



State of Illinois Sexual Harassment Prevention Training

Sexual Harassment is Prohibited In Illinois



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

Employers Required to Provide Sexual Harassment Prevention Training for All Employees



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

Disclaimer Notice



Sexual Harassment Prevention Training

The following training program meets the minimum standards for sexual harassment prevention training as outline in Section 2-109(B) of the IHRA.

LiUNA Midwest Region is utilizing the sexual harassment prevention training program that was developed by and is the property of the Illinois Department of Human Rights (IDHR).

What Information Will Be Covered



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

What is Sexual Harassment



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

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

Types of Unlawful Sexual Harassment



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

Unwelcome Behavior



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

Working Environment



- An employee’s “working environment” is not limited to the physical location where the employee is assigned. The “working environment” extends to other work sites including off-site, mobile or moving work sites/locations.
- For example, “working environment” can include a local union hall or a jobsite training session.

Gender Identity, Sexual Orientation



- A person can be the victim of sexual harassment regardless of the victim’s gender identity or the perpetrator’s gender identity.
- A person can be the victim of victims of sexual harassment regardless of the victim’s sexual orientation or the perpetrator’s sexual orientation.

Employees and Nonemployees as Victims of Sexual Harassment



- The Illinois Human Rights Act protects Employees and now Nonemployees from sexual harassment.
- Employees include co-workers, supervisors and managers.
- Nonemployees include persons who are not employees, but are directly performing services for an employer, such as contractors or consultants (independent contractors or gig workers).
- Victims of sexual harassment can include Employees and Nonemployees when sexually harassed by other Employees or Nonemployees.
- Victims of sexual harassment can include not only the target of the sexual harassment, but also those Employees or Nonemployees who are Bystanders or Witnesses to the sexual harassment.

Employees and Nonemployees Perpetrators of Sexual Harassment



- The Illinois Human Rights Act prohibits Employees and Nonemployees from engaging in sexual harassment.
 - Employees include co-workers, supervisors and managers.
 - Nonemployees include persons who are not employees, but are directly performing services for an employer, such as contractors or consultants (independent contractors or gig workers).
- Employers are responsible for sexual harassment perpetrated by their Employees and Nonemployees against other Employees and Nonemployees.
- Employers are also responsible for sexual harassment perpetrated by their Employees and Nonemployees against customers/patrons.

Customers/Patrons as Victims of Sexual Harassment



- The Illinois Human Rights Act protects Customers/Patrons from sexual harassment in “places of public accommodation,” such as stores, hotels, restaurants, theaters, museums, health clubs and hospitals.
- Employers that are also “places of public accommodation” are responsible for sexual harassment of Customers/Patrons when perpetrated by their Employees or Nonemployees.

Customers/Patrons and Third Parties as Perpetrators of Sexual Harassment



- The Illinois Human Rights Act prohibits sexual harassment of Employees and Nonemployees by Customers/Patrons and Third Parties.
 - Employers are responsible for sexual harassment of their Employees and Nonemployees by Customers/Patrons.
 - Employers are also responsible for sexual harassment of their Employees and Nonemployees by Third Parties such as sales representatives, vendors, and/or delivery persons.

Examples of Inappropriate Conduct?

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



- Pressure for sexual favors or to go out on a date
- Deliberate touching, leaning over, or cornering another person
- Sexual looks or gestures or whistling at someone
- Sending letters, telephone calls, e-mails, texts, or other materials of a sexual nature
- Sexual teasing, jokes, remarks, or questions
- Referring to another as a “girl,” “hunk,” “doll,” “babe,” “honey,” “tootsie”, etc.
- Actual or attempted rape or sexual assault
- Turning work discussion to sexual topics
- Asking about sexual fantasies, preferences, or history
- Sexual comments, sexual innuendos, or sexual stories
- Touching another employee such as their clothing, hair, or body
- Sexual comments about a person’s clothing, body, or looks
- Kissing sounds, howling and smacking lips
- Telling lies or spreading rumors about a person’s sex life
- Massaging neck, shoulders, etc.

Sexual Harassment in Online Environments



- Our conduct online and through social media can constitute sexual harassment even when it occurs “off the clock”, “off-site”, or even “out of state”.
- Online sexual harassment includes using e-mail, cell phone texts, internet posting, online comments, blog posts, and social media (such as Facebook, X/Twitter, LinkedIn, Instagram, YouTube, and Snapchat) to send communications of a sexual nature. Examples include:
 - Flirting and requests or demands to go on a date or have sex
 - Sending inappropriate pictures or videos including sexually graphic material
 - Using sexual language or comments including sexually offensive language
 - Cyber stalking

What can I do if I experience, witness, or become aware of unwelcome sexual conduct?



If you experience, witness or become aware of unwelcome sexual conduct, know that:

- You have the right to tell the person to stop. The initiating and participating persons must stop the unwelcome behavior upon request. If they continue the behavior or retaliate against you because you asked them to stop, they can be found to have violated the law by engaging in sexual harassment or retaliation.
- You have the right to report the sexual harassment. Several reporting options are available. The option you choose may depend on the nature and severity of the unwelcome conduct of a sexual nature.
- You will not be retaliated against for reporting the conduct or for participating in an investigation into the conduct. Persons who report sexual harassment or participate in investigations are protected from retaliation.

Reporting Sexual Harassment to an Employer



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

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

Reporting Sexual Harassment - Several Other Reporting Options



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

- Call the State of Illinois Sexual Harassment & Discrimination Helpline
- File a Charge with the Illinois Department of Human Rights (IDHR)
- File a Charge with the U.S. Equal Employment Opportunity Commission (EEOC)

Call the State of Illinois Sexual Harassment and Discrimination Helpline



Call:

1-877-236-7703

Visit:

www.Illinois.gov/SexualHarassment

If you or someone you know has experienced or witnessed unwelcome conduct of a sexual nature in the workplace, please call the *State of Illinois Sexual Harassment and Discrimination Helpline* for assistance. **Calls are confidential and can be made anonymously.**

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



Reporting Sexual Harassment – Help Line

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Reporting Sexual Harassment to the Illinois Department of Human Rights



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

- Complainants (victims of sexual harassment) may file a charge at any time within 300 days of the incident(s).
- IDHR has jurisdiction (authority) to investigate employers who have 1 or more employees.
- To start the process, submit a Complainant Information Sheet to IDHR.

Remedies Available Under The Illinois Human Rights Act



- After IDHR completes its investigation, the Complainant (the employee):
 - May file a lawsuit in civil court, or
 - May file a complaint with the Illinois Human Rights Commission (HRC) if IDHR found “substantial evidence” of a violation.
- Complainants who prevail in the HRC or Court may receive an **order awarding remedies** allowed by the Illinois Human Rights Act to make the Complainant “whole.”
- **Remedies** may include: back pay, lost benefits, clearing of a personnel file, damages, hiring, promotion, reinstatement, front pay where reinstatement is not possible, and attorney’s fees and costs.

Reporting Sexual Harassment to the IDHR (Contact Information)



To file a charge, call IDHR or visit them online:

1-800-662-3942

www.ILLINOIS.GOV/DHR

IDHR Offices Locations:

Chicago. Office:
312-814-6200 |
866-740-3953(TTY),
555 W. Monroe St.,
7th Floor,
Chicago, IL 60661

Springfield. Office:
217-785- 5100
866-740-3953(TTY)
524 S. 2nd St.,
Suite 300, Intake Unit,
Springfield, IL 62702

Marion. Office:
618-993-7463 |
217-740-3953 (TTY),
2309 W Main St,
Marion, IL 62959



Reporting Sexual Harassment to IDHR

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Reporting Sexual Harassment to the U.S. EEOC



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

- Complainants (victims of sexual harassment) may file a charge at any time within 300 days of the incident(s).
- The EEOC has jurisdiction (authority) to investigate employers who have 15 or more employees.
- To start the process, call the EEOC or visit their website.

Remedies Available Under Title VII of the Civil Rights Act of 1964



- **After EEOC completes its investigation:**
 1. The Complainant (the employee) may file a lawsuit in federal court.
 2. The EEOC may help parties reach a settlement through an informal process called “conciliation” if the EEOC finds “reasonable cause” to believe discrimination occurred.
- Complainants who prevail in federal court may receive an order awarding remedies allowed by Title VII to make the employee “whole.”
- Remedies may include: back pay, lost benefits, clearing of a personnel file, damages, hiring, promotion, reinstatement, front pay where reinstatement is not possible, punitive damages, and attorney’s fees and costs.

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



To file a charge, call or visit online:

1-800-669-4000

www.EEOC.GOV

1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only)

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

U.S. EEOC Offices Serving Illinois

Chicago District Office.
JCK Federal Building,
230 S. Dearborn St.,
Chicago, IL 60604

St. Louis District Office.
Robert A. Young Federal Building,
1222 Spruce St., Rm. 8.100,
St. Louis, MO 63103



Reporting Sexual Harassment to EEOC

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Is my Employer Responsible for Sexual Harassment?



Yes, employers are responsible for sexual harassment in two ways:

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

Employer Responsibilities



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

- **Prevent** the incidence of sexual harassment in their workplaces;
- **Investigate** incidents of sexual harassment in their workplaces; and
- **Correct** the incidence of sexual harassment in their workplaces.

Employer Responsibility - Prevention



- Develop, implement, and regularly communicate the employer's sexual harassment policy.
- Provide training for managers and employees on sexual harassment prevention.
- Ensure clear communication on how to report incidents of sexual harassment or conduct of a sexual nature.
- Managers and supervisors should monitor their work environment to ensure the workplace is free of sexual harassment – supervisors should be aware of the conduct within their supervision.
- Managers and supervisors must lead by example and model appropriate conduct—refrain from engaging in conduct of a sexual nature.
- Managers and supervisors should conduct a sexual harassment climate check throughout the year - discuss the topic at a team or staff meeting, in-service day or as part of structured communication such as division/unit newsletter.

Employer Responsibility - Investigation



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

Employer Responsibility

Corrective Measures



- Take appropriate corrective disciplinary action up to and including termination of employment where organizational policy has been violated.
- In situations where the conduct in question did not rise to the level of sexual harassment or a violation of policy, but is concerning or may be considered grooming behavior, consider counseling, training and closer supervision of the employee.
- Take responsible action within the organization to reduce the likelihood of future sexual harassment incidents by updating policies and communicating them to the workforce; providing supplemental or tailored sexual harassment training; or restructuring the working environment or reporting relationships.
- Follow up with the complainant (victim) at regular intervals to ensure they and the workplace remains free from sexual harassment.

Completion & Certification



Thank you for completing the

Annual Sexual Harassment Prevention Training

Please take the following actions:

1. Print and sign the “Certificate of Participation” provided.
2. Return the certificate to the training facility in Mt. Sterling using one of the following methods:

**BY MAIL: 1730 750N Avenue
Mt. Sterling, IL 62353**

BY EMAIL: licensing@ilcjatp.org

BY FAX: (217) 773-2835



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Certificate of Participation 2024

Sexual Harassment Prevention Training



I certify that I have carefully read and reviewed the content of, and completed, the 2024 Sexual Harassment Prevention Training pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-109 and 2-110.

Training Participant Information:

_____ (Printed Name - First, Middle Initial, Last) _____ (Signature) _____ (Birth Month and Day)

_____ (Local Union #) _____ (Last 4 digits of SSN)

Training Date/Location:

_____ **ILCJATP** _____ (Training Date) _____ **ONLINE**
(Company Name/Work Location) Training Method

