

American **T**rainiNg **R**esources, **I**nc.

QUESTIONNAIRE

HARASSMENT: KEEPING IT OUT OF THE WORKPLACE

Date _____

Employee's Name _____

Employee I.D. Number

or _____

Employee S.S. Number

Signature _____

The following questions are related to the video you just viewed. It is to test your understanding of the information that was on the program.

PLEASE ANSWER ALL QUESTIONS

PROGRAM OVERVIEW

- Audience:** Management and Non-Management Employees
- Purpose:** The following program has been produced to provide the viewer with a better understanding of the destructive and negative consequences of “Workplace Harassment”
- The video will define and discuss the most common forms of this behavior, and will suggest methods and actions that can be taken to help eliminate its occurrence.
- Video Synopsis:** The video runs for 18 minutes. It is divided into 6 segments or vignettes showing the different forms Harassment can take in the workplace. After each scene the actors discuss their own experiences and opinions of what’s taken place. It has been designed so you may stop the video (optional) at the end of each scene for a group discussion, participants are encouraged to discuss their own experiences. This will customize the program to your own work environment. Following is a brief description of each scene so you may prepare for the discussion.
- Scene #1:** “**Sexual Harassment**” between co-workers - otherwise defined as Improper and Unwelcome conduct that puts one of the parties in an awkward, uncomfortable and threatening position.
- Scene #2:** “**Abuse of Power or Authority**” “**Bullying**” - defines the use of Intimidation, Demoralization, Offensive Remarks, Belittling and Threatening Behavior and are seen in their true light as appalling practices that affect the organizations Morale, Productivity and Profitability.
- Scene #3:** “**Discrimination of a person with a disability**” - Shows that what some might consider to be harmless fun, even away from the workplace, can be very damaging to a person’s self esteem. The parties involved appear reckless and abusive in their judgement of another person.
- Scene #4:** “**Racism**” Harassment of workers on the grounds of Race, National Origin, Sexual Orientation, Physical Characteristics or Disability cannot be tolerated and clear policies must be established, so that we may learn to treat all people and colleagues with Respect and Dignity.

Scene #5: “**Exclusion**” “**Discrimination and Racism**” - as defined in Scene #4. It is not only cruel but childish behavior and more simply said we must apply the Golden Rule to Treat others as we would like to be treated. We all have the responsibility to accept Diversity in the Workplace and in all areas of our lives.

Scene #6: “**Verbal Abuse**” - It is never acceptable for people to verbally attack someone - no matter who they are, Client/Customer or internally amongst co-workers or colleagues. There is no excuse for this type of behavior, we must always treat others with the Respect and Dignity we expect ourselves.

The main points we’re trying to get across are:

- 1) If you’ve ever harassed anyone, make a promise to yourself not to do it again!
- 2) If you’ve ever been harassed, speak up. No one wants to be afraid to come to work!
- 3) The bottom line is this: we all have the ability...or the responsibility...to help make our workplaces safe and welcome for everyone!

Attached you will find a short Questionnaire that can be photocopied and used as a hand-out for participants. It highlights and reinforces the main points of the video program.

QUESTIONNAIRE

Please circle correct answer where applicable

1. Define "Workplace Harassment" ?

2. Which of the following areas of an organization are negatively affected by Workplace Harassment?

- a) Morale
- b) Productivity
- c) Profitability
- d) all of the above

3. The most publicized form of Workplace Harassment is Sexual Harassment?

True

False

4. Other than Sexual Harassment list three other forms of Workplace Harassment?

- 1) _____
- 2) _____
- 3) _____

5. If you are being harassed or excluded in a subtle or indirect manner, what should you do?

- a) Ignore it and hope the problem goes away.
- b) Keep a record of the behavior and discuss it with an appropriate Superior.
- c) Accept that we may deserve this kind of treatment.

6. Harassment can be defined as not only insults and threats but deliberate exclusion from work related social events, work assignments or just normal conversation.

True

False

7. If you know, or its reasonable you should have known, your conduct was Improper and Unwelcome, you could be guilty of Harassment.

True

False

8. Harassment in the form of Racism can be defined by the negative judgement of someone based on Sex, Race, National Origin, Age or Physical Characteristics.

True

False

ANSWERS TO QUESTIONNAIRE

“HARASSMENT: KEEPING IT OUT OF THE WORKPLACE”

1. Workplace Harassment is defined as “Improper and Unwelcome Conduct”.
2. d) all of the above.
3. True.
4. Other forms of Workplace Harassment include:
 - a) Abuse of Power or Authority, Bullying.
 - b) Discrimination.
 - c) Racism.
 - d) Exclusion.
 - e) Verbal Abuse.
5. b) Keep a record of the behavior and discuss it with an appropriate Superior.
6. True.
7. True.
8. True.