The manager warns her that if she doesn't "shape up" that he will take disciplinary action against Mary.

Spot the Issues

Sexual and Racial Harassment, Retaliation

Identify harasser, victim, ally, and witness

Harasser - Tom, other co-workers, some customers

Victim - Mary

Witnesses- co-workers, customers, Jane

Ally - possibly Jane

Steps to Take

- Write down incident(s).
- Tell somebody else. Find an ally who will go with you to talk to the boss.
- Try talking to the boss about how the harassment makes you feel, such as "I feel uncomfortable when my coworkers talk about my personal life, and when customers ask me out."
- Look for the company's sexual harassment policy.
- File a report with the human resource department of the company.
- If problems continue, or the company does not take action, call the EEOC.

Scenario #2

Shelly, 18, works at the local coffee shop. Bill, the store manager, makes daily comments filled with sexual innuendo to Shelly, and often asks her intimate questions about her relationship. Many times these comments are made within earshot of fellow employees. On a few occasions, Bill has grabbed and kissed Shelly on the cheek. Most recently, he kissed her behind a closed door. Shelly is upset and embarrassed. She sometimes hides in the dishwasher area and cries. Shelly is at a loss about what to do because she is afraid that Bill might reduce her wages or fire her if she complains.

Spot the Issues

Physical and verbal sexual harassment

Identify harasser, victim, ally, and bystander

Harasser: Bill, the store manager

Victim: Shelly

Ally: not obvious

Witnesses: Even if no one saw Bill harass Mary, perhaps co-workers saw her reactions to the harassment, such as when she was crying. Also, if her friends or family see her behavior change, or she talks to them about her experience, they may be able to testify on her behalf.

Steps to Take

- Write down incident(s).
- Tell somebody else. Find an ally who will go with you to talk to the boss.
- Since the harasser is her supervisor, it may be hard to make a complaint to him. If at all possible, she should tell him that his actions are unwelcome, such as "Please don't say that," or "Don't touch me." And definitely try to report it to someone higher up in the company if possible.
- Look for the company's sexual harassment policy.
- File a report with the human resource department of the company.
- If problems continue, or the company does not take action, call the EEOC.

Scenario #3

Grant was a bagger at the local supermarket chain. His male supervisor, Mike, made sexual comments to Grant in front of customers such as "I like the way you shake it" and "Hey sweetheart". One day Mike pulled Grant aside and showed him a gay pornographic magazine. Grant and his co-worker Adil complained to the supermarket's Human Resource Department. The following month Grant and Adil were fired. The company claimed that both employees committed theft and fraud by punching their timesheets 5 minutes before they returned to work from lunch.

Type(s) of sexual harassment

Verbal and Visual Sexual Harassment and Retaliation

Same-sex harassment is illegal. Same-sex sexual harassment generally occurs because the victim does not conform to male or female stereotypes (i.e. a male is perceived as acting/looking feminine or a female is perceived as acting/looking masculine).

NOTE: Currently, federal law does not protect against sexual orientation discrimination (some states do - check local agencies).

Retaliation is when the victim and/or the ally is subjected to poor treatment at work because of their opposition to discrimination or by helping someone who has been subjected to discrimination. The help could take the form of being a favorable witnesses or participating in an investigation.

Identify harasser, victim, ally, and witness

Harasser: Mike, supervisor

Victim: Grant

Ally: Adil

Witnesses: customers and fellow employees

Steps to Take

- Write down incident(s).
- Tell somebody else. Find an ally who will go with you to talk to the boss.
- Again, since the harasser is a supervisor, it may be hard to tell him to stop the harassment. If at all possible, tell him that his actions are unwelcome, such as "Please don't say that," or "I don't want to see that."
- Look for the company's sexual harassment policy.
- File a report with the human resource department of the company.
- If problems continue, or the company does not take action, call the EEOC.

PART 9 - SEXUAL HARASSMENT POST-SURVEY

OBJECTIVE

After taking the Sexual Harassment Post-Survey, the students will be able to assess how their knowledge of sexual harassment has improved.

TIME ALLOTMENT

15 minutes

MATERIALS

Handout # 8

pencils



ACTIVITY

Hand out the **Sexual Harassment Post-Survey** to students. Allow 10 minutes for them to complete the survey. Students should compare their answers to the pre-survey to evaluate their overall knowledge of sexual harassment in the workplace.

Extra Credit

Browse the website "Youth@Work" and learn more about workplace discrimination and other forms of harassment. Take the scenario quiz "Challenge Yourself" at www.youth.eeoc.gov



Answer Key

SEXUAL HARASSMENT POST-SURVEY

The Equal Employment Opportunity Commission (EEOC) is a federal government agency that enforces federal laws against job discrimination, including sexual harassment. The EEOC sponsored the video Teens Take on Sexual Harassment as a part of a youth education initiative, in response to the alarming number of sexual harassment charges filed by teenagers nationwide.

MULTIPLE CHOICE

1. Who is protected by the laws enforced by EEOC?
(More than one may apply.)

A. An employee
B. A temporary worker
C. A job applicant
D. A former employee
E. An undocumented worker

Answer: A, B, C, D, E

2. Which of the following individuals is not covered by the Federal laws enforced by the EEOC?

A. An African-American woman who alleges sexual harassment
B. A Latino male who believes he was not hired because he is Mexican
C. A 15-year old Native American female who was told she is too young for the job
D. A White male who was fired for complaining about discrimination
E. A Muslim woman who wants to wear a hijab (head scarf) to comply with the tenets of her religion

Answer: C. Federal law only covers age discrimination for individuals over the age of 40. Federal law protects against sexual harassment (A), national origin discrimination (B), retaliation (D) and religious discrimination, i.e. failure to accommodate a sincerely held religious belief (E).

3. Sexual harassment includes which of the following?
(More than one may apply.)

A. A customer repeatedly makes sexual comments to a cashier
B. A male co-worker tells a female colleague an off-color joke to which she did not object or find it offensive and laughs
C. Male employees continuously tease their male co-worker because they think he's not macho
D. A female manager asks another manager out on a date and he says yes
E. Graffiti with sexual content is spray painted in the employee-only bathroom stall

Answer Key

Answer: A, C, E. (A) An employee can be subjected to sexual harassment by a customer. **(C)** Same-sex harassment is illegal. **(E)** Sexual harassment can include visual harassment, such as graffiti, e-mails, posters, etc. **(B)** and **(D)** are not sexual harassment because nobody objected to the behavior. Sexual harassment occurs when behavior is unwelcome. Both the male co-worker in **(B)** and the female manager in **(d)** should be cautious since their behavior could become sexual harassment if it is unwelcome and repeated.

TRUE OR FALSE

4. F Sexual harassment is only between a male boss and female employee. **False. A man or woman can be the harasser. Same-sex harassment is also unlawful.**
5. F Sexual harassment only happens at the workplace during work hours. **False. Sexual harassment can occur when employees are outside the workplace. For example, incidents of sexual harassment may occur during an off-site business meeting or meal or when a supervisor or co-worker engages in inappropriate behavior while transporting the victim to or from the worksite.**
6. F Complimenting a co-worker's appearance is always sexual harassment. **False. A compliment, by itself may not be sexual harassment. Compliments can become sexual harassment if they are part of a persistent pattern of sexual behavior that makes someone uncomfortable. For example, compliments said with sexual innuendo or accompanied by leering can become sexual harassment. Students should be encouraged to speak up if they are uncomfortable with a compliment, e.g. "Please don't say that" or "That makes me uncomfortable."**
7. F The first step you should take to stop sexual harassment is to ignore the harasser. **False. Silence may encourage the harasser to continue or make the harasser think that the behavior is welcome.**
8. T Asking a co-worker for a date after s/he told you s/he is not interested, is sexual harassment. **True. One request for a date is not sexual harassment. If a person has said that s/he is not interested, the co-worker should not ask again because repeated requests for dates can become sexual harassment.**
9. F Sexual harassment only involves inappropriate touching or comments. **False. There is also visual harassment where a co-worker/boss displays sexually explicit images.**

Answer Key

10. F It's okay to tell jokes in the workplace, even if they are off-color, as long as it's only the guys. **False. If someone overhears the jokes and that person is offended, the conduct could be sexual harassment.**
11. T If you have been sexually harassed at work, you should tell an ally such as a friend or co-worker and write down what happened and how it made you feel. **True. It is important to have verbal and written documentation of sexual harassment. Sexual harassment should also be reported to a supervisor, the Human Resources department, the owner, or someone in authority in the company.**
12. F An employee can only file a charge of discrimination with the EEOC or a state agency after s/he has been fired. **False. There are several forms of discrimination which can occur before someone is fired, such as failure to hire, failure to promote, segregating employees into job categories by race, failure to accommodate religious beliefs or a disability and harassment. An individual can file claims about all of the above. The best practice is to contact the EEOC or state agency to ask whether actions that seem like discrimination are covered by the law.**

PART 10 - TEENS P.U.S.H. (PREVENTING & UNDERSTANDING SEXUAL HARASSMENT) PROJECT

OBJECTIVE

Working on the project will enable students to advocate for personal, family and community health by identifying community resources for addressing sexual harassment, accurately communicating information on sexual harassment, and working cooperatively to promote the prevention and understanding of sexual harassment.

TIME ALLOTMENT

Varied



MATERIALS

pencils

Remaining materials should be determined after students identify an education project.

ACTIVITY

Part #1

Ask students to research the local government agencies and community-based organizations that deal with sexual harassment. They should use the phone book or Internet to identify and list potential resources, then contact each resource to determine the nature of assistance provided. Students should compile a final resource list which includes the agency/organization name, address, phone number, scope of assistance provided and criteria (e.g financial or size of employer) for receiving services. Possible resources include federal and state agencies, municipal human rights commissions, legal aid societies or bar associations and other non-profit organizations.



Part #2

After Part #1 is completed, ask the students to design a public outreach project for their school or community. The goal of the project is to share the information they have learned through the *Teens Take On Harassment* video and study guide and the resource list assembled in Part #1 of the activity. Examples of outreach projects include:



- posters,
- skits,
- a radio public service announcement,
- a special edition of the school newspaper,
- a press conference,
- a newsletter,
- a video
- or a combination of the above.

"By youth, for youth" - this has been the EEOC's motto for this project. We believe that peer-designed outreach is the most effective, which is why we sponsored this video. Please share your results with EEOC. Perhaps we can reprint or re-use your materials as part of our national initiative to educate youth.

Send to : EEOC - SFDO
 San Francisco District Office
 350 The Embarcadero, Suite 500
 San Francisco, CA 94105-1260

or contact:
 Linda Li
 tel : (415) 625-5618
 email: linda.li@eeoc.gov

SEXUAL HARASSMENT PRE-SURVEY

The Equal Employment Opportunity Commission (EEOC) is a federal government agency that enforces federal laws against job discrimination, including sexual harassment. The EEOC sponsored the video Teens Take on Sexual Harassment as a part of a youth education initiative, in response to the alarming number of sexual harassment charges filed by teenagers nationwide.

MULTIPLE CHOICE

Circle the correct answers for Questions 1-4

1. Who is protected by the laws enforced by EEOC?
(More than one may apply.)
 - A. An employee
 - B. A temporary worker
 - C. A job applicant
 - D. A former employee
 - E. An undocumented worker

2. Which of the following individuals is not covered by the Federal laws enforced by the EEOC?
 - A. An African-American woman who alleges sexual harassment
 - B. A Latino male who believes he was not hired because he is Mexican
 - C. A 15-year old Native American female who was told she is too young for the job
 - D. A White male who was fired for complaining about discrimination
 - E. A Muslim woman who wants to wear a hijab (head scarf) to comply with the tenets of her religion

3. Sexual harassment includes which of the following?
(More than one may apply.)
 - A. A customer repeatedly makes sexual comments to a cashier
 - B. A male co-worker tells a female colleague an off-color joke to which she did not object or find it offensive and laughs
 - C. Male employees continuously tease their male co-worker because they think he's not macho
 - D. A female manager asks another manager out on a date and he says yes
 - E. Graffiti with sexual content is spray painted in the employee-only bathroom stall

TRUE OR FALSE

Mark true or false for questions 5-11

4. T F Sexual harassment is only between a male boss and female employee.
5. T F Sexual harassment only happens at the workplace during work hours.
6. T F Complimenting a co-worker's appearance is always sexual harassment.
7. T F The first step you should take to stop sexual harassment is to ignore the harasser.
8. T F Asking a co-worker for a date after s/he told you s/he is not interested, is sexual harassment.
9. T F Sexual harassment only involves inappropriate touching or comments.
10. T F It's okay to tell jokes in the workplace, even if they are off-color, as long as it's only the guys.
11. T F If you have been sexually harassed at work, you should tell an ally such as a friend or co-worker and write down what happened and how it made you feel.
12. T F An employee can only file a charge of discrimination with the EEOC or a state agency after s/he has been fired.

DEFINITIONS

Sexual Harassment

When an employee is subjected to unwelcome sexual comments, visual images, or conduct by a co-worker, supervisor, company owner, or a non-employee (customer, delivery person, etc.). Typically, the unwelcome sexual comments or conduct are severe and offensive to the employee and create a hostile or intimidating environment for the employee.

Physical Sexual Harassment

Assault; impeding or blocking movement; inappropriate touching of a person or a person's clothing; kissing, hugging, patting, stroking.

Verbal Sexual Harassment

Commenting about clothing, personal behavior, or a person's body; sexual or sex-based jokes; requesting sexual favors or repeatedly asking a person out; sexual innuendoes; spreading rumors about a person's personal or sexual life; threatening somebody.

Visual Sexual Harassment

Graffiti, posters, drawings, pictures, screensavers, or e-mails of a sexual nature.

Harasser

The person, male or female, who subjects a co-worker or employee to any kind of unwelcome behavior based on their protected category. There are seven categories protected by Federal law: race, gender, religion, national origin, color, age and disability. State law may be different. In the case of sexual harassment, the behavior occurs because of the individual's gender.

Victim

A person who has been subjected to unwelcome behavior based on his/her sex, by a boss, co-worker, and/or non-employee.

Ally

Somebody who is able to help/support the victim. This is somebody who the victim can trust. The ally can provide emotional support and may help the victim take the proper steps to deal with sexual harassment. The ally can be a friend, family member, co-worker, teacher, counselor, etc.

Witness

Anyone who sees or hears sexual harassment or the victim's reaction to harassment.

Discrimination

Treating someone differently because he or she belongs to a protected category. The protected categories under Federal law are race, gender, religion, national origin, color, disability and age.

Retaliation

Taking revenge against somebody. Attempts to intimidate or punish somebody who can or does speak out about discrimination. For example, the supervisor cuts a worker's hours, transfers the worker to a remote work location, fires the worker or fires an ally or bystander because they've helped the victim of harassment. Retaliation is illegal.

Hostile Work Environment

When sexual harassment is so severe or continuous that it interferes with the employee's ability to perform his or her job duties. For example, the victim may not want to go to work, may not be able to concentrate at work; and/or may begin exhibiting symptoms of stress, anxiety, or depression.

IDENTIFYING YOUR POWER

YOU HAVE POWER BECAUSE

- The law is on your side. You have the right to work in an environment free of harassment
- You have a right to complain to your employer about harassment. The law requires the company to act upon your complaint.
- Retaliation is illegal.
- You can file a complaint with state or local agencies or with the federal agency, Equal Employment Opportunity Commission (EEOC). The EEOC will investigate the complaint and take action if needed for free.

Youth-Produced vs. Hollywood

Youth videos have a different look and feel from Hollywood films and professionally made videos. Here are some of the differences. Can you think of any other differences?

YOUTH-PRODUCED	HOLLYWOOD
Low Budget Non-professional/untrained actors Youth written script Low Tech - no/minimum special effects, minimal lighting, minimum set design	High Budget Professional/trained actors Professional/trained writers High Tech - computer special effects, a lot of lighting, professionally built sets

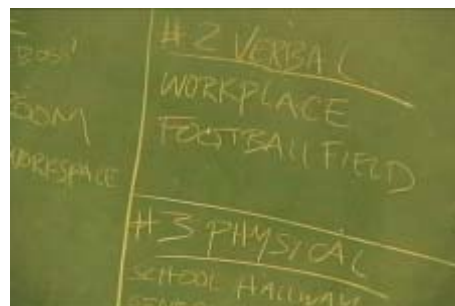
ABOUT THIS VIDEO

Teens Take On Sexual Harassment is a collaboration between students in the Peer Resources class at Galileo Academy, San Francisco, CA and TILT (Teaching Intermedia Literacy Tools). TILT teaches media literacy through hands-on video production. The Equal Employment Opportunity Commission (EEOC), San Francisco District Office funded this project and provided TILT and the Galileo Academy students with information about sexual harassment. In addition, the non-profit organization San Francisco Women Against Rape (SFWAR) spent several months teaching the students about sexual harassment.

Through a series of vignettes, San Francisco high school students demonstrate the three types of sexual harassment (physical, verbal, and visual) that students can encounter both at school and in the workplace. This fifteen minute video not only helps students identify the various (and sometimes subtle) forms of sexual harassment, but also provides the steps to take if they encounter such behavior.

These dedicated students not only learned new media techniques, but were able to write, act, direct, film, and produce a fifteen minute video – all within seven weeks. Usually TILT produces five-minute videos in eight weeks.

Video location: <http://youtu.be/HgP9wLWaVR8>



REPORTING SEXUAL HARASSMENT

If you experience sexual harassment in the workplace, it is important to keep a written account of what happened. You should write down who, when, where, and how the sexual harassment occurred. You should also write down how it made you feel, how it affected your work environment and any other relevant information. In the Visual Sexual Harassment scenario, Tracy did the right thing by going to co-workers and letting them know what was happening between her and her boss. However, she forgot the very important step of making a written report.

Written Activity

Pretend that you are Tracy. Write about the sexual harassment that you have been experiencing at work as if you were writing in your diary. Make sure you detail all of the relevant information that needs to be included when you document harassment. Be creative and add any details that are missing from the video scenario (dates, time, location, etc.). If you need more room use the back of this sheet.



SCENARIO #1

Mary is 16 when she gets her first job as a cashier at a store in the mall. From the beginning, her co-worker Tom makes sex-based jokes, comments about her body and frequently teases her about only dating White boys. All of Mary's co-workers, except Jane, start to tease her openly. Also, several customers begin to make comments, and some ask her to go out with them. One customer in particular has been very persistent and continually asks her out on dates, until finally Mary snaps at him to "get away from this counter and leave me alone!" Her manager overhears the encounter and reprimands her for "scaring off business." He suggests, "Couldn't you be nicer to these guys? Maybe the customers would buy more stuff if you'd just be friendlier." The manager warns her that if she doesn't "shape up" that he will take disciplinary action against Mary.

Spot the issues

Identify harasser, victim, ally, and bystander

Steps to Take

SCENARIO #2

Shelly, 18, works at the local coffee shop. Bill, the store manager, makes daily comments filled with sexual innuendo to Shelly, and often asks her intimate questions about her relationship. Many times these comments are made within earshot of fellow employees. On a few occasions, Bill has grabbed and kissed Shelly on the cheek. Most recently, he kissed her behind a closed door. Shelly is upset and embarrassed. She sometimes hides in the dishwasher area and cries. Shelly is at a loss about what to do because she is afraid that Bill might reduce her wages or fire her if she complains.

Spot the issues

Identify harasser, victim, ally, and bystander

Steps to Take

SCENARIO #3

Grant was a bagger at the local supermarket chain. His male supervisor, Mike, made sexual comments to Grant in front of customers such as "I like the way you shake it" and "Hey sweetheart". One day Mike pulled Grant aside and showed him a gay pornographic magazine. Grant and his co-worker Adil complained to the supermarket's Human Resource Department. The following month Grant and Adil were fired. The company claimed that both employees committed theft and fraud by punching their timesheets 5 minutes before they returned to work from lunch.

Type(s) of sexual harassment

Identify harasser, victim, ally, and bystander

Steps to Take

SEXUAL HARASSMENT POST-SURVEY

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MULTIPLE CHOICE

Circle the correct answers for Questions 1-4

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(More than one may apply.)
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 - B. A temporary worker
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TRUE OR FALSE

Mark true or false for questions 5-11

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12. T F An employee can only file a charge of discrimination with the EEOC or a state agency after s/he has been fired.

ASSESSMENT/RUBRICS

Rubrics

- Comparison of pre and post worksheets.
- Evaluation by each student of the workshop and their own ability to identify and report sexual harassment.

NATIONAL STANDARDS FOR HEALTH EDUCATION

Standard 2: Students will demonstrate the ability to access valid health information and health-promoting products and services. Performance indicators focus on identification of valid health information, products, and services including advertisements, health insurance and treatment options, and food labels.

Standard 3: Students will demonstrate the ability to practice health-enhancing behaviors and reduce health risks. Performance indicators include identifying responsible and harmful behaviors, developing health-enhancing strategies, and managing stress.

Standard 5: Students will demonstrate the ability to use interpersonal communication skills to enhance health. Performance indicators relate to interpersonal communication, refusal and negotiation skills, and conflict resolution.

Standard 6: Students will demonstrate the ability to use goal-setting and decision-making skills to enhance health. Performance indicators focus on setting reasonable and attainable goals and developing positive decision-making skills.

Standard 7: Students will demonstrate the ability to advocate for personal, family, and community health. Performance indicators relate to identifying community resources, accurately communicating health information and ideas, and working cooperatively to promote health.

YOUTH EVALUATION

For Questions 1-7, please circle your answer choice, rated on a scale of 1 (least) to 5 (most).

1. How much did you know about sexual harassment before you took this course?
NO KNOWLEDGE 1 2 3 4 5 A LOT OF KNOWLEDGE
2. If sexual harassment in the workplace happened to you, would you be able to recognize it?
NOT AT ALL 1 2 3 4 5 DEFINITELY
3. Would you be able to explain sexual harassment to a friend or family member?
NOT AT ALL 1 2 3 4 5 DEFINITELY
4. Would you know what action to take if you were being sexually harassed, or how to give advice to someone else in that situation?
NOT AT ALL 1 2 3 4 5 DEFINITELY
5. Did you feel safe and comfortable discussing sexual harassment in class?
NOT SAFE 1 2 3 4 5 VERY SAFE
6. a) How much did you enjoy the activities?
DID NOT ENJOY 1 2 3 4 5 ENJOYED VERY MUCH
b) Which activity was your favorite? _____
c) Which activity was your least favorite? _____
7. a) How helpful were the activities in increasing your understanding of sexual harassment?
NOT HELPFUL 1 2 3 4 5 VERY HELPFUL
b) Was any particular activity especially helpful? _____
c) Was any particular activity not helpful? _____
8. Are there definitions and/or issues you have questions about? YES NO
If yes, what questions?
9. What improvements would you suggest for this course?
10. Did you do a P.U.S.H. Project? YES NO
If yes, what kind of project did you do? (video, newsletter, etc.)
11. Additional comments: (please use back of sheet as necessary)

Reporting Job Discrimination or Harassment

- **California Department of Fair Employment and Housing**

To file a complaint or contact the Department, please call (800) 884-1684 or email contact.center@dfeh.ca.gov. For persons with a hearing disability, please use the Videophone for the DEAF at (916) 226-5285 or TDD (800) 700-2320.

Bakersfield 4800 Stockdale Highway, Suite 215 Bakersfield, CA 93309 (661) 395-2729	Los Angeles 1055 West 7th Street, Suite 1400 Los Angeles, CA 90017 (213) 439-6799	Fremont 39141 Civic Center Drive, Suite 410 Fremont, CA 94538 (510) 789-1085
Fresno 1277 E. Alluvial Avenue, Suite 101 Fresno, CA 93720 (559) 244-4760	San Jose 2570 N. First Street, Suite 480 San Jose, CA 95131 (408) 325-0344	Elk Grove 2218 Kausen Drive, Suite 100 Elk Grove, CA 95758 (916) 478-7251

- **U.S. Equal Employment Opportunity Commission**

To file a complaint or contact the EEOC, please call (800) 669-400 or email info@eeoc.gov. For persons with a hearing disability, please call TTY (800) 669-6820.

EEOC's California Offices

San Francisco 350 The Embarcadero, Ste 500 San Francisco, CA 94105 (415) 625-5600 TTY (415) 625-5610	Oakland 1301 Clay Street Suite 1170-N Oakland, CA 94612-5217 (510) 637-3230 TTY (510) 637-3234	San Jose 96 N. Third St., Suite 250 San Jose, CA 95112 (408) 291-7352 TTY (408) 291-7374
Los Angeles Roybal Federal Building 255 East Temple St., 4th Fl Los Angeles, CA 90012 (213) 894-1000 TTY (213) 894-1121	Fresno 2300 Tulare Street Suite 215 Fresno, CA 93721 (559) 487-5793 TTY (559) 487-5837	San Diego 555 West Beech Street, Suite 504, San Diego, CA 92101 (619) 557-7235 TTY (619) 557-5748

U.S. Equal Employment Opportunity Commission *compared with* CA Department of Fair Employment and Housing

	EEOC	DFEH
Bases of Discrimination	<p>Investigates employment charges due to</p> <ul style="list-style-type: none"> ▪ race ▪ color ▪ sex (includes pregnancy, equal pay) ▪ national origin ▪ religion ▪ age (40 years or older) ▪ disability (physical and mental) ▪ genetic information <p>Harassment based on any of the above is prohibited.</p> <p>Retaliation for protesting discrimination, filing a charge, and assisting or participating in the process is also prohibited.</p>	<p>Investigates employment charges due to</p> <ul style="list-style-type: none"> ▪ race ▪ color ▪ sex ▪ marital status ▪ pregnancy leave ▪ sexual orientation ▪ ancestry ▪ religious creed ▪ age (40 years or older) ▪ disability (physical and mental) ▪ medical condition (such as HIV positive or cancer) <p>Also investigates discrimination in housing and public accommodations and violations of family rights act.</p>
Size of Employers/ Organizations Covered	<p>Title VII of the Civil Rights Act of 1964 - (race, color, sex, national origin, religion) & Americans w/ Disabilities Act (ADA) - 15 or more employees</p> <p>Age in Employment Act (ADEA) - 20 or more employees</p> <p>Equal Pay Act (EPA) - 1 or more employees</p>	<p><u>5 or more employees</u> (EXCEPT in cases of harassment, where only <u>1 employee</u> is necessary)</p>
Time to File	<p>300 days from discriminatory act (no charge required for EPA)</p>	<p>1 year from discriminatory act NOTE: For minors, the deadline is extended to <u>one year after turning eighteen!</u></p>
Right To Sue	<p>Title VII + ADA + ADEA - <u>90 days</u> to file in federal court after receiving 'right to sue' notice</p> <p>Equal Pay Act – suit must be filed within <u>2 years (3 years if willful)</u> of the date of discriminatory act.</p>	<p>If an accusation is not issued within 150 days after the complaint is filed, or if DFEH earlier determines that no accusation will be issued, DFEH will notify the aggrieved person that they may request a 'right to sue' notice and bring a civil action within one year from the date such notice is mailed. If 'right to sue' notice is not requested, one will be issued when the case is closed or after one year, whichever event occurs first.</p>