

Sexual Harassment Prevention



Reviewed, DIR-T USCGAUX

Welcome to the US Coast Guard Auxiliary **Sexual Harassment Prevention (SHP)** Training.

Independent Learner Instructions.

This document is derived from the mandatory training of the same name. It contains both images and narratives regarding the training topic and is provided in a "presenter notes" format.

As an independent learner you are expected to read all content contained in this document to include both the text within the images and the notes below the image (if any). Some images do not have notes or are self-explanatory.

As you work through this training material you should keep in mind that as an independent learner, you are responsible and accountable for learning and understanding the course content.

You should also understand its importance to our organization and the execution of our varied missions and be able to apply the knowledge gained through this independent training experience.



THE COMMANDANT OF THE UNITED STATES COAST GUARD
Washington, DC 20593

EQUAL OPPORTUNITY POLICY STATEMENT

Everyone should expect and demand the opportunity to work, develop and achieve his or her full potential, whether serving as a member on active duty, drilling Reservist, civilian employee or Auxiliary volunteer. Adherence to Equal Opportunity principles and our core values of Honor, Respect and Devotion to Duty, will promote positive command climates and enhance mission readiness and execution.

Everyone in the Coast Guard must work together to eliminate all forms of discrimination that violate law or policy and eliminate any actions that discriminatorily impact our workforce, those seeking Coast Guard employment and those receiving benefits from Coast Guard-sponsored programs.

All Coast Guard personnel shall:

- Reach out widely and in previously untapped markets to identify highly qualified applicants for enlistment, officer accession, civilian employment and Auxiliary enrollment;
- Recruit, retain, train, develop, promote, reward and deploy a highly capable, diverse workforce in a fair and consistent manner on the basis of merit;
- Provide reasonable accommodations for qualified applicants and employees with disabilities;
- Maintain a work environment free from unlawful discrimination, reprisal and harassment;
- Ensure all men and women of the Coast Guard are educated about their rights and responsibilities under federal civil rights laws; and
- Act promptly, appropriately and effectively to endorse this policy and to ensure personal accountability by members of the Coast Guard.

I expect every member of our workforce at all levels to respect their shipmates, treat them fairly and equally and hold those that do not demonstrate these values accountable.

A handwritten signature in blue ink, appearing to read "R. J. Papp, Jr.", is written over the printed name.

R. J. PAPP, JR
Admiral, U.S. Coast Guard



THE COMMANDANT OF THE UNITED STATES COAST GUARD
Washington, DC 20593

ANTI-DISCRIMINATION and ANTI-HARASSMENT POLICY STATEMENT

I am committed to providing a work environment free from discrimination and harassment. Our mission success depends upon it. Our core values of Honor, Respect and Devotion to Duty demand it. Federal law and policy require it. Coast Guard men and women deserve nothing less.

We will do this by creating command climates and work environments that promote inclusion, equity and respect. Every member of the workforce should be familiar with Coast Guard Equal Employment Opportunity (EEO) policies and should take proactive measures to prevent all forms of discrimination and harassment. We must eliminate conduct that unreasonably interferes with an individual's work performance or creates an intimidating, offensive, or hostile work environment on the basis of an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, engagement in any protected EEO activity, or any other basis protected by law.

Behavior that constitutes harassment should be reported to leaders and managers; leaders and managers must take prompt and appropriate corrective action. Reports and responses should be in accordance with Coast Guard Anti-harassment and Hate Incident Procedures. Reports of harassment can also be made to local Civil Rights or Human Resources Offices. Reprisal or threats of reprisal against individuals who report unlawful discrimination or harassment will not be tolerated.

Performing our duty to act responsibly and respect our shipmates will create work environments in which every member of the workforce has an equal opportunity to achieve their full potential, contribute to Coast Guard missions and thrive.


R. J. RAPP, JR.
Admiral, U.S. Coast Guard

What do I need to take away from the course?

1. Recognize: There is a difference between unacceptable and acceptable conduct.

In order to prevent and respond to sexual harassment, you will need to recognize the difference between appropriate workplace behaviors and sexually harassing workplace behaviors.

2. Prevent: Sexual harassment can often be prevented.

Knowing what actions you and others can take to prevent becoming a sexual harassment offender or victim can help keep you out of trouble. Furthermore, there are actions you can take to help others avoid potentially dangerous situations.

3. Respond: Sexual harassment need to be responded to appropriately.

When sexual harassment does occur, appropriate response can do much to help the targets of the harassment and resolve harassing situations.

This learning opportunity will help you to recognize, prevent, and respond to sexual harassment appropriately. As a member of the Coast Guard workforce, you must be able to answer these questions:

- How do I recognize incidents of sexual harassment?
- How can I prevent myself and others from being involved?
- How do I respond as either a victim or someone in a position to help a victim?

Knowing the answers to these questions and acting on this knowledge can help you make a significant difference in your life and the lives of others.

How do I complete the course?

The Coast Guard Mandatory Training series is delivered in two modes. The offline mode still requires members to complete the online **Test-out** or the section activities to gain completion in TMT. Once you finish working through the offline study guide return to the online course to test-out or complete activity sections to gain credit for the course.

You may use the study guide to help you complete the test.

Course sections

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Introduction to Sexual Harassment Prevention

Sexual harassment can create a hostile workplace, which, in turn, keeps us from performing at our best. Your fellow Coast Guard members and others where you work may need your help in preventing and responding to sexual harassment.

In this course, you will learn about your roles and responsibilities in Recognizing, Preventing, and Responding to sexual harassment so that you can be a Guardian.

- **Recognize sexual harassment.**
- **Prevent sexual harassment from beginning or continuing.**
- **Respond to sexual harassment directed at yourself or others.**

This section presents a scenario that explains the effects of sexual harassment. It also includes a chart showing the possible consequences of sexual harassment on victims and offenders.



Nate had been giving Silvia unwanted attention since she reported aboard. He compared her body to other women's in the unit, stared at her constantly, got in her personal space, and made lewd jokes and gestures.

Silvia felt ashamed but unable to make things better. She wondered what was it about her that made Nate feel like he could treat her with such little respect.

Thinking about facing him yet again even brought on panic attacks. She had trouble falling asleep because she dreaded waking and going to work. Lack of sleep led to exhaustion, which led to her making mistakes on the job.

Even their shipmates started to notice. Finally, one of their shipmates, Adam, spoke with Nate, warning him that there might be serious disciplinary and legal consequences if he continues. Nate insisted he's just flirting a little.

Is Adam right? Could there be serious consequences for Nate?

- Yes
- No

There can definitely be serious consequences for Nate, especially if he persists in his harassing behavior. Harassment can result in a letter of reprimand, a negative performance evaluation, a loss of a job or a promotion, or a demotion. In addition, offenders could damage personal relationships through their disrespectful behavior.

Are Silvia's reactions typical for sexual harassment victims?

- Yes, this is how targets of harassment commonly act.
- Maybe, reactions vary but can be severe.
- No, Silvia is being overdramatic about the situation.

Each person reacts differently to such situations but Silvia is showing symptoms that are typical of those who are subjected to severe or persistent harassment. Victims are often made to feel that they are somehow responsible for bringing on the harassment and helpless to stop it from happening again. The emotional impact of harassment can lead to detrimental health effects and damage to the victim's career.

Were fellow coastguardsmen negatively affected by Nate's actions?

- Yes, this could have a major impact.
- Maybe, though the impact will be minor.
- No, this will not have an effect.

Yes, other coastguardsmen were affected by Nate's actions. Even those who were not targeted were affected, like Adam, who felt frustrated by what Nate was doing. This could easily lead to hostility between fellow coastguardsmen and be detrimental to the success of missions where they must work together. On the other hand, others might feel that if Nate can get away with such disrespectful behavior, so can they.

Consequences for victims AND offenders can be very damaging and severe. Look at the chart below to learn about the devastation victims and offenders can experience.

The possible consequences of sexual harassment:

The victim:

Mental health:

- depression,
- anxiety,
- shame,
- guilt, and
- lowered self-esteem

Physical well-being:

- headaches,
- lethargy,
- insomnia,
- panic attacks,
- weight loss or gain, and
- nausea

Career development:

- decrease in job satisfaction,
- drop in work performance,
- absenteeism,
- withdrawal from work, and
- high employee turnover

The offender:

Professional consequences:

- negative page seven (formal personnel documentation for military members)/letter of reprimand,
- negative performance evaluation,
- loss of job or promotion,
- removal,
- demotion,
- personal liability in a civil court

Personal consequences:

- suffering family relationships and friendships,
- degradation of personal integrity,
- loss of reputation

This concludes the Introduction. As you can see, sexual harassment may have many devastating and long-lasting effects on victims, offenders, and entire units and communities. In the next section, you will learn how to recognize sexual harassment by learning the difference between acceptable and unacceptable workplace behavior.

Section A: Recognize: Where is the Line?

Before you can PREVENT and RESPOND to sexual harassment, you must be able to RECOGNIZE the difference between acceptable and unacceptable workplace behavior.

While some situations are easy to identify as sexual harassment, some situations may leave you confused as to what, if any, offense was committed. This section will help you answer the question, "Where is the line?"

Section Objective:

Define sexual harassment, identifying whether certain workplace conduct is inappropriate or appropriate.

This section presents a scenario about sexual harassment, as well an article that defines both sexual harassment. Then, several shorter scenarios which may or may not be sexual harassment will be presented and you will be asked to determine if they are acceptable or harassing. Use the article to answer the scenario questions.



Nate had been bothering Silvia with his over-the-top flirtatious behavior for some time. Silvia didn't want to say anything but his behavior was really getting to her.

One day, Silvia was working at a particularly strenuous task. Tired, she took a break, only to have Nate come up and give her a shoulder rub. She cringed but Nate didn't take notice.

"You're too pretty to bother with that, babe," he said, "I'll help you out but you'll owe me dinner."

She moved away and gave him a frustrated look. "I can do it myself, but thanks."

"Come on. Okay, just a drink then. Here." He took over, ignoring her objections.

Is this incident an example of sexual harassment?

- Yes, Nate has created a hostile environment for Silvia.
- No, Nate may be a little rude, but he's just flirting.
- No, Nate is trying to be helpful and Silvia should be grateful.

What if Nate thinks he's just flirting and doesn't mean to be offensive? Is it harassment?

- Yes
- No

Article: Recognizing Sexual Harassment

All members of the Coast Guard should know how to identify sexual harassment and understand the basic standards that are used to determine if behavior is sexually harassing or not. This will allow you to avoid acts that could be considered sexual harassment, know if you are being sexually harassed, and be able to step in to help others in need.

After completing this article, you should be able to define and recognize sexual harassment.

Who becomes involved in sexual harassment?

Be aware that, contrary to popular perception, both men and women can commit sexual harassment and both can become victims.

In addition, sexual harassment can take place between genders (a man harassing a woman or vice versa) or between people of the same gender.

Offenders often sexually harass their victims to humiliate and dominate them. Sexual harassment to them are about gaining power and control, **not** about romance and flirting.

What is sexual harassment?

Sexual harassment includes sexual advances, requests for sexual favors, or other sexual conduct (verbal or physical) that is **unwelcome** and where:

- Conditions are placed on someone's employment in return for submission to sexual conduct (can be obvious or hinted);
- Submission or rejection to the conduct is used as a basis for employment decisions; or
- It interferes unreasonably with someone's work performance or creates a working environment that's intimidating, hostile, or offensive.

This means, in the workplace, that:

- Sexual favors or dates cannot be required in return for promotions, leave, positive endorsements, and so on.
- A person cannot be treated differently from his or her colleagues because they have either submitted to or resisted sexual conduct.
- Coworkers cannot create a hostile work environment for any other coworker.

What is a hostile work environment?

When talking about sexual harassment, a hostile work environment is one that exposes an employee to certain behaviors, including:

- **Verbal harassment:** such as catcalls, whistles, sexually offensive joking or banter, innuendo, spreading sexually-related rumors or lies, playing offensive music publicly, asking

Did You Know?

In one poll, 31% of women and 7% of men reported being sexually harassed at work (Louis Harris and Associates).

for a date after multiple rejections, asking for or suggesting sexual acts

- **Physical harassment:** intimidating behavior (such as stalking, standing too close, intentionally blocking a person's path, leaning over a person) and unwanted touching (such as hugging, patting, stroking)
- **Visual harassment:** such as leering, winking, licking lips, sexual hand or body gestures, checking someone out, displaying offensive pictures

Can certain kinds of discrimination be sexually harassing?

Yes, certain kinds of discriminatory remarks or behaviors can be considered sexual harassment and are illegal. This includes:

- Harassing a woman (or man) by making an offensive remark about women (or men) in general
- Treating someone differently based on their gender or sexual orientation (whether actually known or just assumed)
- Asking or requiring someone to reveal their sexual orientation (The military policy is don't ask, don't tell, don't pursue, don't harass)

How do we know if sexual harassment has really taken place?

What matters most in deciding if sexual harassment has taken place is the **impact** of a person's behavior on others, not the **intention** of the accused. A 'reasonable person standard' is used to judge whether behavior is harmless or harassing. What this means is: Would someone with an ordinary level of reasoning ability find the behavior sexually harassing?

Section A: Activity Feedback



Is this incident an example of sexual harassment?

- Yes, Nate has created a hostile environment for Silvia.**
- No, Nate may be a little rude, but he's just flirting.
- No, Nate is trying to be helpful and Silvia should be grateful.

Yes, a reasonable person could find this incident sexually harassing and disrespectful, since he is treating her differently due to her gender, trying to force her into a date, and touching her in a personal and private way. His overall pattern of behavior indicates that this is not an isolated incident but part of a larger issue.

What if Nate thinks he's just flirting and doesn't mean to be offensive? Is it harassment?

- Yes**
- No

The impact of the harassment on the victim, not the intent of the harasser, determines whether Nate's behavior is harassment. Nate's actions are having a significant negative impact on Silvia's working environment. If Nate sincerely thinks his behavior is just flirting, he should be able to easily resolve the issue once he is made aware of how offensive his behavior really is, thus avoiding disciplinary actions against him.

Section A: Sexual Harassment or Acceptable Behavior?

Try to decide whether the following are examples of sexual harassment or acceptable behavior. Each of the scenarios is followed by the answer and an explanation.

When Sean confronted several men from his unit about bragging loudly about their sexual exploits, one shipmate asked, "Why does this bother you so much? Are you gay or something?" Sean becomes the target of teasing, threats, and rumors.

Harassment. Discussions of sex are inappropriate at work, especially when others can overhear. Whether Sean is heterosexual or homosexual is irrelevant; harassing a person based on actual or perceived sexual orientation is prohibited. Retaliating is also illegal and can be reported.

When Kyle asked Abby out on a date, she said she was busy. Kyle seemed okay with that. Abby later told him her plans fell through. Kyle asked her again and she agreed.

Acceptable behavior, assuming they did not violate the Commandant's policy on interpersonal relationships. If Kyle had persisted in repeatedly asking Abby out, even when she has said no, then he would have been harassing her. Instead, Kyle asked her without trying to manipulate her and respected her wishes.

Isabelle spread rumors that Kate must be trying to sleep with Henry because she laughed and smiled a lot around him. Henry and Kate were devastated by the rumors and their working relationships suffered.

Harassment. Spreading rumors, especially of a sexual nature, is considered harassing as it can create a hostile environment for the victim who is being gossiped about.

One of Seth's female coworkers accidentally brushed up against him. Seth was embarrassed, but she apologized and didn't do it again.

Acceptable behavior. Accidental, isolated incidents of touching are not considered harassment. If Anne regularly touched him "accidentally," it would be a different matter.

Jake put up a calendar of bikini-clad women in his workspace. His supervisor tells him that she has been receiving complaints and Jake must take it down. Jake says he didn't hang it up to harass people.

Harassment. It is not the intent of the harasser that matters so much as the impact the act has on the victims. Since a reasonable person could find such materials a visual form of sexual harassment, Jake will need to remove the calendar in order to prevent further problems.

Jared reported his female supervisor for inappropriately touching him and making comments about his appearance. She was reprimanded and stopped the behaviors but became very critical of him. Soon after, Jared is given two weekend duties in a row.

Harassment. Jared's supervisor may have stopped the original behaviors but her subsequent behavior indicates that she is retaliating against him. Using employment conditions to reward submission or punish resistance to sexual advances is sexual harassment.

Outside of work, Dave has been texting and calling Amanda for a date. She made it clear to Dave that she wants him to stop but he won't. So far, Dave has acted normally at work but Amanda worries that will change.

Harassment, even though it took place outside of work. Asking for a date over and over again despite rejection is a harassing behavior. Dave's behavior is impacting how Amanda acts at work (she worries about him being around instead of being able to concentrate on her job).

Sexual harassment involves sexual conduct that is unwanted by the victim and has a negative impact on the victim and his or her employment, regardless of whether the offender meant to be offensive or not.

Section A: The Difference between Sexual Harassment and Sexual Assault

Besides recognizing the difference between acceptable and unacceptable behavior, you should know the **difference between sexual harassment and sexual assault**, particularly because the reporting procedures are different. Can you figure out which of the following scenarios is sexual harassment and which is sexual assault?



Every day at work, Andrea would have to face Ryan who would make catcalls at her and call her names as she passed. He would remark that a woman had no business doing her job.

One day, he blocked her way, came uncomfortably close to her, and suggested that they have sex. When she looked at him in shock, he laughed and walked away. What are Ryan's actions?

- Sexual harassment
- Sexual assault
- Normal teasing

This is sexual harassment. The intimidation and proposition was threatening. Ryan did not actually touch her, so it cannot be considered sexual assault. However, he has created an atmosphere of fear and hostility for Andrea. Andrea will probably be concentrating more on avoiding and dealing with him than on her job, which will affect both her and those who rely on her. Ryan's conduct is unacceptable and may be reported through sexual harassment reporting procedures outlined in this course.



Hannah had started going out with fellow coastguardsman Patrick. He soon began to pressure her to become intimate but she wasn't too sure she even wanted to continue seeing him.

Finally, Hannah told Patrick they needed to slow down and think things over.

A couple of days later, he cornered her, told her to stop playing games with him, then forced her to have sex. Hannah, too dazed to resist, couldn't even say no. What happened here?

- o Sexual harassment
- o Sexual assault
- o Acceptable dating behavior

This is sexual assault, which involves unwanted sexual contact. Hannah's lack of resistance and her inability to say no were due to her fear and shock. She did not consent to sex; Patrick was wrong to assume that she was playing games with him and really wanted sex. Patrick's lack of respect may lead to serious consequences for Hannah, such as flashbacks, self-blame, and phobias. Because of this, it is recommended that Hannah use the Coast Guard's sexual assault reporting procedures.

Section A: Sexual Harassment or Sexual Assault?

It is important for you to RECOGNIZE the difference between sexual harassment and sexual assault.

Review the each scenario below to learn why they are considered sexual harassment or sexual assault.

While in his office's supply closet, a coastguardman is cornered by a coworker. She kisses him and then hits him when he pushes her away.

Being cornered and then subjected to an unwanted kiss and violence can have a traumatizing impact on a victim. Because the kiss was aggravated and wrongful sexual contact, it can be considered **sexual assault**.

A coastguardman is stalked by her supervisor during off-duty hours. He hints she'll receive a poor performance evaluation if she tells anybody.

Unwanted attention of a sexual nature, regardless of the intention of the offender, is considered **sexual harassment**, as is using authority to make someone submit to sexual conduct. While there is no sexual contact in this case at this point, the coastguardman should report her supervisor before the situation escalates.

Coworkers tease other coworkers by putting up lewd photographs, making obscene gestures, and telling vulgar jokes.

Using sexual images, gestures, and words create an environment that is unwelcome and hostile to coworkers. This is considered **sexual harassment**.

BM3 and his male shipmate drink heavily one night. After passing out, he wakes to realize that something uninvited of a sexual nature occurred.

Uninvited sexual contact is always considered **sexual assault**, even if it occurs between people of the same gender. Remember, same-gender assault does not indicate a specific sexual orientation for either the victim or offender.

This concludes Section A: Recognize: Where Is the Line?

Section B: Prevent: How Do I Protect Myself?

Sexual harassment is a threat to our workplaces and well-being. But often, the risk of becoming a victim or an offender can be significantly reduced or even avoided by following preventative measures.

Showing respect for others, communicating, and evaluating how your actions impact others can help you avoid sexually harassing situations.

Section Objective:

Take actions to minimize the risk of becoming a sexual harassment offender or victim.

This section presents a scenario as well as an article that details ways to prevent sexual harassment. Read through the article found after the scenarios to answer the scenario questions. There are also several short scenarios that give you the opportunity to consider ways to reduce the characters' risks.



When Silvia got transferred to the same area as Nate, he noticed her immediately. He often stared at her and tried to flirt with her. But she only smiled at him nervously and moved away.

He decided that she needed to be more relaxed and started getting close to her by trying to put his arm around her shoulders, touch her hair, and lean in when he spoke to her. She seemed nervous but she didn't object.

He tried telling her jokes to make her laugh; perhaps they were a little crude, but Nate thought they were funny.

A few times, she responded to the jokes with something like, "That's pretty lame." He would just say, "You're such a prude. Lighten up a little."

She stopped objecting at all eventually. On the number of occasions when he asked her out, she did say she was busy each time. But she no longer responded when he made jokes.

Nate started to believe that he might be succeeding in lightening her up.

Nate offended Silvia regardless of whether he intended to or not. What could he have done differently? (Select any that apply.)

- Avoided her if she clearly doesn't like him
- Asked her if she was truly offended by the jokes
- Stopped asking her out when she said no
- Avoided asking out a fellow coastie at all
- Avoided touching her

What are some things Silvia could do to protect herself? (Select any that apply.)

- Give him the silent treatment
- Tell him what behaviors need to stop
- Agree to go out with him once
- Threaten him with a lawsuit
- Ask a shipmate to speak with Nate

Article: Preventing Sexual Harassment

Sexual harassment takes place all too often. However, measures such as showing respect, using effective communication, asking for help when needed, and evaluating your actions can do much to prevent sexual harassment from continuing, or even happening in the first place.

This article provides preliminary measures you can take to help you stop someone from sexually harassing you, as well as ways you can use to avoid inadvertently becoming a harasser.

What should I do if I'm sexually harassed?

Take these steps to help put an end to sexual harassment:

Communicate:

- Name the behavior that is offensive, how you feel about it, and what you want to see happen—be specific about the behaviors
- Be assertive but not confrontational—a harasser will be less receptive to the idea of change if he or she feels under attack
- Realize that the harassment is not your fault—it's the harasser's behavior that's an issue and you don't have to tolerate it
- Do not assume it will go away on its own—remaining silent or going along with the harassment usually encourages a harasser

Record:

- Keep a record about the harassment, including keeping a log of incidents and saving any emails and other written media related to the harassment
- In the log, write the dates, times, places, names of witnesses to, and nature of the sexual harassment at issue, in case further action is required.

Report:

- Always try to resolve the issue at the lowest level—many times, an issue can be resolved by speaking to the harasser or asking a supervisor to help out.
- If that does not work or is not a possibility, however, there is an established complaint process—your supervisor or an Equal Opportunity Advisor/Equal Opportunity Specialist (EOA/EOS) can guide you through this.

What do I do if I feel I can't confront the harasser?

Many victims find themselves in such a situation, because of intimidation, a desire to avoid conflict, the severe nature of the harassment, or other reasons. Strategies to help you are:

- Direct approach: talk to the harasser and tell them to stop
- Indirect approach: send an email to the harasser and tell them to stop
- Third party approach: ask a friend or coworker to approach the harasser instead

Did You Know?

Keeping a written record of the harassment will better establish your credibility should the harassment require higher level resolution.

- Report approach: notify his or her supervisor and ask for help in resolving the harassment

How do I avoid being a sexual harasser?

You can avoid being viewed as a sexual harasser by doing the following:

- Cease and desist when you are told that your behavior is offensive or unwelcome
- Strive to be approachable so others can feel that they can tell you when your behavior needs to change
- Show respect to those around you. For example:
 - not viewing or posting off-color or pornographic materials in public
 - not sharing sexual humor or details of your sex life in public
 - allowing others their personal space and privacy
 - not asking for a date from a person who has already said no to you a couple of times
 - refraining from complimenting coworkers on their bodies
 - following the military policy on homosexuality: don't ask, don't tell, don't pursue, don't harass
- Periodically evaluate how you behave and how others react to you
- Communicate—if you have questions about appropriate behavior, ask and actively listen

What are some ways I can evaluate my behavior?

In determining whether your behavior is appropriate or not, try these methods:

- Imagine what someone you deeply care about (a child, sibling, significant other, parent, etc.) would think of your behavior. If you would be embarrassed having them witness you doing it, reconsider the behavior.
- Imagine your loved one being treated by a stranger or slight acquaintance in the way that you're treating others. If you would not want it happening to them, do not do it to others.

Myth

"Sexual harassment is really just flirting."
Fact: Flirting is wanted, mutual, and shows interest in the other person as an individual. Sexual harassment is unwanted, one-sided, and often motivated by power.

Section B: Activity Feedback



Nate offended Silvia regardless of whether he intended to or not. What could he have done differently?

- Avoided her if she clearly doesn't like him
- **Asked her if she was truly offended by the jokes**
- **Stopped asking her out when she said no**
- Avoided asking out a fellow coastie at all
- **Avoided touching her**

Nate doesn't have to avoid interacting with Silvia altogether, but he must stop behaviors he learns are offensive. If uncertain, he can ask others in a sincere, non-confrontational way about his behaviors. Asking Silvia out once may not be offensive, but asking repeatedly despite rejection is. Always saying she's busy is a good indicator that she doesn't want to go out, but attempting to not hurt his feelings. Deliberate touching should generally be avoided in the workplace.

What are some things Silvia could do to protect herself?

- Give him the silent treatment
- **Tell him what behaviors need to stop**
- Agree to go out with him once
- Threaten him with a lawsuit
- **Ask a shipmate to speak with Nate**

While ignoring Nate seems like a non-confrontational way to resolve the issue, he may not pick up on subtle clues. Going on a date will only encourage him, while threatening to sue him may make him defensive where he might have been receptive to more moderate measures. Silvia can talk to or email him to inform him firmly but calmly which actions offend her and how he needs to change. She may also ask a friend, coworker, or supervisor to help.

Section B: Reduce the risk

Read the scenario and try to identify how the person could help prevent sexual harassment. Compare your answer with the feedback below. For each question, select **all** options that apply.

Ethan puts up cartoons on the walls of his workstation, some of which have elicited remarks about how degrading they are to women. In addition, he has on a few occasions viewed pornography on his personal laptop at his workstation during lunch. One day, his supervisor talks with him privately and reprimands him. What might Ethan have done to avoid this?

1. Taken down the cartoons that his coworkers found offensive
2. Told his supervisor that he was unaware that anyone saw what was on the laptop
3. Not have viewed pornography at his workstation
4. Explained the humor of the cartoons to his coworkers
5. Nothing, since he was not targeting anyone for harassment

Correct answers: 1 and 3. Ethan needs to be aware that his workstation is a professional and semi-public space. Others can see items on walls and screens, whether passing by or coming to speak to him at his desk. Even though he is not targeting anybody specifically, he is offending others by displaying offensive visual materials and forcing others to view them whether they want to or not.

Julia, Megan, and Abby sat near each other in the office and often discussed and joked about sexually-related topics as they worked. Justin sat in a nearby cubicle. He was starting to dread being at his desk because he felt like he was being forced to listen to some very graphic details. One day, he communicated his discomfort and asked them to change the subject. What should the three women do?

1. Ask Justin to wear earphones when they want to talk
2. Find other subjects to talk about at the office
3. Discuss personal subjects somewhere private
4. Tell Justin that he is just being squeamish

Correct answers: 2 and 3. They need to refrain from sexual subjects, including discussions and jokes, in areas at work where others can overhear conversations. Justin may have been on the other side of a divider but he could still clearly hear what his coworkers were saying. He should not be expected to put up with it.

Amber was teased by several of her shipmates who made lewd gestures and propositioned her. She asked them to stop, explaining that if they continued the behavior, she would have to complain to her supervisor. Since then, these shipmates and a couple of others who support them have responded by calling her names, vandalizing her property, and threatening her if she does anything to get them in trouble. What can Amber do?

1. Wait until she receives another assignment
2. Work with the supervisor to resolve the issue
3. Speak to a lawyer about pressing charges
4. Continue trying to speak with them

Correct answer: 2. Retaliation for taking proper action against sexual harassment is prohibited. If Amber does report them and the shipmates feel wrongly accused, they should voice their concerns to their supervisor, rather than commit vengeful acts which will only weaken their case. Since she has already made an effort to resolve the issue with the harassers and the supervisor, Amber can move to the next level and report both the original harassment and the retaliation.

This concludes Section B: Prevent: How Do I Protect Myself?

Section C: Respond: What Do I Do Now?

If you are a victim of sexual harassment or you know someone is being sexually harassed, your appropriate RESPONSE can be an important step towards resolution.

In the Coast Guard, there are established procedures that can help you address sexual harassment, protect victims, and make a significant difference in your life and the lives of those around you.

Section Objective:

Take appropriate measures if you or another person becomes the target of sexual harassment.

This section presents a scenario in two parts, as well as an article about responding to and reporting sexual harassment. Read through the article found after the scenario to answer the scenario questions.



Nate wouldn't leave Silvia alone. He was being overly flirtatious and even lewd around her. He seemed especially fond of telling her graphic sexual jokes.

On a number of occasions, Silvia had warned him that she disliked the jokes. The last time she said something about it, he responded by rolling his eyes and saying, "You're such a prude. Lighten up a little."

He just kept on going as before with no change to his behavior whatsoever.

It was really having a negative impact on Silvia. Normally, she would enjoy what she does at work but because of Nate, she now dreaded going to work and her performance was suffering.

In frustration, Silvia turned to a shipmate for advice. They discussed Nate's behavior, some of which he had witnessed. "He doesn't listen! It drives me nuts!" she told him, "Adam, what I can do?"

What should Adam tell her?

- Get a lawyer and sue him.
- Just keep trying to talk to him.
- Report him to the supervisor.
- Give up. It's useless fighting him.

Wouldn't Nate be able to get back at her if she takes action?

- o She should expect him to get back at her; it's natural.
- o He might try to, but he'll be held responsible if he does.
- o Nate wouldn't do that; Silvia shouldn't expect him too.



Nate and Silvia's shipmates noticed how Nate constantly tried to flirt with and make moves on Silvia at work. It was obvious that Silvia disliked the attention.

Dawn, one shipmate, had thought about saying something but felt it was better just to let it go, rather than be called jealous and make herself a target of his hurtful remarks.

Grant thought Nate's behavior was over the top but didn't say anything, not wanting to make a big deal out of nothing. He laughed and agreed with Nate even when he thought Nate was going a little overboard.

Adam had taken Nate aside and pointed out to him how his actions were hurting Silvia and asked that he stop. One day, after seeing Nate try to coerce Silvia into a date, he voiced his concerns to the supervisor.

Jane was also annoyed with Nate, particularly after witnessing one harassing incident. "Be nice to the poor girl!" she said, laughing, "You're so rude!"

Who responded appropriately?

- o Dawn
- o Grant
- o Adam
- o Jane

Article: Responding to Sexual Harassment

What if someone will not stop sexually harassing you? What if you saw that someone was suffering because of sexual harassment? How would you respond? Knowing how to respond appropriately can prepare you to take action, begin resolving a difficult and distressing situation, and create a positive working environment for yourself and others.

In this article, you will find information on the steps to take to make a sexual harassment complaint. It will also teach you appropriate methods of responding when someone else is sexually harassed.

Who is responsible for eliminating and reporting sexual harassment?

Harasser—responsible for making corrections when he or she is aware of a problem and resolving any issues with the victim

Victim—responsible for letting an offender know that the behavior is offensive and reporting unresolved harassment

Supervisor—obligated to correct and help to resolve all sexually harassing behavior in his or her unit that he or she is aware of

Peers and other witnesses—responsible for interceding when they know that sexual harassment is taking place and for reporting harassment when necessary

What should I do before I report sexual harassment?

Try to resolve the issue at the lowest level:

- Let the harasser know that you are offended, either in person, through an email, or through a third party.
- Ask your supervisor to help resolve the issue. He or she can be held accountable if he or she chooses not to address it. If your supervisor is the one harassing you, report it to his or her supervisor.

How do I file a complaint?

If the issue cannot be resolved at a lower level, you may file an informal complaint. To do this, begin by:

- *Military*: submitting a written notification to the Commanding Officer.
- *Civilian*: contacting the Equal Opportunity Advisor/Equal Opportunity Specialist (EOA/EOS).

There are, however, some similarities between the processes:

- You must file the complaint within 45 days of the last sexually harassing act.
- If, at the end of a specified length of time, the issue is not resolved satisfactorily, you will be issued a Notice of Right to File and can submit a formal complaint.
- Retaliation against reporters and witnesses of sexual

Myth

"The harassment will go away on its own if I just ignore it."

Fact: Harassment can often continue or even worsen if nothing is done to stop it.

harassment is illegal and can be reported.

For more information on the reporting procedure, see Commandant Instruction M5350.4B.

What if my supervisor already knows about the harassment but won't do anything about it?

Remember, if a supervisor, commanding officer, or another in a senior position sees a possible sexual harassment situation, he or she *must* work to resolve it. If they choose to do nothing, they can be held accountable.

What can I do if I know that someone is being sexually harassed?

Don't remain silent! When you see inappropriate or offensive behavior happen, take steps to stop it or intercede:

1. Attempt to resolve the issue at the lowest level. Start by addressing the offender. Be assertive but courteous to avoid violence.
2. If that does not stop the behavior, report it to the offender's supervisor. Commanders and supervisors are required to correct sexually harassing behavior.
3. Keep in mind that retaliation is prohibited against someone reporting or acting as a witness to sexual harassment. If backlash against you occurs, report that as well.

Did You Know?

Sexual harassment victims may not verbally object to the harassment but still suffer from it. Speaking up may help someone who can't or doesn't feel able to help themselves.

Section C: Activity Feedback



What should Adam tell her?

- o Get a lawyer and sue him.
- o Just keep trying to talk to him.
- o **Report him to the supervisor.**
- o Give up. It's useless fighting him.

Silvia needs to try to resolve the issue at the lowest level. She's already tried talking to Nate without any success. The next step would be to talk to a supervisor. It is the supervisor's responsibility to address any sexual harassment issues affecting those in the unit that he is aware of.

Wouldn't Nate be able to get back at her if she reports him?

- o She should expect him to get back at her; it's natural.
- o **He might try to, but he'll be held responsible if he does.**
- o Nate wouldn't do that; Silvia shouldn't expect him too.

Retaliation against those filing a sexual harassment complaint is prohibited. Unfortunately, it may happen despite its illegality. In such a case, the retaliation should be documented and reported just as the original harassment was.



Who responded appropriately?

- Dawn
- Grant
- Adam**
- Jane

Staying quiet and playing along only encouraged Nate to see his behavior as socially acceptable. By laughing while telling him to stop and being vague, Jane inadvertently sent Nate the message that she was not seriously upset. However, Adam was a good example of what to do, starting by talking with Nate, pointing out specific behaviors to change, then going to the supervisor when Nate didn't change.

This concludes Section C: Respond: What Do I Do Now?

Conclusion

Sexual harassment is **not** romance and flirting. It's about exercising power over and humiliating another human being, using sexual behavior as a weapon. It violates the Coast Guard Core Values of **Honor, Respect, and Devotion to Duty**.

Being a Guardian against sexual harassment requires being able to recognize the difference between acceptable and unacceptable conduct. Evaluate behavior by asking whether a reasonable person might find it sexually harassing and whether it has a negative impact on others.

You must also be able to prevent and respond to sexual harassment. Stop and change any behavior that you are aware is offensive. Confront harassers directly or through email or another person. Use the Coast Guard's reporting options when needed.

Remember to **Recognize, Prevent, and Respond!**

1. Recognize: There is a difference between unacceptable and acceptable conduct.

In order to prevent and respond to sexual harassment, you will need to recognize the difference between appropriate workplace behaviors and sexually harassing workplace behaviors.

2. Prevent: Sexual harassment can often be prevented.

Knowing what actions you and others can take to prevent becoming a sexual harassment offender or victim can help keep you out of trouble. Furthermore, there are actions you can take to help others avoid potentially dangerous situations.

3. Respond: Sexual harassment need to be responded to appropriately.

When sexual harassment does occur, appropriate response can do much to help the targets of the harassment and resolve harassing situations.

The course also contains two posters that you can print out and post in your workspace. This should help to remind everyone how they can recognize, prevent, and respond to sexual harassment.



Completed Training Attestation

Coast Guard Core Values

- **Honor**
 - Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our actions. We are loyal and accountable to the public trust.”
- **Respect**
 - We value our diverse workforce. We treat each other with fairness, dignity, and compassion. We encourage creativity through empowerment. We work as a team
- **Devotion to Duty**
 - We are professionals, military and civilian, who seek responsibility, accept accountability, and are committed to the successful achievement of our organizational goals. We exist to serve. We serve with pride.

Reviewed, DIR-T USCGAUX

The mandatory training that you have just completed reflects the **Core Values of the U.S. Coast Guard** and **Coast Guard Auxiliary**. As a member of this organization, you have taken an oath to uphold those Core Values. In order to receive completion credit for this training, please read, understand, and sign this document. Once completed, keep a copy for your records and provide a copy to your Flotilla Staff Officer for Information Services (FSO-IS) for AUXDATA entry.

In regards to the selected mandated training modules: Codes: _____

I, _____ (print name) as a member of District _____

Division _____ Flotilla _____ attest that I have completed and understand the course contents.

Signature: _____, Member ID _____

Date: _____

Course Code	Course Name	Frequency
502379	Building Resilience and Preventing Suicide	Every 5 years
810030	Security Fundamentals	Every 5 years
810015	Privacy at DHS / Protecting Personal Information	Every 5 years
810000	Sexual Harassment Prevention	Every 5 years
810045	Sexual Assault Prevention and Response	Every 5 years
502319	Civil Rights Awareness	Every 5 years
502306	Ethics 1 / Personal Gifts	1 time only
502290	Influenza Training	1 time only