

Document Revision History (Note: Current version should always appear in top row.)

Date	Version	Created/Revised By	Suggestions/Comments
8/15/17	2	Michelle Thacher	Incorporates client edits of v1.
8/1/17	1	Michelle Thacher	Initial draft for client review.

Course Details

Course Title	Compliance in Action Workplace Harassment
Storyboard Number / Title	N/A - Full Course
Storyboard Description	Storyboard created from client-provided content: <i>Workplace Harassment Script_FINAL.docx</i>
Development Platform	Adobe Captivate

General Dev/Graphic Notes:

This course follows a pre-determined design. Screen types are referenced in the top left corner of each screen in the “LO#/Type” cell. Graphics shown there do not necessarily depict the graphics for this course. Unique images are noted in the “graphic notes” section. If there is not an image noted, reuse graphics from Workplace Retaliation course.

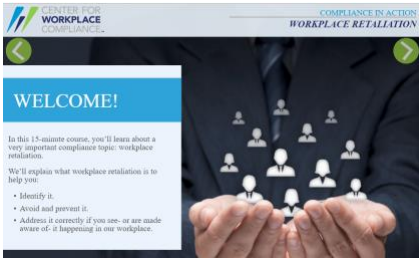
Narration:

- Use male voice.

NOTE: BLANK PAGES/SPACES ARE INTENTIONAL. PLEASE DO NOT DELETE PAGE BREAKS.

COURSE CONTENT

LO#/Type	Section Title	Topic Title (if applicable)
5		
		
On-Screen Content:		
Screen heading (if applicable):		
Compliance in Action Workplace Harassment		
Graphic Notes:		
Dev Notes:		
Music (iStock_000037462208Wav44100.wav) plays in background. (This is the same file used in the Retaliation and RA courses.)		
Audio		
Workplace Harassment, a course in the Compliance in Action series.		

LO#/Type	Section Title	Topic Title (if applicable)
10 		
On-Screen Content:		
Screen heading (if applicable): Welcome!		
Welcome! In this brief course, you'll learn some very important information about how to identify, prevent, and address workplace harassment. Click the arrow near the top right of the screen to continue.		
Graphic Notes:		
Dev Notes:		
Audio		
Welcome. In this brief course, you'll learn some very important information about how to identify, prevent, and address workplace harassment. Click the arrow near the top right of the screen to continue.		

LO#/Type	Section Title	Topic Title (if applicable)
15 		

On-Screen Content:**Screen heading (if applicable): Two Situations**

Let's begin by having you consider these two situations. Which one do you think poses the greater risk?

Click each item.

Pop-Up Title	Content
Roger	A number of employees have come to you complaining that a supervisor, Roger, is harassing them. According to these employees, Roger is constantly ridiculing the people who work for him, calling them idiots, imbeciles, uncultured, and other derogatory terms.
Karen	A new employee, Karen, repeatedly tells jokes that many of her coworkers find offensive. The jokes typically revolve around coworkers whose primary language isn't English.

Graphic Notes:

-

Dev Notes:

-

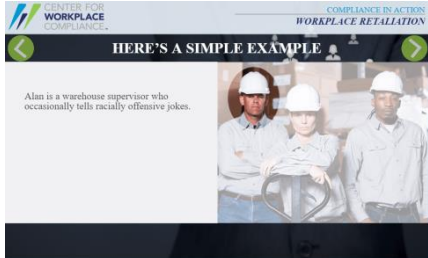
Audio

- Let's begin by having you consider these two situations. Which one do you think poses the greater risk? Click each item.

LO#/Type	Section Title	Topic Title (if applicable)
20		
		
On-Screen Content:		
Screen heading (if applicable): Which One Poses the Greatest Risk?		
Both of the situations violate our workplace conduct standards and policies. They also pose risks, including reducing morale and productivity, and increasing the odds that good employees will leave to work somewhere else. But one of these situations also poses a significant <i>legal</i> risk and could cost us a lot of money and damage to our reputation. Can you guess which one? Choose one and then click Submit. - Rodger's ridiculing Karen's jokes		
Graphic Notes:		
Dev Notes:		
- Feedback: Correct: You're right! You'll learn why shortly. Sometimes it can be difficult to figure out when unprofessional or inappropriate behavior – which is bad enough on its own – becomes something even worse: unlawful workplace harassment. Incorrect: Incorrect. The answer is Karen's jokes, and you'll learn why shortly. Sometimes it can be difficult to figure out when unprofessional or inappropriate behavior – which is bad enough on its own – becomes something even worse: unlawful workplace harassment.		

Audio

- Both of the situations violate our workplace conduct standards and policies. They also pose risks, including reducing morale and productivity, and increasing the odds that good employees will leave to work somewhere else. But one of these situations also poses a significant *legal* risk and could cost us a lot of money and damage to our reputation. Can you guess which one? Choose one and then click Submit.

LO#/Type	Section Title	Topic Title (if applicable)
25		
		
On-Screen Content:		
Screen heading (if applicable): Workplace Harassment is Like a Puzzle		
In this course, we're going to explain unlawful workplace harassment as if it were a puzzle. If you know what the pieces of the puzzle are and understand how they fit together, you can help us identify, prevent, and address this potentially significant workplace risk.		
Graphic Notes:		
Five-piece puzzle graphic grayed out, with the center full color labeled “Unlawful Workplace Harassment.” The individual pieces do not have labels yet: http://www.istockphoto.com/vector/circle-infographic-gm523885758-92100707		

Dev Notes:

-

Audio

- In this course, we're going to explain unlawful workplace harassment as if it were a puzzle. If you know what the pieces of the puzzle are and understand how they fit together, you can help us identify, prevent, and address this potentially significant workplace risk.

LO#/Type	Section Title	Topic Title (if applicable)
30 		
On-Screen Content:		
Screen heading (if applicable): The Pieces of Workplace Harassment		
If workplace harassment is a puzzle, then it's pieces are: • Conduct • Unwelcome • Based on or because of a protected characteristic • Severe OR pervasive • Subjectively AND objectively offensive		
Graphic Notes:		
• Reuse puzzle graphic. • Create a second version of the graphic, but add labels and bring all pieces full color and label as follows: ○ center: Unlawful Workplace Harassment ○ then the rest of the pieces as:		



- Conduct
 - Unwelcome
 - Based on or because of a protected characteristic
 - Severe OR pervasive
 - Subjectively AND objectively offensive
- Caution sign with dollar sign in middle (vs. exclamation point) for wallpaper behind graphic: <http://www.istockphoto.com/vector/warning-signs-set-gm586043338-100541487>

Dev Notes:

- Animation: Fill in each puzzle piece from the grayed-out state to the full-color + labeled state in conjunction with the audio. When all pieces are in place, fade in behind the puzzle, the caution sign “risk” wallpaper in conjunction with the last line of audio.

Audio

- If workplace harassment is a puzzle, then it's pieces are:
 - Conduct
 - Unwelcome
 - Based on or because of a protected characteristic
 - Severe OR pervasive
 - Subjectively AND objectively offensive
- When all of these pieces come together, we're at risk.

LO#/Type	Section Title	Topic Title (if applicable)
35		



On-Screen Content:

Screen heading (if applicable): LIABILITY

When all of the pieces of workplace harassment come together, we're at risk of complaints, investigations, verdicts and judgements, and damage to our reputation. These can be summed up in one word – LIABILITY.

Click each item to learn more.

Pop-up title	Content
Complaints	Complaints filed with federal or state workplace enforcement agencies.
Investigations	Investigations are expensive, time consuming, and potentially embarrassing to defend.
Verdicts and Judgements	Verdicts and judgments can cost us hundreds of thousands of dollars or more.
Damage to Reputation	Damage to our good reputation with our customers, clients, suppliers, and vendors.

Graphic Notes:

- Reuse the caution sign with the dollar graphic as the wallpaper on each pop-up.

Dev Notes:

-

Audio

- When all of the pieces of workplace harassment come together, we're at risk of complaints, investigations, verdicts and judgements, and damage to our reputation. These can be summed up in one word – LIABILITY. Click each item to learn more about the risks.

LO#/Type	Section Title	Topic Title (if applicable)
40 		
On-Screen Content:		
Screen heading (if applicable): Individuals Can be Liable Too		
 The risk of liability isn't limited to just the company itself. The people involved in contributing to this puzzle – or not doing enough to keep it from coming together – are at risk of losing their job, damaging their reputation with future employers, and even harming their standing in the communities where they live.		
Graphic Notes:		

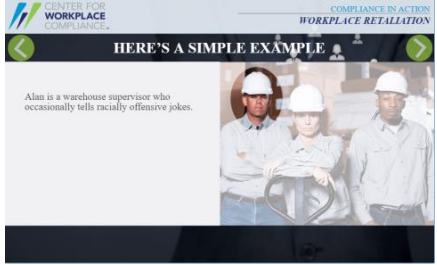
- <http://www.istockphoto.com/photo/conflict-between-male-black-and-white-office-workers-at-workplace-gm695760162-128677281> (#695760162)

Dev Notes:

-

Audio

- The risk of liability isn't limited to just the company itself. The people involved in contributing to this puzzle – or not doing enough to keep it from coming together – are at risk of losing their job, damaging their reputation with future employers, and even harming their standing in the communities where they live.

LO#/Type	Section Title	Topic Title (if applicable)
45 		
On-Screen Content:		
Screen heading (if applicable):		
On the next few screens, we'll take a closer look at each one of these puzzle pieces so we can understand how to prevent the pieces from coming together. 		
Graphic Notes:		
- Same graphic as before in full-color, with all labels. Unlawful Workplace Harassment in the center. Labels as follows: - Conduct - Unwelcome		

- Based on or because of a protected characteristic
- Severe OR pervasive
- Subjectively AND objectively offensive

Dev Notes:

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Audio

- On the next few screens, we'll take a closer look at each one of these puzzle pieces so we can understand how to prevent the pieces from coming together.

LO#/Type	Section Title	Topic Title (if applicable)
50		
		

On-Screen Content:**Screen heading (if applicable): Conduct**

Under the law of workplace harassment, the Conduct piece of the puzzle typically takes one of these three forms. Select each item to learn more.

Pop-Up Label	Content
Visual	Things that you see , like pictures, posters, calendars, mugs, screenshots, social media postings, etc.
Verbal	Things that you say or which are heard, like questions, comments, jokes, whistling, etc.
Physical	Things that you do , and which may or may not involve physical contact, such as gestures, staring, leering, etc.

Graphic Notes:

-

Dev Notes:

- Bold the key words in the pop-up content as depicted above.

Audio

- Under the law of workplace harassment, the Conduct piece of the puzzle typically takes one of these three forms. Select each item to learn more.

LO#/Type	Section Title	Topic Title (if applicable)
55		

On-Screen Content:**Screen heading (if applicable): Unwelcome**

“Unwelcome” is one of the simplest pieces in the workplace harassment puzzle, but it’s also the one that you really can’t do much about. Click each item.

Pop-Up Label	Content
He/She says, “It was unwelcome.”	If someone says that the conduct they’re complaining about was unwelcome, that’s all it takes.
You say, “But, he/she seemed willing...”	Don’t let someone’s apparently “willing” participation in a racy conversation or inappropriate joke lead you to believe that the conduct is welcome, because it very well might not be.
Reality says, “Most complaints are made in good faith.”	If all the other pieces of the workplace harassment puzzle are in place, and your only chance at keeping the puzzle from coming together is an argument that the person who complained actually welcomed the conduct, your odds of success are probably not too good.

Graphic Notes:

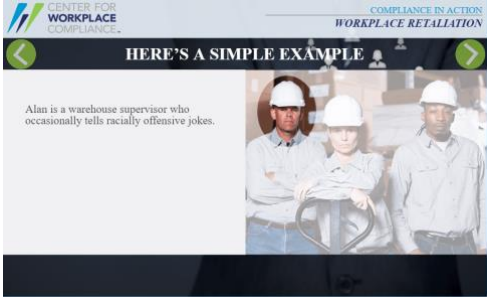
-

Dev Notes:

-

Audio

- “Unwelcome” is one of the simplest pieces in the workplace harassment puzzle, but it’s also the one that you really can’t do much about. Click each item.

LO#/Type	Section Title	Topic Title (if applicable)
60 		
On-Screen Content:		
Screen heading (if applicable): Based on or Because of a Protected Characteristic		
The next piece of the puzzle is “based on or because of a protected characteristic. What does that mean? There are laws prohibiting workplace harassment at local, state and federal levels. We can’t cover every law here, but here are the main legally protected characteristics: • Race • Color • Religion • Sex (including pregnancy) • National origin • Age • Disability • Genetic information		



- Veteran status

Graphic Notes:

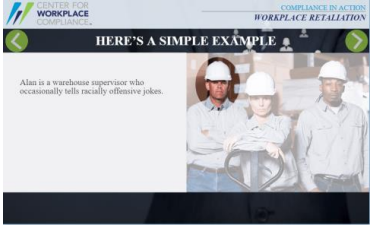
- Repeat puzzle graphic. Conduct and Unwelcome are full color. Raise/pop-out or highlight the “based on or because of a protected characteristic” and make it full color as well. The other pieces are grayed out.

Dev Notes:

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Audio

- The next piece of the puzzle is “based on or because of a protected characteristic. What does that mean?
- There are laws prohibiting workplace harassment at local, state and federal levels. We can’t cover every local, state, and federal law here that prohibits workplace harassment, but here are the main legally protected characteristics:
 - Race
 - Color
 - Religion
 - Sex (including pregnancy)
 - National origin
 - Age
 - Disability
 - Genetic information
 - Veteran status

LO#/Type	Section Title	Topic Title (if applicable)
65 		
On-Screen Content:		
Screen heading (if applicable): The Puzzle Starts to Take Shape		
Just using the three pieces of the puzzle that you've learned about so far: If... – Conduct is – Unwelcome and – Based on or because of "Race" the puzzle is beginning to look a lot like unlawful racial harassment. <i>(dev note: part 2 of animation begins here)</i> Similarly, if: – Conduct is – Unwelcome and – Based on or because of "Religion" = unlawful religious harassment If all the other puzzle pieces are in place, it doesn't matter what we fill in the blank with from the list of characteristics you just learned about. Each type of harassment is just as inappropriate, and just as unlawful, as the others.		
Graphic Notes:		



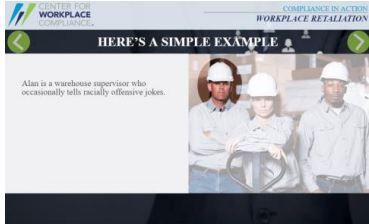
- Repeat puzzle graphic twice, as follows:
- Graphic 1:
 - Conduct, Unwelcome, and the “based on or because of a protected characteristic” pieces are full color. Add “(race)” to “Based on or because of a protected characteristic”
 - The other pieces are grayed out.
- Graphic 2: Same as above, but change ““Based on or because of a protected characteristic” by swapping “race” with “religion”

Dev Notes:

- Bold words as shown above.
- Animation: Bring in the pieces of the puzzle in conjunction with the narration. Then, fade out the first example completely (text and graphic) and replace with the second graphic/example starting when the narrator says “Similarly...”

Audio

- Just using the three pieces of the puzzle that you’ve learned about so far – if the **Conduct** is **Unwelcome** and **Based on or because of Race**, then the puzzle is beginning to look a lot like unlawful racial harassment. Similarly, if the **Conduct** is **Unwelcome** and is **Based on or because of Religion**, then the puzzle is beginning to look a lot like unlawful religious harassment. And if all the other puzzle pieces are in place, it doesn’t matter what we fill in the blank with from the list of characteristics you just learned about. Each type of harassment is just as inappropriate, and just as unlawful, as the others. Now let’s look at the rest of the pieces of the workplace harassment puzzle.

LO#/Type	Section Title	Topic Title (if applicable)
70 		
On-Screen Content:		
Screen heading (if applicable): Severe OR Pervasive		
The law of workplace harassment recognizes the following sometimes occurs at work: • inappropriate comments • inappropriate conduct Not all are unlawful. For the behavior to “cross the line” and become unlawful workplace harassment, it has to be either sufficiently severe or pervasive. 		
Graphic Notes:		
• Repeat puzzle graphic. Conduct, Unwelcome, and the “based on or because of a protected characteristic” pieces are full color. The other pieces are grayed out. Raise/pop-out or highlight “Severe OR Pervasive” and have in full color.		
Dev Notes:		

- Bold words as shown above.

Audio

- The law of workplace harassment recognizes that inappropriate comments and conduct sometimes occurs at work, and that not all of these inappropriate comments or conduct are unlawful. For the behavior to “cross the line” and become unlawful workplace harassment, it has to be either sufficiently severe or pervasive. Let’s look at how this “severe or pervasive” piece of the puzzle comes together.

LO#/Type	Section Title	Topic Title (if applicable)
75		

**On-Screen Content:****Screen heading (if applicable): Severe OR Pervasive Example**

When conduct is **severe**, it does not have to happen over and over for this piece of the puzzle to fall into place. An example will help to explain Severe or Pervasive. Click the example first, then click Severe and Pervasive for an explanation of each.

Pop-up Label	Content
Example: A Dinner Invitation	If an employee invites a coworker to dinner after work, and the coworker didn't welcome that invitation, then you can see how that conduct might start to look like the puzzle we're trying to avoid.
Severe?	The law doesn't make this single dinner invitation unlawful because it isn't severe or serious enough on its own. Examples of severe conduct that can make this piece of the puzzle fall into place the minute it happens: • groping • provocative gestures • offensive racial slurs It's important to avoid all forms of severe workplace conduct. Always be on guard to avoid engaging in this behavior yourself, and to address it swiftly if you ever witness or learn about it happening in the workplace. When the conduct isn't severe, the law says it won't be unlawful unless it's pervasive

Pervasive?	The invitation doesn't appear to be part of a pervasive or repeated course of conduct. Pervasive means it happens over and over again, or in a widespread way throughout the workplace. So asking a coworker out to dinner or out on a date over and over again could make this piece of the workplace harassment puzzle fall into place.
Graphic Notes:	
Dev Notes:	
Bold terms as shown above	
Audio	
When conduct is severe, it does not have to happen over and over for this piece of the puzzle to fall into place. An example will help to explain Severe or Pervasive. Click the example first, then click Severe and Pervasive for an explanation of each.	

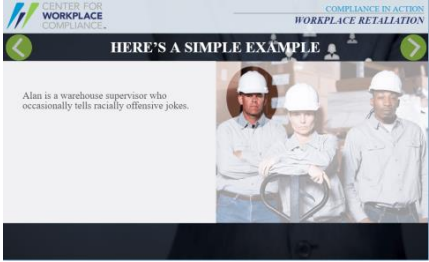
LO#/Type	Section Title	Topic Title (if applicable)
80 		
On-Screen Content:		
Screen heading (if applicable): What Seems Minor May Lead to Big Problems		
 Pay close attention to workplace conduct that might seem like “harmless” joking or banter at first. If this seemingly harmless conduct is happening frequently, or in a widespread way throughout the workplace, it’s likely becoming pervasive. Then you’d be looking at another piece of the puzzle falling into place. And by way of reminder, this is a puzzle we never want to see come together here.		
Graphic Notes:		
http://www.istockphoto.com/photo/happy-time-with-colleagues-at-work-gm471188630-62641604		

Dev Notes:

-

Audio

- Pay close attention to workplace conduct that might seem like “harmless” joking or banter at first. If this seemingly harmless conduct is happening frequently, or in a widespread way throughout the workplace, it’s likely becoming pervasive. Then you’d be looking at another piece of the puzzle falling into place. And by way of reminder, this is a puzzle we never want to see come together here.

LO#/Type	Section Title	Topic Title (if applicable)
85 		
On-Screen Content:		
Screen heading (if applicable): Subjectively AND objectively offensive		
There's one more puzzle piece we need to cover. The law says that the workplace harassment puzzle won't be complete unless the unwelcome conduct is both subjectively and objectively offensive. Let's take a minute to talk about what this means. 		

Graphic Notes:

- Same puzzle graphic. All pieces are full color. “Subjectively AND objectively offensive” piece is raised/highlighted.

Dev Notes:

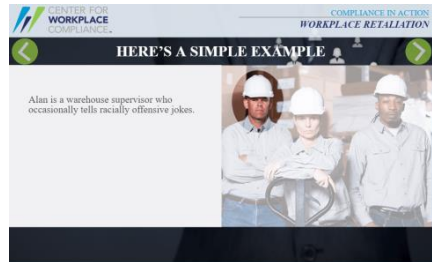
- Bold words as indicated above.

Audio

- There’s one more puzzle piece we need to cover. The law says that the workplace harassment puzzle won’t be complete unless the unwelcome conduct is both subjectively *and* objectively offensive. Let’s take a minute to talk about what this means.

LO#/Type

90



Section Title

Topic Title (if applicable)

On-Screen Content:**Screen heading (if applicable): Subjectively Offensive**

The subjective test is really simple: if the person who is complaining about the conduct found it to be offensive, then the conduct was subjectively offensive. That's all it takes. For this puzzle piece, no one else's opinion matters about whether the conduct was offensive.

**Graphic Notes:**

- <http://www.istockphoto.com/photo/businesswomen-having-a-fight-gm462779763-32810444>

Dev Notes:

-

Audio

- The subjective test is really simple: if the person who is complaining about the conduct found it to be offensive, then the conduct was subjectively offensive. That's all it takes. For this puzzle piece, no one else's opinion matters about whether the conduct was offensive.

LO#/Type	Section Title	Topic Title (if applicable)
95		
		

On-Screen Content:**Screen heading (if applicable): Objectively Offensive**

The objective test is a little more complicated, but it's still clear enough for everyone to understand. Click each item.

Pop-up Label	Content
The Test	Basically, this test says that a "reasonable person," <i>under the same circumstances</i> , would have found the conduct to be offensive.
"Reasonable Person"	It isn't always obvious what a "reasonable person" would find offensive. That's why we require everyone here to exercise good, sound judgment in avoiding any conduct that might "cross the line" and be considered as objectively offensive.
Example	A group of workers is participating in a team building exercise. They have to help each other through an obstacle course, and some of them have to help others by lifting them up over a barrier. Under those specific circumstances, some physical contact would probably be viewed most people as reasonable. But if a few of those same workers decided to engage in the same kind of physical contact in the workplace, that conduct most likely would be viewed as unreasonable, and objectively offensive.
Zero Tolerance	We have zero tolerance for any harassing or discriminatory behavior, whether it's deemed to be unlawful or not.

Graphic Notes:

-

Dev Notes:

-

Audio

- The “objective” test is a little more complicated, but it’s still clear enough for everyone to understand. Click each item.

LO#/Type	Section Title	Topic Title (if applicable)
100 		
On-Screen Content:		
Screen heading (if applicable): Your Turn!		
Over the next few screens, you'll have a chance to practice what you've learned. Your goal is to decide if the workplace harassment puzzle comes together in each situation. Let's begin!		
Graphic Notes:		
Dev Notes:		
Audio		
Over the next few screens, you'll have a chance to practice what you've learned. Your goal is to decide if the workplace harassment puzzle comes together in each situation. Let's begin!		

LO#/Type	Section Title	Topic Title (if applicable)
110		
		
On-Screen Content:		
Screen heading (if applicable): Situation 1, Paul		
Paul is a new manager. In order “to get more and better work” out of his team, Paul thinks it’s ok to regularly call people derogatory names based on their race and sex. He does this on a daily basis. Belinda, a Latina employee on Paul’s team, went to Human Resources. She finds his comments rude and unprofessional, and files a complaint. The other three people on the team have told Belinda just to ignore his remarks. Are the workplace harassment puzzle pieces all there? Choose Yes or No and then click the Submit button to check your answer. • Yes • No		
Graphic Notes:		
•		
Dev Notes:		
• Correct: That’s right! On the following screen, we’ll review why the pieces are there. • Incorrect: Incorrect. The pieces ARE there and on the following screen, we’ll review them.		

Audio

- Paul is a new manager. In order “to get more and better work” out of his team, Paul thinks it’s ok to regularly call people derogatory names based on their race and sex. He does this on a daily basis. Belinda, a Latina employee on Paul’s team, went to Human Resources. She finds his comments rude and unprofessional, and files a complaint. The other three people on the team have told Belinda just to ignore his remarks. Are the workplace harassment puzzle pieces all there? Choose Yes or No and then click the Submit button to check your answer.

LO#/Type

115



Section Title

Topic Title (if applicable)

On-Screen Content:**Screen heading (if applicable): Situation 1, Paul: Debrief**Here is a breakdown of why Paul's behavior *IS* workplace harassment. Click each item to learn more.

Pop-up Label	Content
Conduct?	Verbal (derogatory names)
Unwelcome?	Yes
Based on or because of?	Sex and race
Severe or Pervasive?	Pervasive (daily, all team members)
Subjectively Offensive?	Belinda finds the conduct offensive
Objectively Offensive?	A reasonable person would find the comments offensive

Graphic Notes:

-

Dev Notes:

-

Audio

- Here is a breakdown of why Paul's behavior *is* workplace harassment. Click each item to learn more.

LO#/Type	Section Title	Topic Title (if applicable)
120 		
On-Screen Content:		
Screen heading (if applicable): Situation 2, Sandra		
Sandra says good morning to all her coworkers as they arrive at the rental office in the morning. She usually tells a few different individuals each morning “that outfit is stunning,” “that’s a great color shirt for you,” or “what a great dress!” Gerald told the regional manager that he thinks Sandra is “hitting on him.” Are the workplace harassment puzzle pieces all there? Choose Yes or No and then click the Submit button to check your answer. • Yes • No		
Graphic Notes:		
•		
Dev Notes:		
• Correct: Correct! All the pieces are NOT there. On the following screen, we’ll review which pieces are missing. • Incorrect: Incorrect. All the pieces are NOT there. On the following screen, we’ll review which pieces are missing.		
Audio		

- Sandra says good morning to all her coworkers as they arrive at the rental office in the morning. She usually tells a few different individuals each morning “that outfit is stunning,” “that’s a great color shirt for you,” or “what a great dress!” Gerald told the regional manager that he thinks Sandra is “hitting on him.” Are the workplace harassment puzzle pieces all there? Choose Yes or No and then click the Submit button to check your answer.

LO#/Type	Section Title	Topic Title (if applicable)
125		
		

On-Screen Content:**Screen heading (if applicable): Situation 2, Sandra: Debrief**

Here is a breakdown of why Sandra's behavior is *NOT* workplace harassment. Click each item to learn more.

Pop-up Label	Content
Conduct?	Verbal remarks about coworkers' appearance
Unwelcome?	Yes
Based on or because of?	No. Sandra makes the comments to everyone as they arrive, but different people each day. And there is no pattern of these "compliments" being directed only to members of one race or sex.
Severe or Pervasive?	Pervasive. Comments are daily to all team members
Subjectively Offensive?	Gerald finds the conduct offensive
Objectively Offensive?	A reasonable person probably would not find the comments offensive. Sandra is complimenting coworkers on their clothing, not on personal characteristics, and she's not picking out a particular person for the comments; they're random. She's also not complimenting people about the way their clothes fit them. If she were, this would increase the chances of this conduct being viewed as objectively offensive.

Graphic Notes:

-

Dev Notes:

-

Audio

- Here is a breakdown of why Sandra's behavior is *NOT* workplace harassment. Click each item to learn more.

LO#/Type	Section Title	Topic Title (if applicable)
130		
		
On-Screen Content:		
Screen heading (if applicable): Situation 3, Several Employees		
You overhear several employees talking about a recent terror attack. A couple of the employees are making derogatory remarks about people of a certain religious faith and from certain countries. Are the workplace harassment puzzle pieces all there? Choose Yes, No, or Probably and then click the Submit button to check your answer. • Yes • No • Probably		
Graphic Notes:		
•		
Dev Notes:		
• Correct: Yes, that is the best answer. On the following screen, we'll review why. • Incorrect: Incorrect. "Probably" is the best answer. On the following screen, we'll review why.		
Audio		

- You overhear several employees talking about a recent terror attack. A couple of the employees are making derogatory remarks about people of a certain religious faith and from certain countries. Are the workplace harassment puzzle pieces all there? Choose Yes, No, or Probably and then click the Submit button to check your answer.

LO#/Type	Section Title	Topic Title (if applicable)
135		
		
On-Screen Content:		
Screen heading (if applicable): Situation 3, Several Employees: Debrief		
Here is a breakdown of why we can only say the employees' behavior is "probably" workplace harassment. Click each item.		
Pop-up Label	Content	
Conduct?	Verbal remarks	
Unwelcome?	Probably so. Unless you can guaranty that each and every employee in that discussion, and who also might be within earshot of it, welcomes those remarks – which you can never do – then this piece of the puzzle is most likely in place.	
Based on or because of?	Religion/National Origin	
Severe or Pervasive?	We're not sure. . . yet. Making any derogatory or offensive remarks based on or because of someone's religion or national origin is absolutely a violation of our workplace conduct standards and policies. If these remarks are particularly extreme, it's possible that a court would find them to be severe. If so, then just this one instance would be enough to make this piece of the puzzle fall into place. But even if it the remarks aren't severe, the conversation you overheard could be a sign that these kinds of remarks are happening in other places and at other times in the workplace. If this is true, then this repeated behavior likely would be considered pervasive, and this piece of the puzzle would fall into place.	
Subjectively Offensive?	In this situation, if anyone who was participating in the conversation, or who even overheard it, finds the derogatory remarks to be offensive, then that's all it takes to satisfy this requirement.	
Objectively Offensive?	Let's be clear on this. Making derogatory remarks about someone's faith or national origin is almost always	

	going to be offensive to a reasonable person. Generalizations or stereotypes based on protected characteristics are offensive. People deserve to be judged on their actual skills and experience, not the color of their skin, religion, gender, ethnicity, etc.
--	--

Graphic Notes:

-

Dev Notes:

- Here is a breakdown of why we can only say the employees' behavior is "probably" workplace harassment. Click each item.

Audio

- Here is a breakdown of why we can only say the employees' behavior is "probably" workplace harassment. Click each item.

LO#/Type	Section Title	Topic Title (if applicable)
140 		
On-Screen Content:		
Screen heading (if applicable): “Not Illegal” Does Not Mean “Okay”		
Before we wrap up, it’s important to understand that the information covered here addresses unlawful workplace harassment. But it’s important to remember that even when unprofessional or inappropriate conduct doesn’t rise to the level of being illegal, it does violate our workplace conduct standards and policies. It could result in disciplinary action, up to and including termination.		
Graphic Notes:		
Dev Notes:		
Audio		
Before we wrap up, it’s important to understand that the information covered here addresses unlawful workplace harassment. But it’s important to remember that even when unprofessional or inappropriate conduct doesn’t rise to the level of being illegal, it does violate our workplace conduct standards and policies. It could result in disciplinary action, up to and including termination.		

LO#/Type	Section Title	Topic Title (if applicable)
145 		
On-Screen Content:		
Screen heading (if applicable): “Equal Opportunity Harasser”		
Remember Roger, the supervisor at the beginning of the course? He makes derogatory comments to everyone who works for him. Roger may be what some people call an “equal opportunity harasser” – in other words, someone who mistreats everyone. While Roger might not – yet – have engaged in unlawful workplace harassment, he has violated our workplace conduct standards and policies, and he could – and probably will – be subject to disciplinary action.		
Graphic Notes:		
Dev Notes:		
Audio		
Remember Roger, the supervisor at the beginning of the course? He makes derogatory comments to everyone who works for him. Roger may be what some people call an “equal opportunity harasser” – in other words, someone who mistreats everyone. While Roger might not – yet – have engaged in unlawful workplace harassment, he has violated our workplace conduct standards and policies, and he could – and probably will – be		

subject to disciplinary action.

LO#/Type

150

**Section Title****Topic Title (if applicable)****On-Screen Content:****Screen heading (if applicable): Our Policy**

Learn more about our workplace harassment policy. Select each item.

Pop-up Label	Content
Who does our policy apply to?	Our policy prohibits workplace harassment not only by our own employees, but also by our vendors, suppliers, contractors, clients, and customers.
Acceptable reasons for harassment?	There's no acceptable reason for any of our employees to be subjected to workplace harassment on the basis of race, sex, age, religion, or any other characteristic protected by law. This is true whether the person engaging in the unwelcome behavior is an employee, or vendor, or supplier, or contractor, or even a client or customer.
Your Role	If you see, or hear, or experience, or are made aware of a situation where someone who is not an employee is engaging in conduct that might violate our workplace harassment policy, you need to do something about it. Talk to your supervisor or manager, or to someone in Human Resources, to make them aware of the situation so that appropriate action can be taken right away.

Graphic Notes:

-

Dev Notes:

-

Audio

- Learn more about our workplace harassment policy. Select each item.

155

**On-Screen Content:****Screen heading (if applicable): Review**

Take a moment now to review the key concepts we've covered. Click each concept to read the explanation.

Pop-Up Label	Content
Conduct	There are three forms of conduct – visual, verbal, and physical.
Unwelcome	The person complaining about the conduct does not welcome it.
Based on or because of	Based on or because of a protected characteristic: Legally protected characteristics include race, color, religion, sex, national origin, age, disability, veteran status, pregnancy, sexual orientation/gender identity, and other characteristics covered by our policy and local, state, or federal law.
Severe OR Pervasive	Severe is an action that may happen one time and is particularly or excessively offensive. OR Pervasive is an action that happens over and over again or in a widespread way throughout the workplace.
Subjectively AND Objectively Offensive	Subjectively offensive: The person complaining about the conduct finds it offensive. AND Objectively offensive: A reasonable person would find the behavior offensive.

Graphic Notes:

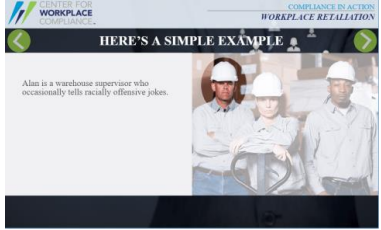
-

Dev Notes:

-

Audio

- Take a moment now to review the key concepts we've covered. Click each concept to read the explanation.

LO#/Type	Section Title	Topic Title (if applicable)
160 		
On-Screen Content:		
Screen heading (if applicable): Putting It All Together		
So, in terms of the puzzle, if there is: CONDUCT that's UNWELCOME And that's BASED ON OR BECAUSE OF A CHARACTERISTIC PROTECTED BY LAW SUCH AS RACE, SEX, AGE, RELIGION, ETC. And that conduct is either SEVERE OR PERVASIVE And it's also both		



SUBJECTIVELY AND OBJECTIVELY OFFENSIVE

then the workplace harassment puzzle is complete, and we are going to be at risk.

Graphic Notes:

- full color, labeled puzzle pieces
- caution/dollar sign “risk” wallpaper used previously

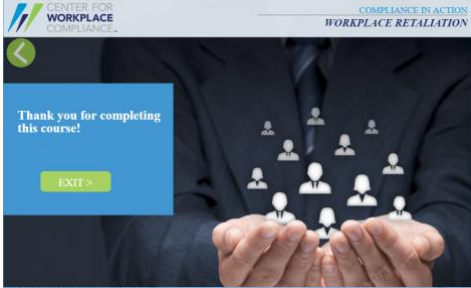
Dev Notes:

- Animate in each puzzle piece as it is addressed in the narration. Fade in the risk wallpaper behind the puzzle in conjunction with the last line of audio.

Audio

- So, in terms of the puzzle, if there is: CONDUCT that’s UNWELCOME, and that’s, BASED ON OR BECAUSE OF A CHARACTERISTIC PROTECTED BY LAW SUCH AS RACE, SEX, AGE, RELIGION, ETC., and that conduct is either, SEVERE OR PERVASIVE, and it’s also both, SUBJECTIVELY AND OBJECTIVELY OFFENSIVE, then the workplace harassment puzzle is complete, and we are going to be at risk.

LO#/Type	Section Title	Topic Title (if applicable)
165 		
On-Screen Content:		
Screen heading (if applicable): The Best Plan is to AVOID LIABILITY		
There may be explanations, arguments, or legal defenses that might help us explain the circumstances and avoid LIABILITY, but that is never a position we want to be in if we can avoid it.		
Graphic Notes:		
Dev Notes:		
Audio		
There may be explanations, arguments, or legal defenses that might help us explain the circumstances and avoid LIABILITY, but that is never a position we want to be in if we can avoid it.		

LO#/Type	Section Title	Topic Title (if applicable)
170 		
On-Screen Content:		
Screen heading (if applicable): Key Takeaways		
With this basic information about workplace harassment, you're in a much better position to help us: • prevent workplace harassment • identify and address it • take quick and effective action according to our policy and the law		
Graphic Notes:		
•		
Dev Notes:		
• Do not include "exit" button on this screen; only use the layout. If possible, change the blue box to gray so it is different from the conclusion screen.		
Audio		

- And that's why we're glad you took this course. Because with this basic information about workplace harassment, you're in a much better position to help us prevent it. You're also in a better position to help us identify and address it. By recognizing situations where the pieces of the workplace harassment puzzle seem to be coming together, you can help us take quick and effective action to make sure that the conduct is addressed according to our policy and the law.

LO#/Type	Section Title	Topic Title (if applicable)
175 		
On-Screen Content:		
Screen heading (if applicable): Resources		
Click the links to access supporting resources about workplace harassment.		
If you have questions about harassment or other workplace compliance policies, please contact your Human Resources representative or Compliance Officer.		
Graphic Notes:		
•		
Dev Notes:		
• Change the downloadable document name to "Workplace Harassment Checklist."		

Audio

- Click the links to access supporting resources about workplace retaliation. If you have questions about harassment or other workplace compliance policies, please contact your Human Resources representative or Compliance Officer.

LO#/Type	Section Title	Topic Title (if applicable)
180 		
On-Screen Content:		
Screen heading (if applicable):		
Thank you for completing this course!		
Graphic Notes:		
Dev Notes:		
Exit button closes course.		
Audio		
Thank you for completing this course!		