

# Mid-Hudson Library System | Trustee Education | Sexual Harassment Prevention Training

The Mid-Hudson Library System is committed to providing a safe and healthy workplace and board environment. In addition, New York State Law requires that all employees and trustees be annually trained on the topic of sexual harassment prevention (SHP).

## Procedures for MHLS Trustees:

### Step 1:

You should have already received a copy of our system's sexual harassment prevention policy, but if not, you may access the policy online at <https://board.midhudson.org/>

### Step 2:

All trustees must **annually** view the sexual harassment prevention training video from the New York State Department of Labor **by September 30<sup>th</sup>**. This video now has a New York State Assessment Form that must be filed after you watch it along with page 2 of this document.

- a. New York State Sexual Harassment Prevention Training: <https://www.youtube.com/watch?v=A9gudpiQ40M>
- b. NEW FOR 2023: New York State Sexual Harassment Prevention Training Assessment Form, found attached to this form. **Due September 30<sup>th</sup>**.

### Step 3:

All trustees must also **annually** file the attached "Training Feedback Form," answering all questions, with the MHLS Administrative Associate **by September 30<sup>th</sup>**.

### Step 4:

In addition to providing sexual harassment prevention training, we encourage trustees to **ask questions** about how our organization addresses sexual harassment. Trustees may ask questions verbally or in writing, following their review of the sexual harassment prevention training videos noted above.

Please feel free to use the attached form to submit your questions. The executive director or board president will provide an answer in a timely manner, verbally or in writing.

**This form will be kept on file as proof that you have completed this training as required by New York State.**

**This training must be completed annually by all MHLS Trustees. Both forms must be filed by September 30<sup>th</sup>.**



# NEW YORK STATE SEXUAL HARASSMENT PREVENTION TRAINING ASSESSMENT FORM

This form is used to accompany New York State’s Sexual Harassment Prevention Training video. While taking the training, please note your answers to the case studies and exercises. When you have completed the form, please sign and date the back, share it with your employer, and keep a copy for your records.

For more information on this training and New York State’s workplace sexual harassment policy, visit [ny.gov/programs/combating-sexual-harassment-workplace](http://ny.gov/programs/combating-sexual-harassment-workplace).

## CASE STUDY 1: Accidentally on Purpose

1. June’s manager asked her a personal question that made her uncomfortable. Was this sexual harassment?

- Yes
- No

2. True or False: John’s behavior has escalated above a trivial inconvenience to sexual harassment.

- True
- False

## CASE STUDY 2: One Moment In Time

1. True or False: Xander sent the image from his personal phone to Whitney’s personal phone, so this is not a workplace issue.

- True
- False

2. True or False: A hostile work environment cannot exist while working from home.

- True
- False

## CASE STUDY 3: Working Twice as Hard

1. True or False: Dr. Grey’s conduct is likely racial discrimination.

- True
- False

2. True or False: Dr. Grey’s conduct is likely sexual harassment.

- True
- False

## CASE STUDY 4: Shaken, Not Stirred

1. True or False: Jason’s behavior could be harassment of Jamila.

- True
- False

2. True or False: Jamila cannot complain of harassment because she voluntarily engaged in sexual activity with Jason.

- True
- False

3. Can Jamila complain of harassment if she got the shifts she wanted?

- Yes
- No

4. True or False: It is now “too late” for Jamila to complain. Her relationship with Jason was consensual so there is no proof she is receiving less favorable shifts due to the breakup.

- True
- False

### Sex Stereotyping Exercise

Which of the scenarios described are examples of sex stereotyping and therefore potential grounds for a gender discrimination claim? (Select all that apply.)

1            2            3            4            5

### Harassment Scenario Exercise

Which of the scenarios described are a reason an employee might file a harassment or discrimination claim? (Select all that apply.)

A patient harasses his at-home caregiver.

A customer asks a waitress to remove her mask so he can decide how much to tip.

An employee frequently comments with discriminatory language on a coworker's social media posts.

An employee gets handsy with his colleague at a hotel bar during a conference.

A copy repair person tells jokes that are degrading toward women while fixing the copier.

Cleaners employed by the building an organization rents space in discuss their sexual prowess loudly.

A hotel guest gropes a housekeeper as she walks by.

### Bystander Intervention Exercise

What method of bystander intervention is being used in the scenarios described?

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*Example 1*

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*Example 2*

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*Example 3*

### CASE STUDY 5: Domestic Disturbance

1. True or False: Dan appearing in only a towel is harassment.

True

False

2. As a domestic worker, is Maria protected against sexual harassment?

Yes

No

3. True or False: Lisa did not fire Maria, so her online post is not retaliation.

True

False

### CASE STUDY 6: Call Me By My Name

1. True or False: Erin can file a complaint against Vanessa and Jessica for gender discrimination.

True

False

### CASE STUDY 7: Banking On You

1. True or False: This is not sexual harassment because Sawyer and Hayden were in a consensual relationship, and Sawyer's behavior is typical of anyone dealing with a hard breakup.

True

False

2. True or False: This is a personal issue between Sawyer and Hayden and co-workers should not get involved.

True

False

### CASE STUDY 8: No Go Joe

1. True or False: Mallory's only option is to confront Joe directly about his behavior by writing a report and submitting it to Joe.

True

False

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*Name: First, Last*

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*Date: MM/DD/YYYY*

# MHLS Trustee: SHP Training Feedback Form

Name: \_\_\_\_\_

Date Training Videos were viewed: \_\_\_\_\_

## **Part 1:**

I acknowledge receipt of the Mid-Hudson Library Systems Sexual Harassment Prevention Policy and understand my duties and responsibilities outlined in the policy. I also understand if I have any questions at any time about the policy or videos I should speak with the executive director or board president.

Signature: \_\_\_\_\_

## **Part 2:**

1. If you observe sexual harassment of a fellow trustee or MHLS employee are you required to report it?

\_\_\_\_\_

2. If a trustee is harassing an employee does that need to be reported?

\_\_\_\_\_

3. If the employee being harassed asks you to not report the incident, should you comply?

\_\_\_\_\_

4. Can the director of the system fail to report sexual harassment because the staff member asks them not to?

\_\_\_\_\_

5. After viewing both of the training videos please indicate below if you have questions about what constitutes sexual harassment.