



Sexual Harassment
Prevention Initiative
Guide

The products in this guide were developed to focus attention on preventing, eliminating, and addressing sexual harassment. The goal is to prevent sexual harassment at the earliest opportunity.

These products were created by the Defense Equal Opportunity Management Institute (DEOMI) in conjunction with the assistance of the Office of Diversity Management and Equal Opportunity and the Military Services.

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Overview

DEOMI has released a sexual harassment (SH) prevention initiative to raise awareness on this topic. The initiative will consist of a variety of items to raise leader and member awareness, educate a broad audience, and promote discussion on this important issue. Initiative materials use an anthropomorphized technique (using non-human characters) to highlight sexual harassment behaviors that can occur, the impacts/costs to individuals and the organization, and prevention strategies. The characters are designed to highlight these concepts without attribution to rank, Service, military or civilian status.

Purpose: To provide sexual harassment awareness products to the field, fleet, and wing using a variety of media methods. DEOMI has released themed posters, active media (animations), a prevention pamphlet, and one-pagers (which support each poster with short discussion questions and information) focused on raising sexual harassment awareness. Each poster is embedded with two Quick Response Codes (QRC) which, when scanned with a smart phone device, provides an animation and prevention message to support the poster graphics (right-side QRC); and links to a one-page information sheet (one-pagers) (left-side QRC). Items can be used singularly or combined to reinforce the intended message. Download a free QRC reader/scanner from any app store that supports your smart phone device.

Leader Engagement: Some members may find humor in these items, may take them lightly, or attempt to make fun of the content being displayed. This is a common reaction to difficult subjects. The items depict real sexual harassment behaviors that occur frequently to many people and members' reactions to these items may be an indicator of the actual feelings, interpretations, and beliefs of unit members. Leaders/practitioners should identify and note reactions for use as teaching points during unit training. Although most members will understand the messages, you may find that some may not grasp the concepts, may mimic the behaviors, or intentionally misconstrue the message. They may even use comments displayed in the posters towards others. This is an excellent engagement opportunity for the leader/practitioner to ask:

- What makes this issue funny?
- What part of the message stated: "Prevent Sexual Harassment" did you miss?
- How are reactions/behaviors contrary to/or supportive of the message?
- Would reactions/behaviors be the same if you were discussing racial, religious, or other types of discrimination?
- What reinforcement training is needed?
- What aspects of this topic need specific attention during training?

Target Audience: Although these concepts can apply to any of the 5 generations currently in the workforce, these items are primarily targeted at young leaders and adults who are entering the work force (millennials). This initiative uses media technologies and methods common to this generation.

Concept: The initiative includes posters and support items that were designed to be made available in sequence (one poster could be deployed the first week of each month). **However, leaders can employ the items in any manner that best fits their unit needs and training plan.** Leaders are encouraged to use the awareness materials for discussion points and to incorporate them into their sexual harassment prevention training. A recommended pre-phase includes an introductory poster (Your

Town) and related items to draw interest in what's coming next. It should be displayed for at least two weeks prior to the first poster if they are presented in sequence over time.

Products: There are five products to assist you in this initiative. The below items are available for download on deomi.org: **This is a flexible program and leaders can use all, or a select number of items, and employ them in a manner that best fits the leader/organization's needs in supporting the unit prevention programs.**

- Implementation & Discussion Guide – This guide (the one you are reading) informs Equal Opportunity/Equal Employment Opportunity (EO/EEO) practitioners and leaders about the sexual harassment prevention initiative and potential methods for employing items. It also provides detailed information and discussion questions about the topic. The provided items are designed to support local leader initiatives and can be employed as the leader desires.
- Posters - Poster image files (7) formatted to print a 9" x 12" poster. These image files can be rescaled to print posters up to 30" x 40" if desired. Organizations should identify wall space and printing capabilities before coordination for print. The concept/intent is for leaders to present/display the introductory poster for two weeks to spur attention and interest in the initiative. Then subsequent posters are released and displayed in sequence (about one per month) in a high-visibility common area. Recommend one main display with all posters hung in sequence as released. Place additional posters in other common areas to complement the main display and to maximize exposure.
- Poster animations. An animation has been developed to support each poster. These (.mpeg) files can be accessed through the provided uniform resource locator (URL). These animations can also be accessed by scanning a QRC found on the related poster (right side QRC).
- One page information sheets (one per poster). These one-pagers are downloadable from deomi.org. These items can also be accessed by scanning a QRC located on each poster (left side QRC). One-pagers can be displayed with the poster or separately and used to:
 - Promote thought/discussion and potentially strategy development during standard training sessions.
 - Reinforce and highlight the demonstrated behaviors/non-verbal expressions in the poster and start conversations on effects on individuals and the organization.
 - Explore related and periphery concepts displayed in the posters and animations which may lead to or support sexual harassment behaviors (flirtation, dating behaviors, lack of bystander intervention, fraternization, etc.).
- A prevention pamphlet that consolidates all the related posters into one document with information/questions to stimulate thought and discussion on this issue. This item could be produced and distributed to unit members or left in common areas to expose members to this initiative. A QRC within each segment will link to the same animation displayed to support each poster.

Employment Methods: These aforementioned items can be employed as designed or in a variety of other ways to support a leader's sexual harassment prevention training program. Employment methods include:

- Standalone posters for public awareness w/embedded QRC links to animations and information pages to reinforce the message. Leaders may elect to introduce these items during EO/EEO led small group sessions if desired, and then later post them in open venues.
- Linked animations which can also be used to:

- Introduce SH training and discussions (individual segments or clip with all animations).
- Support commander/practitioner emails with unit developed SH prevention messages.
- Provide SH Awareness Announcements (put in a rotating marquee board concept).
- Linked one-pagers with information and discussion points. Can be:
 - Printed and posted as a display item alongside the related poster to further explain the concepts depicted (this option is recommended).
 - Emailed with other materials to expound upon the message.
 - Used as handouts to promote discussion and augment training.
- Subsequent printing and use of the prevention pamphlet to raise awareness and discussion on this topic. Place it in common areas and waiting rooms to inspire reading/use.

All items can be downloaded at: <https://www.deomi.org>, then select the Human Relations Toolkit tab, then Sexual Harassment under Harassment Prevention. Leaders and practitioners should review the items and develop their own employment plan that best fits their local needs. It may be beneficial to submit all posters in each phase at one time to your supporting printing production agency to reduce repetitive single printing requests. A recommended timeline for displaying/posting each poster is found below.

Recommended Timeline

Pre-Phase: Deployment Day - Unit coordinates for printing items and develops unit employment plan.

Phase	→					
D +45	D+60	D+90	D+120	D+150	D+180	D+210
display	display	display	display	display	display	display
Your Town	Street	Office	Cafe	Campus	Beach	Final Thoughts
Poster	Poster	Poster	Poster	Poster	Poster	Poster

Equal Opportunity Advisor/Command Climate Specialist/Equal Employment Opportunity Role:

The products in this initiative are developed with the intent of getting organization members talking about and recognizing what constitutes sexually harassing behaviors. Most people will easily identify the behaviors depicted in the products and understand why they present a sexually harassing environment. However, some members may neither recognize nor understand why these behaviors constitute sexual harassment. They might even think they are funny. These behaviors regularly occur and they are inappropriate. Practitioners should have a clear understanding of the definition of sexual harassment and underlying behaviors that support and manifest it so that they can express these concepts to unit members. Practitioners should coordinate with their unit leadership on the employment methods that will best support and augment their local training initiatives/programs.

Sexual harassment can be exhibited in many ways and some members may not recognize the differences. There are two types of sexual harassment: hostile environment and quid pro quo. The majority of sexually harassing incidents involve inappropriate behaviors that foster a hostile environment. Quid pro quo harassment – Latin for “this for that” – involves the abuse of power or position and the voluntary or coerced exchange of favors for sex. “Do something for me and I can

do something for you.” Or, “do something for me or I won’t do something to you.” Quid pro quo sexual harassment is much easier to identify but less prevalent than hostile environment harassment.

There are three main categories on how sexually harassing behaviors can be expressed: verbal, non-verbal, and physical contact. Rarely does one category of harassment exist on its own. Typically a sexually harassing incident includes a combination of several different behaviors. Practitioners should be prepared to assist members and discuss how the behaviors shown in the products constitute sexual harassment.

Practitioners should also be prepared to discuss how other, seemingly innocuous behaviors such as flirtation, suggestive compliments, repeated/unreciprocated requests for dates or perceived dating behaviors, and kidding/jokes/horseplay can manifest into or be interpreted as being a sexually hostile environment by either a potential victim or a second party observer. They should also know the differences between sexual harassment and sexual assault, retaliation, and reprisal.

The practitioner’s recommended role in this initiative is to:

- Inform leaders on initiative elements
- Coordinate the local unit employment plan for products
- Coordinate for required printing and display of items
- Observe members’ reactions, behaviors, and comments on the poster content
- Answer members’ questions and discuss/explain sexual harassment behaviors and prevention techniques
- Incorporate elements to augment the unit training program
- Facilitate honest discussions with unit members about this topic
- Reinforce leadership’s policies on preventing sexual harassment
- Encourage members to explore/develop their own strategies to prevent sexual harassment

To learn more about this initiative and to find other tools and products to support the improvement of your command’s climate, visit DEOMI.org. There, you will find e-learning courses, downloadable posters, lessons, training videos, and other items pertaining to equal opportunity/equal employment opportunity and other organizational effectiveness areas.

This guide is intended for use in conjunction with the Sexual Harassment Prevention Initiative materials.

The remainder of this guide is formatted as follows:

- The first item in each section is a document which explains the intent of the poster/animation and provides points and related information that can be used to explain the concepts. This is for leader/practitioner use in becoming familiar with possible reactions and responses to the items.
- Second, you will see an image of the poster to be displayed.
- The third item will be a copy of the one-pager that supports the poster. This item includes questions for the observer and provides some discussion points.

Do not print the provided one-pagers included in this guide to augment the poster or to hand out in training. The version in the guide is provided only to inform leaders and practitioners about the product and it is marked with “sample” across the page. Print and use the versions which are provided separately as independent .pdf files on deomi.org for unit use.

Note: This guide **is not** designed to be shared with unit members but is provided to help standardize leader/practitioner responses. As you use this guide to prepare for the initiative, it is important to understand that all member responses may not be covered in this guide. Trained personnel should lead discussions, address concerns, answer questions, and explain concepts.

Introduction

Your Town

Objective

Introduce the SH Initiative. Using this, the viewer should become aware that a sexual harassment initiative is forthcoming. This is the first in a series of posters used to raise awareness and increase members' attention that sexual harassment needs to be stopped. It should be displayed two weeks before the first poster in the initiative.

Introduction

Sexual harassment is a concern in all environments. Anyone, anytime, or anywhere can be sexually harassed. Peers, co-workers, bystanders, and leaders at all levels must be proactive in addressing sexually harassing behaviors. Shed the light in your town and ensure sexism and sexist comments and harassment are immediately addressed when identified!

In this portion of the initiative, you may identify or hear comments such as:

- | | |
|---|--|
| 1. What is this poster depicting? | <ul style="list-style-type: none">• A road entering into a small town. |
| 2. Why does this poster have images of animated objects instead of people? | <ul style="list-style-type: none">• Objects are used in place of individuals in this initiative to maintain the focus on sexual harassment <i>behaviors</i>, independent from indicators of sex, rank, Service, military or civilian status. |
| 3. What makes this initiative different from other SH awareness programs? | <ul style="list-style-type: none">• This SH initiative introduces new technologies and a different way of demonstrating some of the most common sexually harassing behaviors. It uses the personification of everyday objects and short animations to show potential behaviors in a non-threatening environment. An accompanying one-pager information sheet identifies behaviors in the poster and provide discussion points. |
| 4. How does this initiative work? | <ul style="list-style-type: none">• This initiative consists of a series of posters to be displayed. Each organization is different, so it is imperative to discuss options with senior leaders to ensure the initiative's intent is received and understood. |

Animation

The poster's animation depicts a darkened road entering into a small town. A car radio plays. A newscaster explains that another sexual harassment incident has occurred. The Lamp introduces that sexual harassment is a recurring issue. A road sign, "Welcome to Your Town" is visible. The Lamp offers to see what is going on in Your Town. See the animation at: https://www.deomi.org/main/video.cfm?id=SHPI-Animation_Your-Town.

Conclusion

Sexual harassment is not always easy to identify. Even when it is, not everyone will address or correct it. These harassing behaviors must not be tolerated. Leaders must not be accepting of excuses that may be offered for offensive behavior. Leaders should also be aware of victim-blaming, or viewing the victim, and not the harasser, as the problem; and implement measures to ensure those affected are not retaliated or reprimed against or ostracized.



SAMPLE

Sexual Harassment Prevention

Good Day,

This poster is here to introduce a new sexual harassment prevention initiative. This initiative is intended to get each of us thinking about the categories and types of sexual harassment that exist.

There are two types of sexual harassment: **hostile environment** and **quid pro quo**. The three categories of sexual harassment are: **verbal, non-verbal, and physical contact**.



Did you know?

- Sexual harassment in the military is widely recognized by Service Members with 77% of women and 49% of men describing them as “common” or “very common” occurrences.
- The majority of sexual harassment violations involve experiences consistent with a sexually hostile environment.
- Male and female junior members (enlisted and officers) experience sexual harassment at a higher rate than senior members.
- In one survey 67% of men and 54% of women who experienced sexual harassment did not tell a supervisor, unit leader, or Equal Employment Opportunity/Military Equal Opportunity representative.

Discussion:

This poster depicts the entrance of your town. It is dark and we don’t know what is in front of us or what is coming next. On the right side is a quick response code which links to an animation. Scan it and an animation will play. The lamp is used to provide light on this important issue and expresses, “Don’t Stay in the Dark! PREVENT Sexual Harassment.” You should be curious, what comes next?

In the near future, posters similar to this one will be displayed in your area. Each one will explore a different aspect of sexual harassment. When you see them, think about the message it is bringing to your attention.

If it provides an example of sexual harassment, what type is it? What is its impact on the members of your organization, your unit, and the mission? Ask yourself if you’ve seen any of these or like behaviors displayed in your organization? And most importantly, ask what are you doing to correct them?

Posters, related animations, and discussion pages are available for download at the Defense Equal Opportunity Management Institute (DEOMI) website at: <https://www.deomi.org>, then select the Human Relations Toolkit tab, then Harassment Prevention.



Physical

On the Street

Objectives

- *Identify the category of SH.* This poster represents **physical sexual harassment**. Physical sexual harassment refers to an individual making inappropriate physical sexual contact with another individual and may include: blocking a passageway, touching, patting, pinching, bumping, grabbing, grazing, cornering, kissing, etc.

- *Actions.* Using a “reasonable personal standard”, understand that this behavior must not be tolerated.

Introduction

Sexual harassment can include inappropriate touching of a sexual nature.

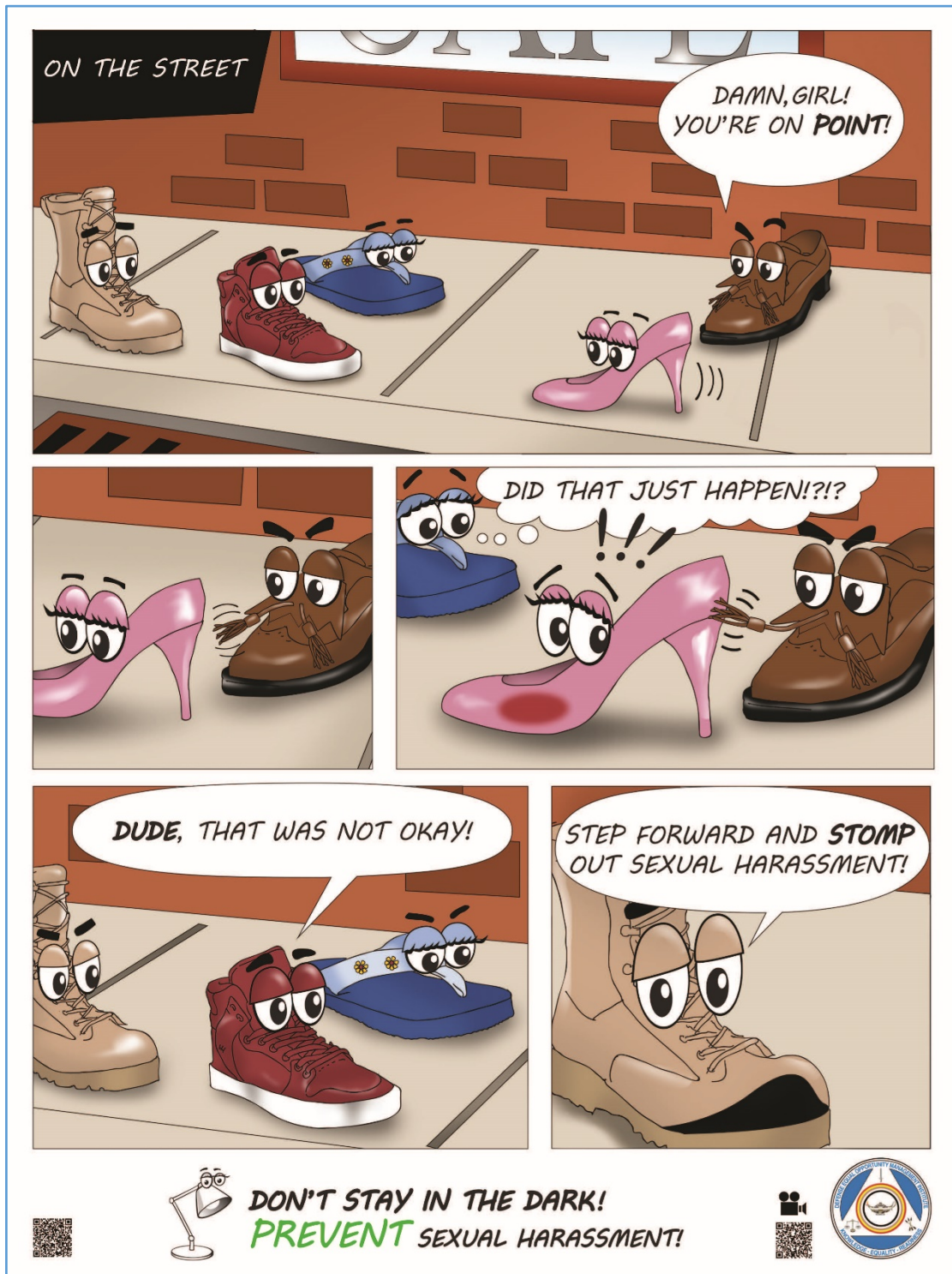
- 1. What is this poster depicting?**
 - The loafer makes an inappropriate comment and then touches the high heel with its tassels.
 - The high heel does not want or enjoy the physical contact. Its cheeks redden in embarrassment indicating the contact is neither wanted nor desired.
- 2. Why is this sexual harassment and not sexual assault?**
 - In some instances the line between sexual harassment and sexual assault is very narrow. Because the placement of the tassel slightly on the back, the action isn't egregious. But that is no excuse for the contact. Individuals should contact a SAPR Victim Advocate or Sexual Assault Response Coordinator if they are uncertain about whether or not a sexual assault occurred.
 - A standard used to determine if a behavior constitutes sexual harassment. It assesses what a reasonable person's reaction to a behavior would be under similar circumstances. It also considers the recipient's perspective and not stereotyped notions of acceptable behavior.
- 3. What is the “reasonable person standard”?**
- 4. What can I do if I (or someone else) is being sexually harassed?**
 - Immediately and safely address the situation: confront the harasser, write a note telling them to stop, report it to someone (a supervisor, a manager or a professional responsible for your sexual harassment program) or file a formal complaint.
 - Provide training so members understand what physical and verbal behaviors look like.

Animation

The poster's animation depicts shoes on the street. As the animation progresses, the loafer makes a comment to an approaching shoe using a sexist term “girl,” and touches it with its tassel. The pink shoe's cheeks redden in embarrassment. The other shoes challenge the inappropriate behavior and state it is not okay. See the animation at: https://www.deomi.org/main/video.cfm?id=SHPI-Animation_On-the-Street.

Conclusion

Sexual harassment of a physical nature may be difficult to identify. Determining inappropriate physical contact is dependent upon what the recipient perceives. One should ask if a reasonable person would have felt it was sexual harassment. In any case, keep your tassels, or hands, to yourself. Don't touch people unless they ask or give you permission. Don't assume you have the right to touch anyone or that your touch doesn't mean anything. Too many people have lost their jobs/careers or reputations by making this poor assumption. Don't be the next one!

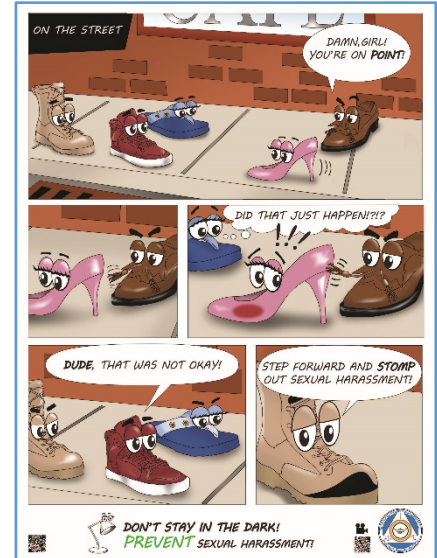


SAMPLE

Sexual Harassment Prevention

Consider:

1. Do you feel this situation depicts sexual harassment? What makes you believe this is/is not sexual harassment?
2. Does this scenario reflect a compliment or does it reflect a sexually hostile environment?
3. How do you help prevent these types of behaviors from occurring?



Discussion:

This situation depicts **physical sexual harassment**. The loafer inappropriately touched the high heel's back with its tassels. The action was unsolicited, deliberate, and unwanted, and the shock and embarrassment displayed by the recipient indicate they were offended and felt sexually harassed. The behavior created a hostile environment.

Physical sexual harassment refers to an individual making inappropriate physical contact with another individual, and may include: touching, patting, pinching, bumping, grabbing, grazing, cornering, blocking a passageway, kissing, etc.

When determining whether sexual harassment occurred, one must ask whether a reasonable person would perceive an individual's actions as so severe or pervasive as to be intimidating, hostile, or offensive. You must also consider the intent of the behavior versus the impact it has on others. In any case, keep your hands—or tassels—to yourself. Don't assume you have the right to touch anyone or that your touch doesn't mean anything.

The loafer's comment also contributes to the sexually harassing environment by the use of sexist language - the term "girl"- and in the way that it was said. Nothing should prohibit polite, respectful, or cordial comments and compliments. But the comment and the touch were out of bounds. And, the other shoes challenged the loafer and expressed that sentiment. Do not be afraid to compliment others; just make sure they are professional and respectful. Our environment must be a place where members are able to interact without being subjected to unwanted, unsolicited, or inappropriate comments or actions.

In some instances the line between sexual harassment and sexual assault is very narrow. How and where an individual was touched can also make a difference. Individuals should contact a SAPR Victim Advocate or Sexual Assault Response Coordinator if they are uncertain about whether or not a sexual assault occurred.

This poster, related animation, and discussion page are available for download at:

<https://www.deomi.org>, then select the Human Relations Toolkit tab, then Harassment Prevention.



Verbal

At the Office

Objectives

- *Identify the category of SH.* This poster reflects **verbal and non-verbal sexual harassment**, which lead to a **hostile environment**.
- *Actions.* Recognize what makes this verbal and non-verbal sexual harassment, how to identify it, and what to do once you observe it.

Introduction

Each of us has a responsibility to maintain a positive, environment free of sexual harassment. We can't afford to be passive bystanders who ignore or go along with inappropriate behavior.

In this portion of the initiative, consider:

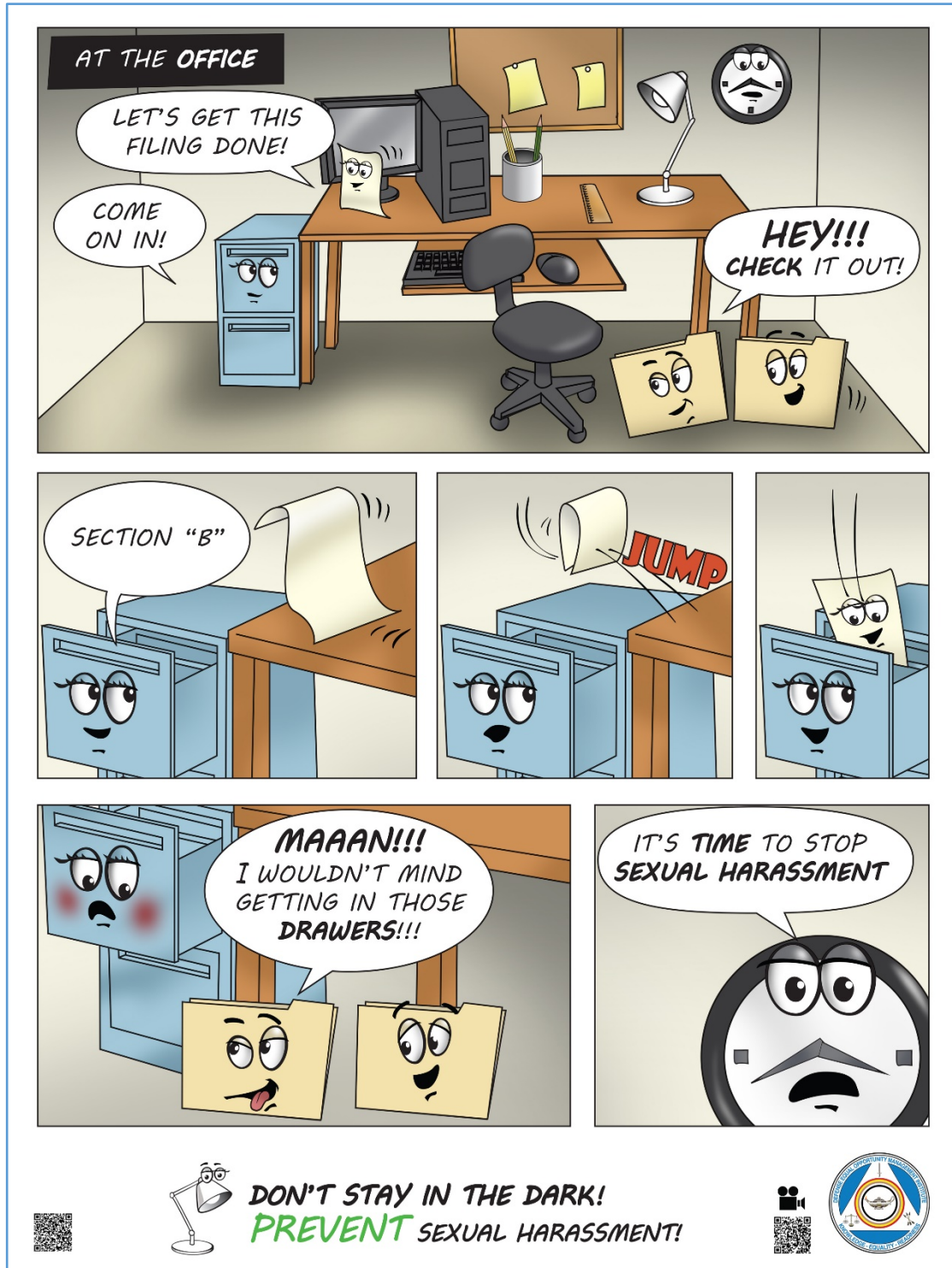
1. **What does this poster illustrate?**
 - A file folder makes comments (sexual innuendo) towards an open file cabinet. Suggestive facial expressions are being made by the folder.
 - The observer (2nd folder) does not challenge but rather supports the inappropriate behavior. This action/inaction also contributes to sexual harassment.
 - The folders are creating a hostile environment.
 - The filing cabinet is expressing shock and embarrassment (red cheeks). It is clear the behavior is undesired.
2. **Does the open drawer suggest that the cabinet is open to the behavior? Should a person's actions or clothing be a contributing factor to being sexually harassed?**
 - No matter what an individual wears (a low cut blouse, muscle shirt, short skirt, tight pants, or an open shirt) or how they behave, they should not be sexually harassed.
3. **What should the observing file folder have done? What can I do if I hear comments or see behavior such as this?**
 - Don't go along with the inappropriate behavior.
 - Tell the offender what they said was wrong and why it was wrong.
 - Be an active intervener. Pull the perpetrator aside and away from the victim.
 - Notify the appropriate personnel/agencies of the situation.

Animation

The animation for this poster depicts two file folders leering at an open file cabinet. One file folder makes a suggestive comment about the file cabinet while the other reinforces the behavior through its expressions. The file cabinet's cheeks redden. The clock speaks up and states that this behavior should stop. See the animation at: https://www.deomi.org/main/video.cfm?id=SHPI-Animation_At-the-Office.

Conclusion

No one deserves to be sexually harassed no matter what they wear, how they appear, or how they act. If you observe a questionable action or someone being actively harassed, step forward. Don't be a passive observer who contributes to the negative environment by encouraging the behavior. Be an active intervener and stop the inappropriate behavior. And, if you don't feel comfortable or safe in interceding, get others involved or create a distraction to separate the parties. Then report it to an appropriate leader.



SAMPLE

S Sexual Harassment Prevention

Consider:

4. Do you feel this situation depicts sexual harassment? What makes you believe this is/is not sexual harassment?
5. Should the second file folder have challenged the comment made?
6. What else could possibly happen if this behavior continues and is not immediately addressed?

Discussion:

This situation depicts verbal and non-verbal sexual harassment. The file folders implied a sexual connotation with the comment made and their visual gestures. The folders' actions created a **hostile environment**.

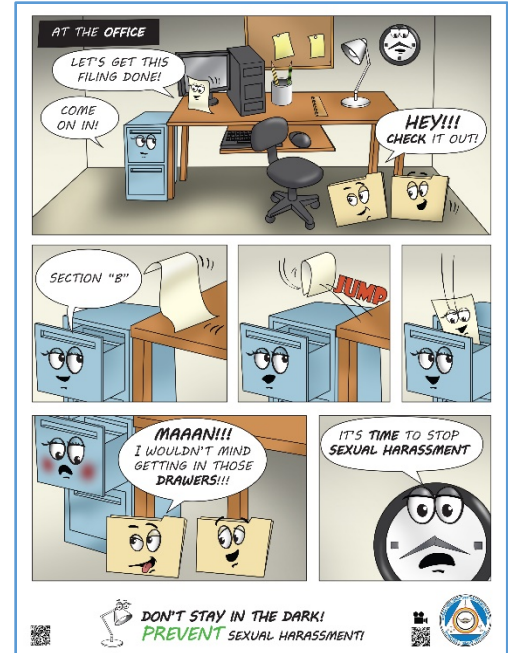
You may notice that the cabinet drawer is open. It's important to understand that no matter how far the drawer is open (what an individual is wearing – i.e., an unbuttoned shirt, muscle shirt, V-neck blouse, tight pants, or short shorts or short skirt), the folder is not permitted to harass the cabinet.

By witnessing without challenging the behavior, the second folder is also guilty in the inappropriate behavior. As a bystander, we have a professional and moral obligation (and potentially legal one) to challenge and stop the inappropriate behaviors.

If left unaddressed, this behavior has the potential to evolve into something more serious, such as a sexual assault. A recent study found women who were sexually harassed are 16 times more likely to be sexually assaulted. Men who were sexually harassed are 50 times more likely to be sexually assaulted.

We have an obligation to take care of each other. We can't afford to be inactive bystanders. Stop this type behavior in its tracks!

This poster, related animation, and discussion page are available for download at the Defense Equal Opportunity Management Institute (DEOMI) website at: <https://www.deomi.org>, then select the Human Relations Toolkit tab, then Harassment Prevention.



Verbal

At the Cafe

Objectives

- *Identify the category of SH.* The poster reflects **verbal sexual harassment**. The statement clearly depicts an inappropriate invitation. This type of behavior does not belong and can create a hostile environment.
- *Actions.* Recognize what makes this verbal sexual harassment, how to identify it, and what to do once you observe it.

Introduction

Using sexual innuendos can be a sexually harassing act. Repeated and unwanted comments of this kind can only lead to trouble.

In this portion of the initiative, consider:

- 1. What is this poster depicting?**
 - The pizza is making an inappropriate sexual comment as it interacts with the soda cup (verbal tone and expression).
 - The soda cup's expression and red cheeks indicate its embarrassment. Its comment, "How many times can I say no?" expresses that this is a recurring behavior. It is clear the cup doesn't appreciate the comment and the actions are unwanted and unreciprocated.
- 2. What are some other examples of verbal sexual harassment?**
 - Using sexual innuendos to frame comments, jokes, or "compliments."
 - Whistling, making sexually suggestive sounds, etc.
 - Telling jokes of a sexual nature, making sexual references.
 - Repeated sexual advances/dating behaviors which are unreciprocated. Or, asking about your "love" life, or without asking, expressing theirs.
 - Sexist terms (such as honey, babe, sweetheart, hottie, cutie, etc.) can foster this environment.
- 3. What can I do if I (or someone else) is being sexually harassed?**
 - Address the situation: confront the harasser, write a note telling them to stop, report it to someone (a supervisor, a manager or a professional responsible for your sexual harassment program) or file a complaint.
 - Provide training so members understand what appropriate and inappropriate verbal behaviors look like.

Animation

The animation for this poster depicts a pizza making suggestive comments and expressions to a soda cup. The soda cup's cheeks redden in embarrassment and it frowns at the behavior. At the end of the animation the pepper shaker states to stop this behavior. See the animation at:

https://www.deomi.org/main/video.cfm?id=SHPI-Animation_At-the-Cafe.

Conclusion

Some people love to "push the envelope" especially when it comes to advances of a sexual nature. They make suggestive comments and then if caught or challenged, they try to brush it off and imply others have misconstrued what they've said. You may have seen it happen before. Don't let this type of behavior persist. Take it seriously, discuss it with your members, and stop these actions in their tracks. This type of behavior doesn't belong in our professional environment.

BACK AT THE CAFE

OH BOY! HERE WE GO AGAIN...

LOOKS LIKE YOU WERE WAITING FOR ME!





GET IT WHILE IT'S HOT!

HOW MANY TIMES CAN I SAY NO?

UNBELIEVABLE!?!

SHUT THE BOX ON **SEXUAL HARASSMENT!**

DON'T STAY IN THE DARK!
PREVENT SEXUAL HARASSMENT!

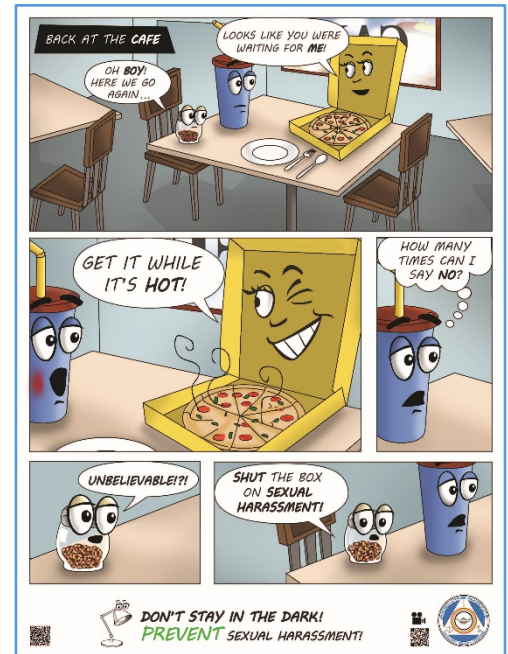


SAMPLE

Sexual Harassment Prevention

Consider:

7. Do you feel that this situation depicts sexual harassment? What makes you believe this is/is not sexual harassment?
8. Does this scenario reflect harmless flirtation or does it reflect a sexually hostile environment?
9. How do you make sure your area isn't adversely affected by these types of behaviors?



Discussion:

This situation depicts **verbal sexual harassment**. The comment made coupled with the manner in which it was delivered demonstrates a hostile environment. As indicated by the recipient's expression, the sexual advance was unwanted (see the soda cup's pink cheeks and open-mouthed expression). The recipients' comments reflect that this is a deliberate and recurring behavior and it is unwelcomed.

Another key element to consider when determining whether sexual harassment occurred is the intent of the behavior versus the impact it has on others. In evaluating an incident that occurred, the impact the behavior had on the recipient is the primary basis in making a determination.

Behaviors that some might consider flirtatious can actually foster a sexually hostile environment, especially if they are unsolicited or unwelcomed. Challenge these recurring behaviors and tell the offender they are unappreciated. If an individual expresses a desire for this type of behavior to cease, the behaviors must stop. If it doesn't report it.

Our environment must be a place where members are able to live and interact without being subjected to unwanted, unsolicited, or inappropriate comments. Don't let this type of behavior persist. Take it seriously, discuss it with your members, and stop these type behaviors.

Members must ensure they remain professional and observe interactions between others. Watch for signs and work together to eliminate sexual harassment.

This poster, related animation, and discussion page are available for download at the Defense Equal Opportunity Management Institute (DEOMI) website at: <https://www.deomi.org>, then select the Human Relations Toolkit tab, then Harassment Prevention.



Quid Pro Quo

On Campus

Objectives

- *Identify Type of SH.* This poster reflects **quid pro quo** sexual harassment.
- *Actions.* Recognize and understand the term “quid pro quo” and what it means and how to prevent sexual harassment.

Introduction

Quid pro quo involves the abuse of power or position and violates the principles of leadership and all the Services’ Core Values. Quid pro quo is the tradeoff of favorable actions or threat of adverse actions in exchange for sexual favors.

In this portion of the initiative, consider:

1. **What do you see when you look at this poster?**
 - A computer tower leering at a computer monitor. The computer monitor is clearly uncomfortable with the situation.
 - The tower wants something from the monitor.
 - The tower has power over the monitor.
 - The monitor may feel it has to give in or that it has no other choice but to do what the tower wants it to do.
 - The tower is targeting the new monitor.
2. **What is Quid Pro Quo?**
 - Quid Pro Quo is a Latin term meaning “this for that.” In other words, if you do this for me, I will do this for you. Or, if you don’t do this for me, I will do this to you or not do this for you.
3. **What can I do if I hear comments such as this one?**
 - Recognize it is a form of sexual harassment.
 - Be an active intervener. Tell the perpetrator what they said was wrong and why it was wrong.
 - Assist the victim to ensure the behavior does not continue any further.
 - Notify higher level leadership. This type of behavior cannot be allowed to continue.

Animation

This animation depicts an abusive computer tower and computer monitor being sexually harassed. The computer tower makes statements implying it has power over the monitor and that the monitor should do as the tower wants. Their keyboard comments reveal this is a recurring behavior and says hit “delete” to stop it. See the animation at: https://www.deomi.org/main/video.cfm?id=SHPI-Animation_On-Campus.

Conclusion

Stop this type of sexual harassment. True leaders do not abuse or take advantage of their subordinates. People who demonstrate this type behavior do not deserve to be leaders in our organizations. Take swift, prompt action against offenders. Do not let these type of abuses occur on your watch.



DON'T STAY IN THE DARK!
PREVENT SEXUAL HARASSMENT!



Sexual Harassment Prevention

Consider:

10. Do you feel this situation depicts sexual harassment? What makes you believe this is/is not sexual harassment?
11. Does this scenario reflect a harmless comment made by a superior or does it reflect a sexually hostile environment or something else?
12. How do you make sure your workplace isn't adversely affected by these types of requests?



Discussion:

This situation depicts **quid pro quo sexual harassment**. Quid pro quo is a Latin term that means “this for that.” This type of sexual harassment occurs when submission to or rejection of sexual conduct is made explicitly or implicitly a condition or term of a person’s job, pay, or career.

Quid pro quo can involve unwarranted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It can involve threats of adverse action if the person does not submit, or promises favorable actions if the person does submit. Examples include demanding sexual favors in exchange for a promotion, award, or favorable assignment; or disciplining, penalizing, or threatening a poor evaluation on a subordinate who refuses a sexual advance.

In a quid pro quo sexual harassment situation, the harasser is usually someone who is in a position of power. The victim is usually a person who feels they must respond to the sexual advances in order to gain something they need or want, or keep something negative from occurring.

The computer tower is clearly implying a senior-subordinate relationship and that more is expected from the computer monitor. And, it appears the tower targets newer members who may not know the system or be confident enough to challenge the inappropriateness. Our environment must be a place where members are able to perform without being subjected to unwanted, unsolicited, or inappropriate comments or actions. Everyone needs to feel confident in their teammates and leaders.

Members who demonstrate this type behavior do not deserve to be leaders in our organizations. Do not let these type of abuses occur on your watch.

This poster, related animation, and discussion page are available for download at:
<https://www.deomi.org>, then select the Human Relations Toolkit tab, then Harassment Prevention.



Objectives

- *Identify the category of SH.* This poster reflects **non-verbal sexual harassment**. This behavior (non-spoken) or actions taken of a sexual nature, creates a hostile environment.
- *Actions.* Recognize what makes this non-verbal sexual harassment, how to identify it, and what to do once you observe it.

Introduction

The phone's expression clearly indicates it does not appreciate the undesired, unwanted attention. Sexual harassment behaviors do not have to be spoken.

In this portion of the initiative, consider:

- 1. What is this poster depicting?**
 - Multiple texts on the phone screen reflect repeated and persistent actions of a sexual nature, it's pervasive.
 - The phone is visibly unhappy and the texts are unwelcomed.
 - It appears the items are numerous attempts to acquire a more personal relationship...a date. Is this just flirtatious behavior or something more serious?
- 2. How can someone be sexually harassed non-verbally?**
 - Staring at someone (undressing them with their eyes).
 - Blowing kisses, licking lips in a sexually suggestively manner, raising eyebrows, winking, etc.
 - Displaying sexually suggestive materials (images, drawings, notes, emails, sexting, social media, etc.).
 - Sending or texting unsolicited and unwanted unspoken behavior of a sexual nature (pictures, comments, jokes).
- 3. How do I know if this behavior exists?**
 - Watch peoples' expressions/actions as they interact with one another. How do they respond?
 - Go where members of your organization eat/work/play. Watch behaviors when members interact. Are they staring? Blowing kisses? Making facial expressions in a suggestive manner?
 - Look in bathrooms (on the walls), living spaces, common areas, work spaces: what is written/displayed? Do you observe inappropriate behaviors?
 - When does sexting cross the line? Social media has blurred this distinction. Commonsense should prevail...but does it?
- 4. What can I do if I observe non-verbal sexual harassment?**
 - Address the situation safely: confront the harasser, write a note telling them to stop, report it to someone (a supervisor, a manager or a professional responsible for your sexual harassment prevention program).
 - Provide training so members understand what non-verbal behaviors look like.
 - File an informal or formal complaint.

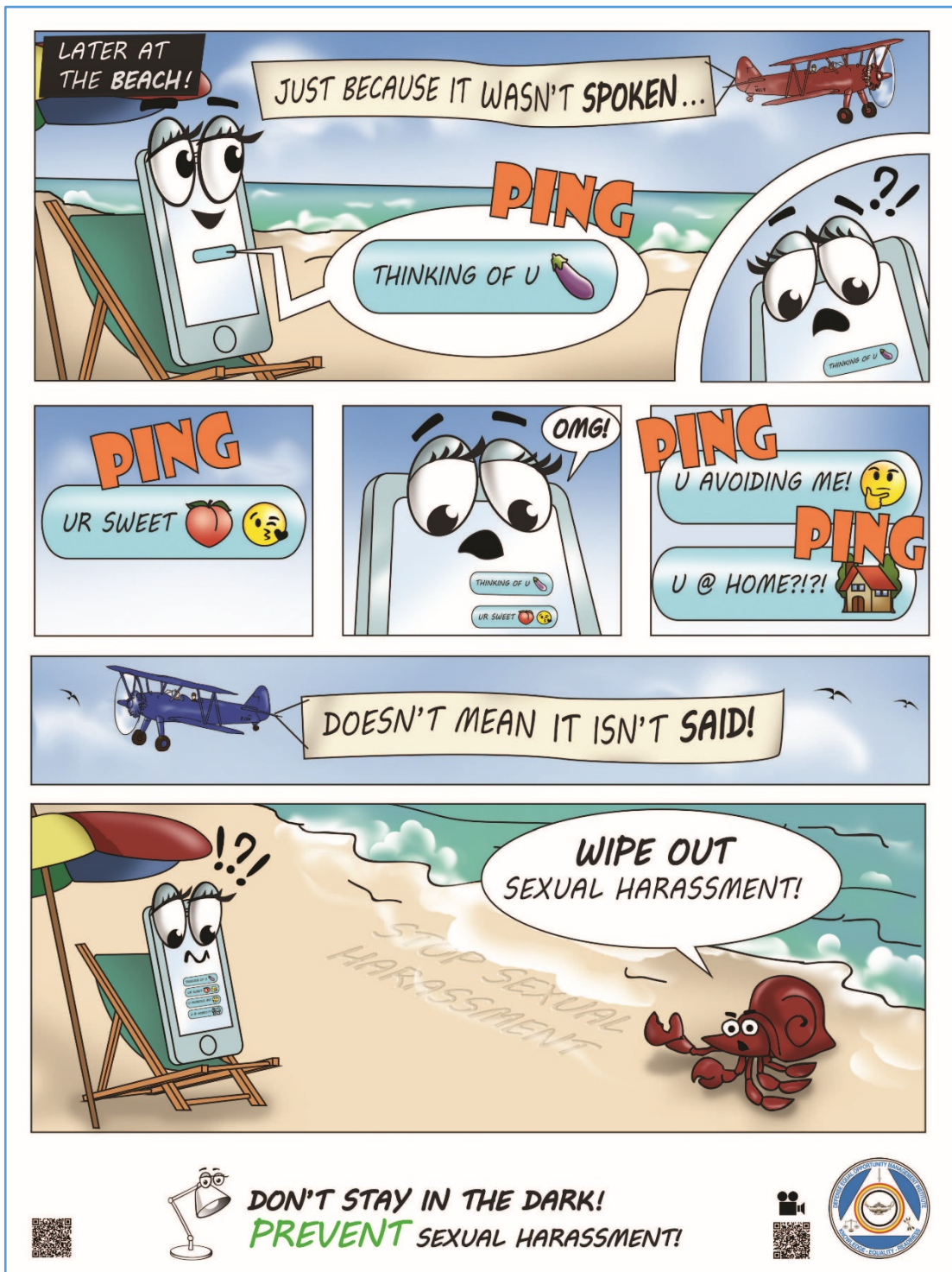
Animation

In this animation multiple texts begin to appear on the phone's screen with suggestive emoji and requests. The behavior is unwelcomed and not reciprocated. The phone is unhappy as seen from its expression. The perpetrator is creating a pervasive, sexually harassing environment. Writing appears in the sand stating to stop this behavior. A crab appears and states, "don't bury your head in the sand." You should be able to identify the sexual harassment. See the animation at: https://www.deomi.org/main/video.cfm?id=SHPI-Animation_At-the-Beach.

Conclusion

Non-verbal sexual harassment is not acceptable in any environment and is offensive.

Leaders must create enforceable policies to ensure all team members are held accountable for their actions. Members must recognize, know, and understand what types of non-verbal behavior can be viewed as sexual harassment. Be careful of periphery areas which can become or support a sexually harassing environment. Inter-office romances, dating behaviors, flirting, sexting, fraternization, etc., all have the potential to progress to something more severe and may impact not only the intended target of the behavior but third party observers as well. Social media has expounded this exposure and for some has blurred the unacceptability of these behaviors. Maintain a professional environment. Start conversations with your team members on this topic as all individuals may not view things the same. Discuss their differences in opinion. Then, set clear standards and stop these type behaviors.



DON'T STAY IN THE DARK!
PREVENT SEXUAL HARASSMENT!



SAMPLE

Sexual Harassment Prevention

Consider:

1. Do you feel this poster depicts sexual harassment? What makes you believe this is/is not sexual harassment?
2. Is this a harmless flirting or does it create a sexually hostile environment?
3. How can you prevent sexual harassment?



Discussion:

This poster depicts **non-verbal sexual harassment**. Non-verbal sexual harassment refers to an individual's unspoken behavior, or actions taken, that create a hostile environment. The phone is receiving deliberate texts that show repeated, unsolicited, and unwanted messages that create a sexually harassing environment. Sending or displaying sexually oriented or disparaging material (the emoji in the texts) to an unwilling participant is not acceptable.

When determining if sexual harassment has occurred, one must ask whether a reasonable person would perceive an individual's deliberate or repeating actions as creating an intimidating, hostile, or offensive environment.

The reasonable person standard has two components: the objective test and the subjective test. The objective test requires a hypothetical exposure of a "reasonable person" to the same sets of facts and circumstances – how would a reasonable person under similar circumstances react or be affected by the behavior? The subjective test requires that a person perceives the harassing behavior as so severe or pervasive as to be intimidating, hostile, offensive, or creates an abusive environment.

People should not be subjected to unwanted, unsolicited, or inappropriate comments, texts, emails, and the like. Members must know, recognize, and understand what types of non-verbal behaviors can be viewed as sexual harassment. Don't ignore it if you see it, or if it is brought to your attention. And, be sure you understand what the recipient desires, and then think, before you hit the send button.

All members must ensure they remain professional and vigilant. Watch for signs that team members are being sexually harassed. Address inappropriate behaviors promptly to eliminate sexual harassment.

This poster, related animation, and discussion page are available for download at the Defense Equal Opportunity Management Institute (DEOMI) website at: <https://www.deomi.org>, then select the Human Relations Toolkit tab, then Harassment Prevention.



Final Thoughts

**I was
Sexually Harassed**

Objectives

- *Call to Action.* Recognize and understand that each of these characters was sexually harassed. Many times others witnessed the behavior. What did they do about it? What would you do?

Introduction

Sexual harassment can manifest itself in many ways. It is critical that each of us understand the concept of sexual harassment and how it might appear. We should all be thinking about how we can prevent it before it happens. But, if we do see it or hear about it, we should do something to stop it.

In this portion of the initiative, consider:

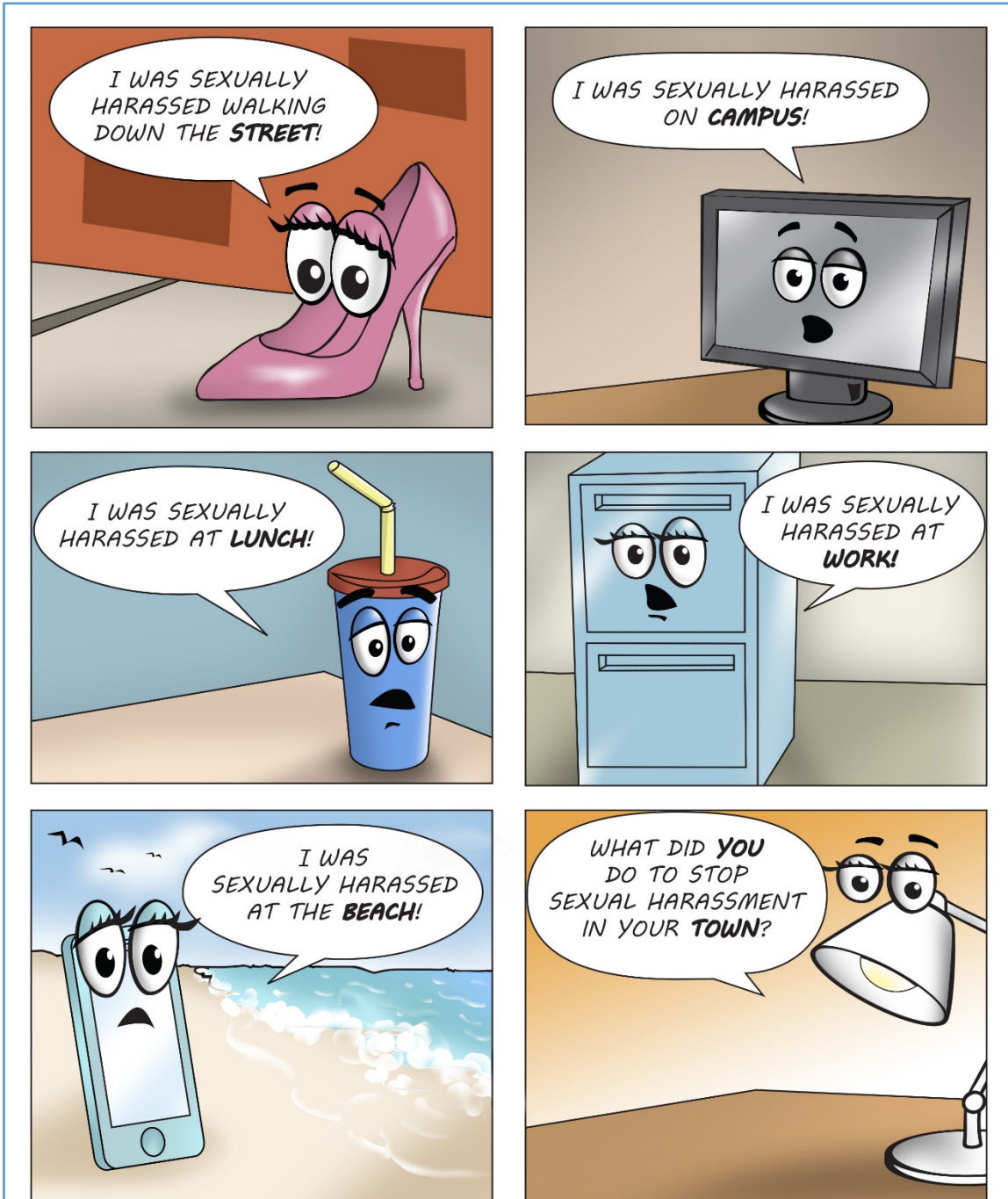
1. **What do you see when you look at this poster?**
 - Each of the characters from the previous posters and animations declare that they had been sexually harassed.
 - The desk lamp asks what I did about sexual harassment.
2. **Where did it occur?**
 - Sexual harassment can occur anywhere and at any time. It is essential that we all be vigilant to prevent and stop it no matter where it appears.
3. **What can we do?**
 - Recognize the forms of sexual harassment and how they can manifest themselves.
 - Think about what can you do to prevent these type situations from occurring.
 - Set parameters and standards so all know what is not allowed. Enforce them and hold members accountable.
 - Actively intervene. If you see a situation, tell the perpetrator what they said/did was wrong and why it was wrong.
 - Safely intervene and assist the recipient of the behavior/action to ensure it does not continue further.
 - Notify higher level leadership. These types of behavior cannot be allowed to continue.

Animation

This animation depicts the various characters stating that they have been sexually harassed at various locations. The desk lamp asks “What did you do about sexual harassment in your town?” See the animation at: https://www.deomi.org/main/video.cfm?id=SHPI-Animation_Final-Thoughts.

Conclusion

All of us have a role in preventing and stopping sexual harassment. First, we have to recognize what it is and take steps to prevent it. We should be looking at our climate to see if it explicitly or implicitly condones sexual harassment. If it does, we should correct it and build a climate that promotes respect. Additionally, if sexual harassment does occur, we need to take firm action against it. Train your leaders and subordinates, talk to your teammates, and share your thoughts and ideas. Discuss what you can do at the individual, relationship, leader, community, and societal levels to stop these abusive behaviors. Be a battle buddy and look out for one another. Together, let’s eliminate sexual harassment from “Our Town.”



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SAMPLE

Sexual Harassment Prevention

Consider

- Did you recognize these situations as sexual harassment?
- Did something like any of these situations ever happen to you? How did you deal with it? If it happened today, would you do anything differently?
- What would you do if you personally observed a like occurrence? Would you let it go? Would you address it?



Discussion:

Sexual harassment can occur anywhere, on or off-duty.

Each of us has a personal responsibility to eliminate sexual harassment, wherever it occurs. Many times we accept this type behavior because it is easier to excuse the behavior than identify there is a serious problem in our area. But, ignoring it helps no one. Only by recognizing and challenging these behaviors can we stop them.

Sexual harassment harms our team members and effects our mission readiness. Sexual harassment is also inconsistent with our Service's core values. Each of us should examine our own actions as well as those around us. We must correct those behaviors that undermine our relationships and abilities to defend this great nation.

Think of this. What is the impact on your organization, your unit, your friends, or the mission? Ask yourself if you've seen any of these or like behaviors displayed in your surroundings? And most importantly, ask yourself, what you are doing to correct them? Be the lamp that shines the light into the darkness.

Start a conversation with your team members on this topic. Discuss their differences in opinion. Then, set clear standards and stop these type behaviors in your town. Only then can we make a difference.

This poster, related animation, and discussion page are available for download from the Defense Equal Opportunity Management Institute (DEOMI) website at: <https://www.deomi.org>, then select the Human Relations Toolkit tab, then Harassment Prevention.



Summary/Read Ahead

Introduction: DEOMI has begun a sexual harassment (SH) prevention initiative. It consists of a variety of items to raise leader and member awareness, educate a broad audience, and promote discussion on this important issue. Items use an anthropomorphized technique (using non-human characters) to highlight sexual harassment behaviors that can occur, the impacts/costs to individuals and the organization, and prevention strategies. The characters are designed to highlight these concepts without attribution to rank, Service, military or civilian status.

Purpose: To provide sexual harassment awareness products to the field, fleet, and wing using a variety of media methods.

Method: DEOMI will release themed posters, active media (animations), one-pagers (which support each poster with short discussion questions and information), and a prevention pamphlet focused on raising sexual harassment awareness. Each poster is embedded with Quick Response Codes (QRC) which, when scanned with a smart phone device, provides an animation and prevention message to support the poster graphics; and links to other support items (one-pagers). Items can be used singularly or combined to reinforce the intended message.

Target Audience: Although these concepts can apply to any of the 5 generations currently in the workforce, these items are primarily targeted at young leaders and adults who are entering the work force (millennials). This initiative uses media technologies and methods common to this generation.

Concept: The initiative will include posters and support items that are designed to be made available in sequence. Leaders are encouraged to use the posters/items for discussion points and to incorporate them into their regular, scheduled sexual harassment prevention training. However, the initiative items are design to be flexible and unit leaders can employ items as they deem best to support their own unit prevention programs.

Conclusion: This initiative was created to increase attention, promote discussion, and to educate a broad audience. By following the Sexual Harassment Initiative Guide, users will be assisted throughout the initiative with proposed timelines, thought-provoking questions and many other resources.

