

# Sexual Harassment/Assault Response and Prevention Training

Horizon Point Consulting, Inc.

Horizon Point's SHARP training equips employees with the knowledge and tools to prevent, identify, and respond to sexual harassment and assault in the workplace.

Through practical scenarios and actionable strategies, participants will foster a respectful and safe work environment while ensuring compliance with organizational policies and federal guidelines.

## Learning Objectives

By the end of this course, participants will be able to:

1. **Remember:** Define key terms related to sexual harassment and assault, including examples of prohibited behaviors.
2. **Understand:** Explain the policies that govern workplace conduct.
3. **Apply:** Demonstrate how to report incidents and utilize bystander intervention techniques.
4. **Analyze:** Identify inappropriate behaviors and assess their potential impact on the workplace.
5. **Evaluate:** Distinguish appropriate responses to incidents of sexual harassment or assault.
6. **Create:** Develop strategies to contribute to a respectful and professional workplace culture.

## Course Outline

1. Introduction to SHARP
  - Overview of training purpose and importance.
  - Organizational commitment to a safe workplace.
2. Understanding Sexual Harassment and Assault
  - Definitions and examples of prohibited behaviors.
  - Types of sexual harassment: quid pro quo and hostile work environment.



### 3. Legal and Organizational Policies

- Overview of Title VII and EEOC guidelines.
- Company-specific policies and procedures.

### 4. Reporting and Response Procedures

- Steps for reporting incidents internally and externally.
- Confidentiality and support resources.

### 5. Prevention Strategies

- Bystander intervention techniques.
- Promoting respectful workplace behaviors.

### 6. Consequences of Misconduct

- Disciplinary actions and legal implications.

### 7. Resources and Support

- Internal resources (HR contacts, EAP).
- External resources (hotlines, national organizations).

### 8. Knowledge Check and Feedback

- Scenario-based assessments.
- Opportunity to provide feedback for continuous improvement.

This training incorporates practical examples and interactive components\*, ensuring participants engage meaningfully with the content while meeting annual compliance requirements.

\*While there is no overarching federal mandate requiring sexual harassment training to include an interactive component, the U.S. Equal Employment Opportunity Commission (EEOC) strongly recommends that employers provide "regular, interactive, comprehensive training of all employees" to ensure understanding of organizational policies and the consequences of misconduct. Additionally, California, New York, and Connecticut have enacted state laws mandating interaction training elements.

