

## **Storyboard: Sexual Harassment in the Workplace**

**Target Audience: Employees of Turtleback Web Solutions Inc.**

### **Learning Objectives:**

1. Define sexual harassment in the workplace
2. Recognize sexual harassment in the workplace
3. Understand the laws of sexual harassment in the workplace
4. Address sexual harassment in the workplace
5. Define bystanders in the workplace
6. Understand how to take action: The Complaint Process

**Seat Time: 20 minutes**

### **Outline:**

- 1.1 Untitled Cover Slide
- 1.2 Introduction slide
- 1.3 Course Objectives
- 1.4 Defining sexual harassment in the workplace: LO 1
- 1.5 Recognizing sexual harassment in the workplace: LO 2
- 1.6 Form of sexual harassment: LO 2
- 1.7 Drag and Drop Interaction of examples and non-examples of sexual harassment: LO 2
- 1.8 Sexual harassment data to support trends: LO 3
- 1.9 Laws/policies/acts/regulations of sexual harassment in the workplace: LO 3
- 1.10 How to address sexual harassment in the workplace: LO 4
- 1:11 Short Answer Interaction question: LO 4
- 1:12 Defining the term bystander: LO 5
- 1:13 Multiple Choice Question: LO 5
- 1:14 The Report Process: LO 6
- 1:15 Multiple choice question interaction: LO 6
- 1:16 Summary

- 1:17 Resources listed
- 1:18 Exit Course

**Directions:** Please utilize the Review tab and track changes in MS Word marking feedback with a red font.

**Module Resources/References:** none currently

Slide 1.1/ Menu Title: Cover slide			Objective #: n/a
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Slide: blue patterned background, photo of three . people sitting on workplace couches, one staring at the other two who are hovering over a computer, one looking attracted to the other.	1.[Slide Title] Untitled Cover Slide: Sexual Harassment in the Workplace 2. Company name: Turtleback Web Solutions Inc. 3. Click next to start button 4. [Button] Next	None	1.Text <i>Click the Next button to start this course.</i> 2. Text box and Button float in from the left when opened..
<b>Notes:</b> Instructions: Select Next button to proceed to 1.2 Title and Introduction slide.			

Slide 1.2/ Menu Title: Sexual Harassment in the Workplace: Introduction to course			Objective #: n/a
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Slide: Background photo slide of buildings and a street edited to blur so the focus is on the text and narration.	1.[Slide Title] Sexual Harassment in the Workplace	Sexual harassment in the workplace. This course is designed to help employees of Turtleback Web Solutions,	1. Text box and Button float in from left when the slide opens. 2. Narration begins 3. User clicks to start course: Button: <i>Start course.</i>

	<p>2. Company name: Turtleback Web Solutions Inc.</p> <p>3. Text: This course is designed to help employees of Turtleback Web Solutions, Inc. to better understand sexual harassment and its impacts on the workplace. The goal of this training is to increase awareness and accuracy in recognizing harassment, as well as create a better understanding of the policies, laws, and complaint process.</p> <p>4. [Button] Start Course</p>	<p>Inc. to better understand sexual harassment and its impacts on the workplace. The goal of this training is to increase awareness and accuracy in recognizing harassment, as well as create a better understanding of the policies, laws, and complaint process. Click below to start the course.</p>	
<p><b>Notes:</b> Instructions: Select “Start Course” button to proceed to 1.3 Course Objectives slide.</p>			

Slide 1.3/ Course Objectives			Objective #: n/a
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Slide: white background. Title: Course objectives, company name.</p>	<p>1.[Slide Title] Course Objectives 2. Company name 3. The following are the learning objectives for this course:</p>	<p>The following are the learning objectives for this course:</p> <ul style="list-style-type: none"> <li>Define sexual harassment in the workplace</li> </ul>	<p>1.Title floats in from left when opened. 2. Objectives are emphasized using GROW as each is explained.</p>

	<ul style="list-style-type: none"> <li>• Define sexual harassment in the workplace</li> <li>• Recognize sexual harassment in the workplace</li> <li>• Understand the laws of sexual harassment in the workplace</li> <li>• Address sexual harassment in the workplace</li> <li>• Define bystanders in the workplace</li> <li>• Understand how to take action: The Complaint Process</li> </ul> <p>3. Click next to start button 4. [Button] Next</p>	<ul style="list-style-type: none"> <li>• Recognize sexual harassment in the workplace</li> <li>• Understand the laws of sexual harassment in the workplace</li> <li>• Address sexual harassment in the workplace</li> <li>• Define bystanders in the workplace</li> <li>• Understand how to take action: The Complaint Process</li> </ul> <p>Click next to proceed.</p>	
<p><b>Notes:</b> Instructions: Select Next button to proceed to 1.4 Defining sexual harassment.</p>			

Slide 1.4/ Menu Title: Sexual Harassment in the Workplace			Objective #: 1
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Slide: photo embedded in background of slide: two people laughing at another person who seems distressed at work.</p>	<p>1.[Slide Title] Sexual Harassment: Definition 2. Definition: Sexual harassment in the workplace is defined</p>	<p>Sexual harassment in the workplace is defined as any unwelcome conduct of a sexual nature that creates a hostile or offensive work environment.</p>	<ul style="list-style-type: none"> <li>• Set <i>state</i> of placeholder to normal when the timeline starts on this slide.</li> <li>• Jump to next slide when user clicks or swipes next.</li> </ul>

Definition of sexual harassment given	as any unwelcome conduct of a sexual nature that creates a hostile or offensive work environment. 3. Click next to start button 4. [Button] Next	Click next to proceed.	
<b>Notes:</b> Instructions: Select Next button to proceed to 1.5 Title: Recognizing Sexual Harassment slide.			

Slide 1.5/ Menu Title: Recognizing Sexual Harassment			Objective #: 2
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Slide: white background with black/red text. Female business character.	1. [Slide Title] Untitled Cover Slide: Recognizing Sexual Harassment 2. Company name: Turtleback Web Solutions Inc. It can include: <ul style="list-style-type: none"> <li>● Unwelcome sexual advances</li> <li>● Invading personal space</li> <li>● Requests for sexual favors</li> <li>● Lewd gestures</li> <li>● Leering or staring inappropriately</li> <li>● Stalking</li> <li>● Sending unwanted notes or letter</li> <li>● Making offensive remarks about a person's sex</li> </ul>	It is important to know what sexual harassment may look like in the workplace.  Here are some examples: <ul style="list-style-type: none"> <li>● Unwelcome sexual advances</li> <li>● Invading personal space</li> <li>● Requests for sexual favors</li> <li>● Lewd gestures</li> <li>● Leering or staring inappropriately</li> <li>● Stalking</li> </ul>	1. Jump to <i>next</i> slide when the user clicks or swipes <i>next</i>

	<ul style="list-style-type: none"> <li>• Making jokes of a sexual nature</li> <li>• Placing unwanted emails or phone calls</li> <li>• Using offensive or crude words and phrases</li> <li>• Bragging about sexual prowess</li> </ul> <p>3. Click next to start button 4. [Button] Next</p>	<ul style="list-style-type: none"> <li>• Sending unwanted notes or letter</li> <li>• Making offensive remarks about a person's sex</li> <li>• Making jokes of a sexual nature</li> <li>• Placing unwanted emails or phone calls</li> <li>• Using offensive or crude words and phrases</li> <li>• Bragging about sexual prowess</li> </ul>	
<p><b>Notes:</b> Instructions: Select Next button to proceed to 1.6 Title: Recognizing sexual harassment 2.</p>			

Slide 1.6/ Menu Title: Recognizing Sexual Harassment 2			Objective #: 2
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Slide: White background, red/black text. Photo: There are many forms: photo of two women with one holding up a sign that says help.	<p>1.[Slide Title] Recognizing sexual harassment 2</p> <p>2. Company name: Turtleback Web Solutions Inc.</p> <p>3. Sexual harassment can occur in a variety of ways, according to the U.S. Equal Employment Opportunity Commission (EEOC): The victim, as well as the harasser, may be a woman or a man. The victim does not have to</p>	<p>Sexual harassment can occur in a variety of ways, according to the U.S. Equal Employment Opportunity Commission (EEOC): The victim, as well as the harasser, may be a woman or a man. The victim does not have to be of the opposite sex from the harasser.</p>	<p>1. Jump to next slide when the user clicks or swipes next</p>

	<p>be of the opposite sex from the harasser.</p> <p>The harasser may be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker or a non-employee, such as a vendor or customer.</p> <p>The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.</p> <p>Unlawful sexual harassment may occur without economic injury to or discharge of the victim.</p> <p>The harasser's conduct must be unwelcome.</p> <p>4. Photo caption: There are many forms!</p> <p>4. [Button] Next</p>	<p>The harasser may be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker or a non-employee, such as a vendor or customer.</p> <p>The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.</p> <p>Unlawful sexual harassment may occur without economic injury to or discharge of the victim.</p> <p>The harasser's conduct must be unwelcome.</p>	
<p><b>Notes:</b> Instructions: Select Next button to proceed to 1.7 Title: Drag and Drop Interaction.</p>			

Slide 1.7/ Menu Title: Drag and Drop Interaction			Objective #: 2
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Slide: white background. Slide title and description of drag and drop instructions.	<p>1. [Slide Title] Drag and Drop Interaction</p> <p>2. [Slide Instructions] Distinguish between</p>	<p>[Slide Instructions] Distinguish between examples of sexual harassment and</p>	<p>1. Drag and Drop triggers: Photo 1 to examples=correct Photo 2 to examples=correct Photo 3 to non-examples=correct</p>

<p>4 photos with choice options.</p> <ol style="list-style-type: none"> <li>1. Girls sipping</li> <li>2. Trip to mountains</li> <li>3. Boardwalk stroll</li> <li>4. Man holding a cup of coffee.</li> </ol> <p>Two carts:</p> <ol style="list-style-type: none"> <li>1. Light blues with text: Examples</li> <li>2. Dark blue with text: Non-Examples</li> </ol>	<p>examples of sexual harassment and non-examples of sexual harassment in the workplace. Drag the correct images to each of the drop targets below.</p> <p>4. Photo 1: Telling a coworker she looks sexy when she sips her soda, Photo 2: Offering a trip for a sexual favor, Photo 3: Taking a stroll during lunch break with a coworker, Photo 4: Buying a coworker coffee.</p> <p>3. Two carts:</p> <ol style="list-style-type: none"> <li>3. Light blues with text: Examples</li> <li>4. Dark blue with text: Non-Examples</li> </ol> <p>4. [Button] Next</p>	<p>non-examples of sexual harassment in the workplace. Drag the correct images to each of the drop targets below.</p>	<p>Photo 4 to non-examples=correct</p> <ol style="list-style-type: none"> <li>2. Incorrect triggers=Try again</li> <li>3. Text box with trigger to <i>Click here to continue.</i></li> </ol>
<p><b>Notes:</b> Instructions: Select Next button to proceed to 1.8 Title: Sexual Harassment Work Claims slide.</p>			

Slide 1.8/ Menu Title: Sexual Harassment Work Claims (data) slide			Objective #: 2
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Slide: White background, white/red template. Text black/red.	1.[Slide Title] Sexual Harassment Work Claims (data)	This graph shows the sexual harassment claims received by the EEOC for the years	1.Text <i>Title</i> slides in from left when slide begins



<p>Title and graph description.</p> <p>Graph: Sexual Harassment Claimed Received by the EEOC FY 2010 though FY 2020</p>	<p>2. Company name: Turtleback Web Solutions Inc.</p> <p>3. [Description of graph] According to NCSL, In FY 2020, the EEOC received over 6,500 sexual harassment claims, a decrease from FY 2019, though the reasons are unclear. Many states are aiming to strengthen federal regulations, with some adding "sex" as a protected class in their discrimination laws.</p> <p>4. Graph: Sexual Harassment Claimed Received by the EEOC FY 2010 though FY 2020</p> <p>5. [Button] Next</p>	<p>2010-2020. Please read below to learn more.</p>	<p>2. Jump to <i>next slide</i> when the user clicks next</p>
<p><b>Notes:</b> Instructions: Select Next button to proceed to 1.9 Title: Laws, Policies, Regulations slide.</p>			

Slide 1.9/ Menu Title: Laws, Policies, Regulations			Objective #: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Slide: white background, template black/red text</p>	<p>1.[Slide Title] Laws, Policies, Regulations</p> <p>2. Company name: Turtleback Web Solutions Inc.</p> <p>3. Title V11-1964: Title VII of the Civil Rights Act of 1964 stipulates that employers cannot discriminate against individuals based on race, color, religion, sex, or national origin.</p>	<p>There are many different laws, acts, regulation, and policies in regards to sexual harassment in the workplace. Please read this slide to learn more.</p>	<p>1.Text <i>Title</i> slides in from left when slide begins</p> <p>2. Jump to <i>next slide</i> when the user clicks next</p>

	<p>4. Unlawful Harassment : For harassment to be deemed unlawful, it must either:</p> <ul style="list-style-type: none"> <li>● Result in a change to the victim's employment status (such as being fired, demoted, denied a promotion or transfer, or...</li> <li>● Create a 'hostile work environment.'"</li> </ul> <p>5. Regulations: 29 C.F.R. Part 1604.11: states that sexual harassment is considered a form of sex discrimination under Title VII of the Civil Rights Act, providing criteria to assess whether specific conduct qualifies as harassment.</p> <p>6.A "hostile work environment" exists when harassment is so severe or frequent (called "pervasive" in the law) that a reasonable person in the employee's position would find the situation to be abusive. Each claim is considered on a case-by-case basis.</p> <p>7. [Button] Next</p>		
<p><b>Notes:</b> Instructions: Select Next button to proceed to 1.10 Title: Addressing Sexual Harassment slide.</p>			

Slide 1.10/ Menu Title: Addressing Sexual Harassment			Objective #: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Slide: white background, red/black text, lady character	1.[Slide Title] Addressing Sexual Harassment	In order to address sexual harassment in the workplace you must know the company	1.Text <i>Title</i> slides in from left when slide begins

	<p>2. Company name: Turtleback Web Solutions Inc.</p> <p>3. Policy: Know your company's policy and follow it. Know that the policy sets expectations for good conduct and has zero tolerance for sexual harassment.</p> <p>Report: If you experience harassment you can formally report it to your supervisor or to Human Resources. They will investigate the situation in a timely manner. Be sure to keep all documentation.</p> <p>Resolution: The company will determine a resolution after investigating. If your company offers arbitration, you should participate in the process.</p> <p>3. [Button] Next</p>	<p>policy, how to report it, and what to do if there is a resolution.</p> <p>Please read this slide to learn more.</p>	<p>2. Jump to <i>next slide</i> when the user clicks next</p>
<p><b>Notes:</b> Instructions: Select Next button to proceed to 1.11 Title: Short Answer question slide.</p>			

Slide 1.11/ Menu Title: Short Answer Question			Objective #: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Slide: white background, red/black template</p>	<p>1.[Slide Title] Short Answer: What do you believe the theme is of the laws, policies, and regulations of sexual</p>	<p>None</p>	<p>1.Set <i>text entry</i> equal to the typed value when text entry loses focus.</p> <p>2. Submit short answer when user clicks <i>submit</i>.</p> <p>3. User clicks <i>next</i> to continue.</p>

	harassment in the workplace? (answer in 2-3 sentences)		
<b>Notes:</b> Instructions: Select Next button to proceed to 1.12 Title: Bystanders slide.			

<b>Slide 1.12/ Menu Title: Bystanders</b>		<b>Objective #: 5</b>	
<b>Visual/Display:</b>	<b>Slide Text:</b>	<b>Narration/Voiceover:</b>	<b>Animation/Interaction:</b>

<p>Slide: white background, red/black template text, photo of two people sitting one one standing over with person in the middle in distress. The other two are trying to support the person in the middle who is crying.</p>	<p>1.[Slide Title] Bystanders</p> <p>2. Company name: Turtleback Web Solutions Inc.</p> <p>3. What is a bystander? Bystander sexual harassment in the workplace refers to situations where individuals witness or become aware of inappropriate sexual behavior or comments directed at a colleague but do not intervene or report it.</p> <p>Bystanders can play a crucial role in addressing harassment. Their response—or lack thereof—can influence the workplace culture and the likelihood of such behavior continuing. Bystanders can report, too.</p> <p>3. 3 text blocks red: recognize the signs, your voice matters, educate others.</p> <p>4. [Button] Next</p>	<p>Bystander sexual harassment in the workplace refers to situations where individuals witness or become aware of inappropriate sexual behavior or comments directed at a colleague but do not intervene or report it.</p> <p>Bystanders can play a crucial role in addressing harassment. Their response—or lack thereof—can influence the workplace culture and the likelihood of such behavior continuing. Bystanders can report, too.</p>	<p>1.Text <i>Title</i> slides in from left when slide begins</p> <p>2. Jump to <i>next slide</i> when the user clicks next</p>
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**Notes:** Instructions: Select Next button to proceed to 1.13 Title: Multiple choice.

Slide 1.13/ Menu Title: Multiple Choice Question			Objective #: 5
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Slide: black/red template multiple choice question, insert question icon	<p>1.[Slide Title] Multiple choice question <small>What role should bystanders NOT play in addressing sexual harassment in the workplace?</small></p> <p>2. Question:</p> <p>3. Answer option: They should recognize signs of harassment</p> <p>They should report the harassment</p> <p><input checked="" type="checkbox"/> They should ignore the harassment</p> <p>They should educate others about harassment</p> <p>4. [Button] Next</p>	None	<ol style="list-style-type: none"> <li>1. User chooses options and clicks to <i>submit</i> answer.</li> <li>2. User is given multiple chances to choose correctly. If <i>incorrect</i> user sees try again, until correct.</li> <li>3. When <i>correct</i>, user is prompted to continue.</li> </ol>
<b>Notes:</b> Instructions: Select Next button to proceed to 1.14 Title: Reporting Process slide.			

Slide 1.14/ Menu Title: Reporting Process			Objective #: 6
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Slide: white background, red/black template text  Company name and slide title	<p>1.[Slide Title] Reporting Process</p>	The sexual harassment reporting process at Turtleback Web Soltions Inc. is a follows:	<ol style="list-style-type: none"> <li>1. Text box title and Button float in from left when opened.</li> <li>2. Click the <i>Click the Next button to continue.</i></li> </ol>

<p>Illustration: a male and female holding file folders and looking through pages, location is an office.</p>	<p>2. Company name: Turtleback Web Solutions Inc.</p> <p>3. [1-7 step directions for filing a report]</p> <p>1. FILE A REPORT WITH HUMAN RESOURCES</p> <p>2. COOPERATE WITH THE INVESTIGATION</p> <p>3. PROVIDE ANY DOCUMENTATION AND WITNESSES</p> <p>4. FOLLOW UP AND SEEK SUPPORT</p> <p>5. MAINTAIN CONFIDENTIALITY</p> <p>6. AIM FOR A COMPANY RESOLUTION</p> <p>7. ESCALATE IF NECESSARY</p> <p>4. [Button] Next</p>	<p>1. FILE A REPORT WITH HUMAN RESOURCES</p> <p>2. COOPERATE WITH THE INVESTIGATION</p> <p>3. PROVIDE ANY DOCUMENTATION AND WITNESSES</p> <p>4. FOLLOW UP AND SEEK SUPPORT</p> <p>5. MAINTAIN CONFIDENTIALITY</p> <p>6. AIM FOR A COMPANY RESOLUTION</p> <p>7. ESCALATE IF NECESSARY</p>	
<p><b>Notes:</b> Instructions: Select Next button to proceed to 1.15 Title: Multiple choice question: Filing a report slide.</p>			

Slide 1.15/ Menu Title: Multiple Choice Question: Filing a report			Objective #: 6
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Slide: black/red template multiple choice question, insert question icon</p>	<p>1.[Slide Title] Multiple choice question: filing a report</p> <p>2. Question: When filing a report it is import to remember to:</p> <p>3. Answer options: X Be confidential and provide documentation</p> <p>Focus on feelings, rather than evidence</p>	<p>None</p>	<ol style="list-style-type: none"> <li>1. User chooses options and clicks to <i>submit</i> answer.</li> <li>2. User is given multiple chances to choose correctly. If <i>incorrect</i> user sees try again, until correct.</li> <li>3. When <i>correct</i>, user is prompted to continue.</li> </ol>

	<p>Get only best friends to write statements of report</p> <p>Hang out with the person under investigation</p> <p>4. [Button] Submit</p> <p>5. [Button] Next</p>		
<p><b>Notes:</b> Instructions: Select Next button to proceed to 1.16 Title: Summary slide.</p>			

Slide 1.16/ Menu Title: Summary Information			Objectives #: 1-6
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Slide: white background, red/black template text</p> <p>Company name and slide title</p> <p>Illustration: a male character with hands out wearing office attire</p>	<p>1.[Slide Title] Summary Information</p> <p>2. Company name: Turtleback Web Solutions Inc.</p> <p>3. [Introduction text] Remember, it's important to take action if you or someone else is experiencing harassment. You have the right to a safe and respectful workplace.</p> <p>4. [1-6 objectives summary]</p>	<p>In summary, remember, it's important to take action if you or someone else is experiencing harassment. You have the right to a safe and respectful workplace.</p>	<p>1. Text box title and Button float in from left when opened.</p> <p>2. Click the <i>Click the Next button to continue.</i></p>



	<ul style="list-style-type: none"> <li>01 Know the definition of sexual harassment</li> <li>02 Know how to recognize it</li> <li>03 Understand the Laws</li> <li>04 Know how to address it</li> <li>05 Don't be a bystander</li> <li>06 Know the process of reporting</li> </ul> <p>4. [Button] Next</p>		
<b>Notes:</b> Instructions: Select Next button to proceed to 1.17 Title: Resources			

Slide 1.17/ Menu Title: Resources			Objectives #: n/a
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Slide: white background, red/black template text  Company name and slide title  Character: Female character in thinking pose	1.[Slide Title] Resources 2. [List resources links used] 3. [Button] Next	None	1. Text box title and Button float in from left when opened. 2. Click the <i>Click the Next button to continue.</i>
<b>Notes:</b> Instructions: Select Next button to proceed to 1.18 Title: Exit Course			

Slide 1.18/ Menu Title: Exit Course			Objectives #: n/a
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:

<p>Slide: black background, red/black/blue template text</p> <p>Red text box: Restart course with arrow</p>	<ol style="list-style-type: none"> <li>1.[Slide Title] <b>Exit Course</b></li> <li>2. [Text box] Thanks for completing the course.</li> <li>3. [Text box] Exit course</li> <li>4. . [Text box] For more information on Sexual Harassment in the Workplace, please contact the Human Resources Department at 123-456-7890 or by email at HR@TURTLEBACKWEB.ORG.</li> <li>5. [Button] Restart course</li> <li>6. [Button] Click to end</li> </ol>	<p>None</p>	<ol style="list-style-type: none"> <li>1. Text box title and Button float in from left when opened.</li> <li>2. Click the <i>Click the Next button to continue.</i></li> </ol>
<p><b>Notes:</b></p>			