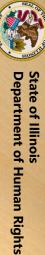
Sexual Harassment Prevention Training State of Illinois

APRIL 2020

Sexual Harassment Is Prohibited in Illinois

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

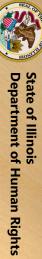


Employers Required to Provide Sexual Harassment Prevention Training for All Employees

- Every employer in the State of Illinois is required to provide employees with sexual harassment prevention training that complies with section 2-109 of the Illinois Human Rights Act ("IHRA").
- All employees regardless of their status (i.e. short-term, part-time, or intern) must be trained
- If an employer has an independent contractor working on-site with the prevention training. employer's staff, the independent contractor should receive sexual harassment

What Information Will Be Covered

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



I. What is Sexual Harassment?

sexual advances, requests for sexual favors, or any conduct of a sexual nature Under the Illinois Human Rights Act, "Sexual harassment" means any unwelcome

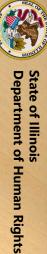
- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of substantially interfering with an working environment individual's work performance or creating an intimidating, hostile or offensive

I. Types of Unlawful Sexual Harassment

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

I. Unwelcome Behavior

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



I. 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.
- perpetrators of sexual harassment. The prohibition that supervisors and co-workers not engage in sexual providers. Nonemployees can be victims of sexual harassment and/or harassment now applies to nonemployees such as patrons, vendors, and service

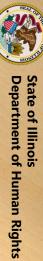
9

I. 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 Information Will Be Covered

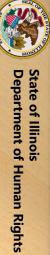
- an explanation of sexual harassment consistent with the Illinois Human Rights Act;
- examples of conduct that may constitute unlawful sexual harassment;
- a summary of Federal and State statutory laws concerning sexual harassment including remedies available to victims; and
- a summary of employer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



II. What are Examples of Inappropriate Conduct?

requests for sexual favors). Examples include: Sexual harassment includes unwelcome conduct of a sexual nature (sexual advances and

- 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



II. continued - Examples of Inappropriate Conduct

More examples of conduct that may constitute sexual harassment include:

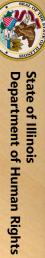
- Turning work discussions to sexual topics
- Asking about sexual fantasies, preferences, or history
- Sexual comments, sexual innuendos, or sexual stories
- Sexual comments about a person's clothing, body, or looks
- Kissing sounds, howling and smacking lips
- Telling lies or spreading rumors about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

II. 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

What Information Will Be Covered

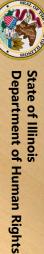
- an explanation of sexual harassment consistent with the Illinois Human Rights Act;
- examples of conduct that may constitute unlawful sexual harassment;
- a summary of Federal and State statutory laws concerning sexual harassment including remedies available to victims; and
- a summary of employer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



III. 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 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 must stop the unwelcome behavior upon request. If they continue the behavior or
- 2. You have the **right to report the sexual harassment**. Several reporting options are participate in investigations are protected from retaliation. unwelcome conduct of a sexual nature. Persons who report sexual harassment or available. The option you choose may depend on the nature and severity of the



III. Reporting Sexual Harassment – Several Options

and these options are not mutually exclusive. You may pursue one or more of the following reporting options: The choice of how to report an allegation of sexual harassment is a personal one,

- 1. Call the State of Illinois Sexual Harassment & Discrimination Helpline
- 2. 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)

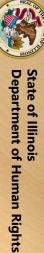
III. Call the State of Illinois Sexual Harassment and Discrimination Helpline

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. If you or someone you know has experienced or witnessed unwelcome conduct of a sexual

Call: 1-877-236-7703

Visit www.Illinois.gov/SexualHarassment

and frequently asked questions options and share additional information related to counseling, legal assistance, Helpline representatives can help callers navigate their numerous reporting



III. Reporting Sexual Harassment – Several Options

and these options are not mutually exclusive. You may pursue one or more of the following reporting options: The choice of how to report an allegation of sexual harassment is a personal one,

- l. Call the State of Illinois Sexual Harassment & Discrimination Helpline
- 2. 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)

III. Reporting Sexual Harassment to an Employer

Report the incident to one or more of the following employer representatives:

- and resolution process. Supervisors can help effect immediate positive change. management are responsible for knowing the employer's internal complaint investigation Your Supervisor or any member of management you trust. Supervisors and members of
- io harassment complaints. This option may be preferred, if the perpetrator of the sexual Human Resources Officers can work with management to investigate and resolve sexual harassment is a supervisor or manager
- ယ specifically receive and investigate sexual harassment complaints. Consult your employer's sexual harassment policy for specific reporting contact information. Designated Sexual Harassment Reporting Officers are often established by employers to



III. Reporting Sexual Harassment – Several Options

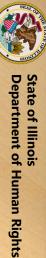
and these options are not mutually exclusive. You may pursue one or more of the following reporting options: The choice of how to report an allegation of sexual harassment is a personal one,

- Call the State of Illinois Sexual Harassment & Discrimination Helpline
- 2. 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)

III. Reporting Sexual Harassment to the Illinois Department of Human Rights (IDHK)

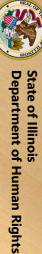
engage in sexual harassment or retaliation. enforcing the Illinois Human Rights Act, the state law which makes it illegal to The Illinois Department of Human Rights (IDHR) is a state agency responsible for

- 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.



Rights Act III. Remedies Available Under The Illinois Human

- 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
- attorney's fees and costs Remedies may include: back pay, lost benefits, clearing of a personnel file, damages, hiring, promotion, reinstatement, front pay where reinstatement is not possible, and



III. 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, 1st Floor, Intake Unit, Springfield, IL 62702
- Marion. Office: 618-993-7463 | 217-740-3953 (TTY), 2309 W Main St, Marion, IL 62959



III. Reporting Sexual Harassment – Several Options

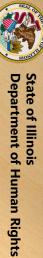
and these options are not mutually exclusive. You may pursue one or more of the following reporting options: The choice of how to report an allegation of sexual harassment is a personal one,

- Call the State of Illinois Sexual Harassment & Discrimination Helpline
- 2. 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)

III. Reporting Sexual Harassment to the U.S. EEOC

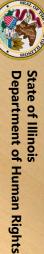
responsible for enforcing Title VII of the Civil Rights Act of 1964, the federal law that make it illegal to engage in sexual harassment or retaliation. The United States Equal Employment Opportunity Commission (EEOC) is

- 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.



III. 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 discrimination occurred called "conciliation" if the EEOC finds "reasonable cause" to believe
- 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, punitive damages, and attorney's fees and costs hiring, promotion, reinstatement, front pay where reinstatement is not possible



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

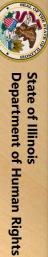
To file a charge, call or visit online:

1-800-669-4000 | www.EEOC.GOV

1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only) 1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only)

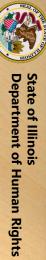
U.S. EEOC Offices Serving Illinois

- 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



What Information Will Be Covered

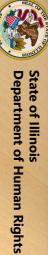
- an explanation of sexual harassment consistent with the Illinois Human Rights Act;
- examples of conduct that may constitute unlawful sexual harassment;
- a summary of Federal and State statutory laws concerning sexual harassment including remedies available to victims; and
- a summary of employer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



IV. 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 employer knew of the harassment. harassment perpetrated by its members of management regardless of whether the
- Co-Worker & Nonemployee Harassment. Employers are liable for sexual only if the employer knew or reasonably should have known of the harassment harassment perpetrated by an employee (co-worker) or nonemployees (vendors) and failed to take prompt corrective action.



IV. Employer Responsibilities

of sexual harassment in workplaces including their responsibilities to: We will now discuss employer responsibilities and liabilities concerning incidents

- 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

IV. Employer Responsibility - Prevention

- Develop, implement and regularly communicate the employer's sexual harassment policy.
- 12 Provide training for managers and employees on sexual harassment prevention
- <u>ယ</u> sexual nature. Ensure clear communication on how to report incidents of sexual harassment or conduct of a
- 4. of sexual harassment – supervisors should be aware of the conduct within their supervision Managers and supervisors should monitor their work environment to ensure the workplace is free
- . U engaging in conduct of a sexual nature Managers and supervisors must lead by example and model appropriate conduct – refrain from
- 6 such as division/unit newsletters. 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



VI. Employer Responsibility - Investigation

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

IV. Employer Responsibility – Corrective Measures

- Take appropriate corrective disciplinary action up to and including termination of employment where organizational policy has been violated.
- 12 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
- providing supplemental or tailored sexual harassment training; or restructuring the harassment incidents by updating policies and communicating them to the workforce; working environment or reporting relationships. Take reasonable action within the organization to reduce the likelihood of future sexual
- Follow up with the complainant (victim) at regular intervals to ensure they and the workplace remains free from sexual harassment

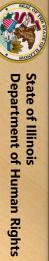
Completion & Certification

Thank you for completing the

2020 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.



2020 Sexual Harassment Prevention Training Certificate of Participation

Harassment Prevention Training pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-109. I certify that I have carefully read and reviewed the content of, and completed, the 2020 Sexual

Training Participant Information:		
(Printed Name - First, Middle Initial, Last)	Last) (Signature)	(Birth Month and Day)
Training Date/Location:		
(Company Name/Work Location)	(Training Date) Training Method	thod