



Creating the Respect Effect: Preventing Harassment, Discrimination and Retaliation

Support Materials

Preview Only

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Creating the Respect Effect: Preventing Harassment, Discrimination and Retaliation

Section 5 Support Materials

Creating the Respect Effect Support Materials

- Evaluation
- Training Acknowledgment Form
- Post-Test for Employees
- Employee Post-Test Key
- Post-Test for Managers
- Manager Post-Test Key
- *Employee Training* PowerPoint® presentation
- *Manager Training* PowerPoint® presentation

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Creating the Respect Effect: Preventing Harassment, Discrimination and Retaliation

Creating the Respect Effect: Preventing Harassment, Discrimination and Retaliation Evaluation

1. What did you find most helpful about the training today?

2. What did you find least helpful about the training today?

3. Did you feel positive about your participation today? (Please let us know whether there were any impediments to your full participation.)

4. What will you take away from this training to apply to your work life?

5. Are there any topics you would have liked us to cover that we did not?

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Creating the Respect Effect: Preventing Harassment, Discrimination and Retaliation Training Acknowledgment Form

I understand that _____ has a policy prohibiting harassment, retaliation and discrimination at work, and that I am responsible for complying with the policy. This is to acknowledge that I have completed the *Creating the Respect Effect* training program and that the training included information about harassment, retaliation and discrimination. I also understand that _____ has an open-door policy and a reporting procedure that I believe are reasonable, and that I should use if I do not feel comfortable in the work environment or if I believe I have experienced or witnessed harassment, retaliation or discrimination. I acknowledge that I am responsible for reporting any concerns or issues I have about workplace conduct and/or harassment, retaliation or discrimination to a supervisor, a manager, Human Resources, a Human Resources manager or the General Counsel of _____.

Dated: _____

Print Employee Name

Employee Signature

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Creating the Respect Effect: Preventing Harassment, Discrimination and Retaliation

Creating the Respect Effect: Preventing Harassment, Discrimination and Retaliation Employee Program Post-Test

1. *Quid pro quo* and hostile work environment are the two main forms of harassment.
True False
2. Age is not a protected category under the law.
True False
3. To constitute harassment, inappropriate behavior must have occurred at the workplace.
True False
4. In some states, you can be held individually liable if you harass, retaliate or discriminate against someone.
True False
5. An employer can set higher standards and expectations of conduct for employees than the law requires.
True False
6. If the alleged harasser is not a Company employee, an employer cannot be held liable for harassment.
True False
7. If an employee is denied a pay raise for no legitimate reason shortly after he or she complained about harassment, he or she may be the subject of retaliation, an unlawful action.
True False
8. If you ask your manager or supervisor not to do anything about your complaint—you just wanted to let him or her know what happened—then the supervisor is not obligated to investigate your concern.
True False
9. A customer is harassing you every time he places an order. You should keep quiet about it because the Company needs the business.
True False
10. If a supervisor refers to all the Hispanic employees as “dumb Latinos,” that could be considered racial harassment or discrimination.
True False



Creating the Respect Effect: Preventing Harassment, Discrimination and Retaliation

Creating the Respect Effect: Preventing Harassment, Discrimination and Retaliation Employee Program Post-Test Answer Key

1. *Quid pro quo* and hostile work environment are the two main forms of harassment.
True False
2. Age is not a protected category under the law.
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Creating the Respect Effect: Preventing Harassment, Discrimination and Retaliation Manager Program Post-Test

1. *Quid pro quo* and hostile work environment are the two main forms of harassment.
True False
2. Age is not a protected category under the law.
True False
3. One element of harassment that an employee must establish is that the behavior would be offensive to a reasonable person.
True False
4. To constitute harassment, inappropriate behavior must have occurred at the workplace.
True False
5. An employer is always held liable for harassment by a supervisor that results in a tangible employment action.
True False
6. In some states, an individual manager can be held liable for aiding and abetting discrimination and harassment.
True False
7. Managers are not required to take reasonable steps to prevent harassment.
True False
8. If the alleged harasser is not a Company employee, an employer cannot be held liable for harassment.
True False
9. If an employee is denied a pay raise for no legitimate reason shortly after he or she complained about harassment, he or she may be the subject of retaliation, an unlawful action.
True False
10. If an employee asks you not to do anything about a harassment complaint—they just wanted to let you know what happened—then you are not obligated to investigate your concern.
True False
11. An employee's accent or lack of English proficiency interferes with his or her job duties. An employer may take these limitations into account when making employment decisions.
True False



Creating the Respect Effect: Preventing Harassment, Discrimination and Retaliation

12. If a supervisor refers to all the Hispanic employees as “dumb Latinos,” that would be considered racial harassment or discrimination.

True False

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Creating the Respect Effect: Preventing Harassment, Discrimination and Retaliation Manager Program Post-Test Answer Key

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