

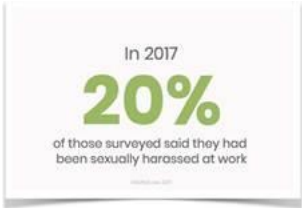

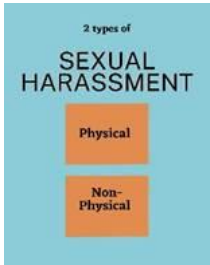





Storyboard for Sexual Harassment Training: Module One
All Employees

Slide	Narration/Voiceover	Design Notes	Image(s)
1 Cover	<p>Welcome to our training about sexual harassment. This training is required of all employees of the Diocese of Manchester.</p> <p>We are providing this training because not only is sexual harassment against the law, it is against all that we believe as Catholics and Christians. In fact, the Diocese of Manchester Code of Conduct explicitly prohibits sexual harassment because it is an offense to human dignity.</p>	<p>Vyond character with pointing animation.</p> <p>This slide should include a 'Begin Course' button for learner to click.</p> <p>Unless otherwise noted, all subsequent slides will have 'Continue' buttons that allow the learners to move to the next slide at their own pace.</p>	 <p>See file SH_1.jpg</p>

2	<p>In this training, you'll learn about</p> <p>(1) what behaviors are considered to be sexual harassment;</p> <p>(2) how to avoid behaving in a way that could be considered to be sexual harassment; and</p> <p>(3) what to do if you experience sexual harassment</p>	<p>Graphic image and heading stating "Sexual Harassment" is visible at start. Then each numbered item in graphic</p> <p>(1) What is It?</p> <p>(2) How can I make sure I don't do it?</p> <p>(3) How to report it?</p> <p>will swoosh in, one at a time, as the narrator speaks.</p>	 <p>See file SH_2.jpg</p>
3	<p>As we have all heard in the news lately, sexual harassment is a problem in our society. A recent study indicated that 1 in 5 people surveyed— that's 20%— reported that they had been sexually harassed in the workplace.</p>	<p>"20%" should fade in and grow more visible while narrator speaks.</p>	 <p>Sample image includes source. May need to update to more recent statistic.</p>
4 Pre-test	<p>Before we go further, let's take a quick quiz to test your current knowledge. Don't worry if you don't know the answers— we will be covering this information shortly. Just do your best.</p>		 <p>Sample image</p>


5 Pre-test	N/A	<p>Present quiz questions. See Appendix A. Do not display correct answers; simply collect data.</p> <p>{The same quiz will be repeated at the end of the training and answers displayed at that time for the learner to receive final feedback}.</p>	
6	<p>So what is sexual harassment?Sexual harassment is defined as unwelcome advances, requests for favors, or other verbal, visual, or physical conduct with reference to a person's gender. The key word is "unwelcome."</p>	<p>When the narrator says the last sentence, the word "unwelcome" should pulse.</p> <p>On-screen text: unwelcome advances, requests for favors, or other verbal, visual, or physical conduct with reference to a person's gender.</p> <p>When the narrator says the last sentence, the word "unwelcome" should pulse.</p>	<div data-bbox="1015 961 1209 1150"> <p>Definition of Sexual Harassment</p> <p>Unwelcome advances, requests for favors, or other verbal, visual, or physical conduct with reference to a person's gender</p> </div> <p>Sample image.</p>



7	Sexual harassment generally falls into two categories: Physical and Non-Physical.	Each box and corresponding word (physical/non-physical) appears separately as narrator speaks.	 <p>Sample image.</p>
8	Click on the circles to see some of the behaviors that constitute physical and non-physical sexual harassment.	<p>Two columns with headings physical and non-physical are displayed, along with blank bubbles in each section. Learner will click to display the words.</p> <p>Physical: forced kisses, brush up against, grab/pinch, touch, pull at clothing, block or corner person</p> <p>Non-physical: sexual comments, offensive pictures, dirty jokes, sexual rumors, suggestive looks, sexual messages</p>	<p>Image should consist of 2 columns labeled physical and non-physical. Bubbles display text noted to the left. See rough mockup below</p> 



9	<p>In order for something to be considered sexual harassment under the law, the behavior must meet two standards: It must be severe and pervasive, and it needs to be something that a reasonable person would consider to be offensive. Harassment can also result from a single, severe incident.</p>	<p>As voiceover says 'severe and pervasive', corresponding image and text saying severe and pervasive appears on screen.</p> <p>As voiceover says 'something that a reasonable person would consider to be offensive, corresponding image and text that says offensive to a reasonable person appears on screen.</p>	<p>See mockup below</p> 
10	<p>In addition, as you would expect, it is <i>never</i> acceptable for an employer or supervisor to demand sexual contact as a condition of employment. This is known as 'quid pro quo' and is against the law. It is also immoral, and is against our diocesan Code of Conduct.</p>	<p>Image/no interactivity.</p>	 <p>See file SH_3.jpg</p>


11a	<p>Let's look at an example relating to some of the information that we have just covered.</p> <p>Amy, a parish secretary, is attracted to her coworker Jim. Jim works at the parish once a week answering phones. Amy decides to ask Jim out on a date. Do you think that this is sexual harassment?</p>	<p>Character animation.</p> <p>For accessibility purposes, learner can click on left-hand corner icon to read the scenario text (Amy...date).</p>	See video file SH_vyond1
11b	<p>No, the situation as described is not sexual harassment. Amy isn't Jim's boss, so there is no power differential, and being asked on a date would not be considered to be offensive by a reasonable person.</p>	<p>Display still image from video while voiceover is read.</p>	<p>Still image, screen capture from video in 11a.</p>



12a	<p>Let's see what happens next....Amy asks Jim out but he declines. Amy decides that she won't take no for an answer, and keeps pestering Jim to go out with her. One day while Jim is at the office and no one else is around, she closes the office door, gets up close to Jim, and asks for a kiss. Jim says no and walks out.</p> <p>Later that night, Amy texts a picture of herself clad only in a bathing suit to Jim with a message that says, 'Here's what you're missing!'</p> <p>Now what is your opinion? Is this sexual harassment?</p>	<p>Character animation.</p> <p>For accessibility purposes, learner can click on left-hand corner icon to read the scenario text (Amy...date).</p>	See video file SH_vyond2
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12b	<p>Yes, this is sexual harassment. Amy cornered and tried to force her coworker to kiss her and sent him an explicit photo of herself. These are examples of both physical and non-physical sexual harassment. A reasonable person would find this behavior to be severe, pervasive, and offensive.</p> <p>Now let's learn some more information that is important to know about sexual harassment. Many people are not aware of the following facts.</p>	Display still image from video while voiceover is read.	Still image, screen capture from video in 11b.
13	<p>Keep in mind, even if a behavior does not rise to the level of being sexual harassment under the law, the behavior may violate our company's Code of Conduct. If you would like to print a copy of the Code of Conduct, it will be available at the end of this training.</p> <p>Now let's learn some more information that is important to know about sexual harassment. Many people are not aware of the following facts.</p>	Still image	 <p>See file SH_3.jpg</p>


14	Sexual harassment does not only occur between males and females. A man can sexually harass another man, and a woman can sexually harass another woman.	Images display slowly, one by one, in carousel format, one after the other, as voiceover plays	 <p>4 images:</p> <p>SH_4.jpg</p> <p>SH_5.jpg</p> <p>SH_6.jpg</p> <p>SH_7.jpg</p>
15	You may be surprised to know that workplace sexual harassment does not always take place in the building where you work. It can take place at any work-related environment and even outside of regular work hours, such as at a party, outing, or meeting at another location. It can even take place from home, as in the example of Amy, who sent an inappropriate photo and message to Jim via text messaging while both of them were at their respective homes.	<p>Initial screen contains neutral background color, large question mark, and the text “Where?” The following words slowly appear as narrator speaks:</p> <p>Office</p> <p>Church</p> <p>Work party</p> <p>Outing</p> <p>Meeting</p> <p>Field trip</p>	 <p>Sample mockup</p>

16	<p>So who can commit sexual harassment? It is possible to experience sexual harassment that is initiated by people who are not your coworkers. For example, a volunteer helping at a school could sexually harass a teacher, or a vendor visiting the parish office could sexually harass a bookkeeper. Anyone who interacts with people in the workplace can commit sexual harassment</p>	<p>Initial screen contains neutral background color, large question mark, and the text “Who?” The following words slowly appear as narrator speaks:</p> <p>Volunteer</p> <p>Parent</p> <p>Contractor</p> <p>Vendor</p> <p>Supervisor</p> <p>Coworker</p>	 <p>Sample mockup</p>
17	<p>If a person is given preferential treatment at work based solely on their gender, that also may be considered sexual harassment. For example, if men and women hold the same job position but only the women are asked to do filing, this might be considered preferential treatment towards the men, and could be sexual harassment towards the women.</p>	Still image	 <p>See file SH_6.jpg</p>

18 Quiz	Let's do a quick check-in. Using the word bank, try to complete the following sentences. Click and drag your selection into the blank spaces.	<p>See appendix B for quiz questions and answers.</p> <p>Display word bank for each question. If the incorrect answer is selected, it should not be accepted and the screen should read "Try again" until the correct word is chosen.</p>	<p>Small, simple banner image above each quiz question. Same image for each.</p> <p>See file SH_7.jpg</p>
19	As you can tell, it is important to avoid behaving in ways that could be perceived as sexual harassment. So what can you do to make sure you're not accused of inappropriate behavior?	Vyond character with shrugging animation	 <p>See file SH_7.mov</p>

20	<p>If you're not sure if something you are about to do might be offensive, ask yourself the following questions: <i>What would Jesus say? Would I do this in front of my grandmother? Would I want to see this on the news tonight or in an online story?</i> Also, be sure to think twice before posting anything online.</p>	<p>Vyond characters.</p> <p>Begin with office setting image along with the words, "Ask yourself..." As the narrator speaks, bring the people in stating the questions that are being asked, with the following onscreen text in the following order:</p> <p>What would Jesus say?</p> <p>Would I do this in front of Granny?</p> <p>Would I want this to be reported in the news?</p> <p>Should I post this?</p>	 <p>Mockup</p>
21	<p>It cannot be emphasized enough that everything that we are covering also applies to online behavior. Before posting anything online or sending any messages or photos to others, be sure to consider, <i>How will this be perceived by the recipient? Would I want this to be made public?</i></p>	<p>Vyond character with texting animation.</p>	 <p>File SH_8.mov</p>

22	<p>As we hope is evident, it is our goal as your employer to prevent sexual harassment from occurring in the workplace. We hope that incidents of sexual harassment never occur! However, in case a problem arises, we will now review what you should do if you experience or observe sexual harassment.</p>	<p>Begin with neutral colored screen and text that says REPORTING CONCERNS. As narration begins at “Reports of any unethical behavior”, Vyond character enters at bottom corner along with a large speech bubble. As narration gets to points 1 and 2, text displays in bubble as follows:</p> <p>Inform your supervisor</p> <p>Call HR</p> <p>Email jsmith@me.com</p>	<div data-bbox="1019 226 1247 430" data-label="Image"> </div> <p>Mockup</p>
23	<p>If you make a report, an investigation will occur. Who will investigate depends upon a number of factors, but regardless, you can expect that the investigation will be thorough, expedient, respectful, and confidential. And please be assured that retaliation against anyone who makes a complaint of sexual harassment is strictly prohibited.</p>		

24a	<p>We are almost finished, and now it's time to test your knowledge again. Let's see what you have learned! If you aren't sure of the answer, you can toggle back to the section of the course that covers that topic by clicking on the course outline on the left-hand side of the page.</p>	<p>This slide introduces the quiz. Display course outline in left hand column for easy search during all questions.</p>	 <p>Mockup</p>
24b Quiz		<p>Learners will be presented with the same 8-question quiz that was given at the beginning of the training module. Display course outline in left hand column for easy search.</p> <p>Provide quiz score after user selects "Submit." Allow learner to view incorrect answers and see the correct answer.</p>	

25	<p>Thank you for completing this training. For your convenience, we are providing a printable guide that includes some important points from this training, including how to report any concerns. We are also providing a printable copy of our Code of Conduct. These materials can be printed from the box in the top left-hand corner of this slide. If you have any additional questions, please do not hesitate to contact our human resources department.</p>	<p>Vyond character with waving animation, happy face.</p> <p>Links at top left to Code of Conduct and printable job aid/infographic about sexual harassment (see appendix C).</p>	<div data-bbox="1024 226 1312 407" data-label="Image"> </div> <p>Mockup</p>
26 Feedback (smile sheet)	B/A	<p>Your feedback is requested</p> <p>Please take a moment to provide your feedback, where one star is the lowest and 5 stars is the highest rating.</p> <p>Refer to Appendix D for questions. Learners can rate from 1-5.</p>	

Appendix A

Pre- and Post- Test

1. Sexual harassment is:

A. Against the law

B. A violation of the Diocese of Manchester Code of Conduct

C. Not really clearly defined

D. Both A & B

The answer is: D Sexual harassment is against the law and is also a violation of the Diocese of Manchester Code of Conduct. Sexual harassment is against what we believe as Catholics and Christians because it is an offense to human dignity.

2. True or False? A woman can sexually harass another woman. The answer is True. Sexual harassment can be male to female, female to male, male to male, or female to female.

3. True or false? It is okay to tell dirty jokes to coworkers as long as everyone laughs at them. The answer is False. Telling dirty jokes is not appropriate in the workplace, and you could be accused of sexual harassment.

4. True or False? A copy machine vendor regularly visits the school office to work on equipment, and regularly harasses the staff. However, there is nothing that can be done about this since the person is not a school employee. The answer is False. Sexual harassment can be committed by anyone who interacts with workplace workers, and your employer has an obligation to prevent it from happening.

5. Fill in the blank. Sexual harassment can be physical or _____.

A. Verbal

B. Electronic

C. Non-Physical

D. Auditory Answer: C. Sexual harassment generally falls into two categories: Physical and Non-physical.

6. When a supervisor demands sexual favors in order for an employee to keep his or her job, this is known as:

- A. A terrible boss
- B. Quid Pro Quo
- C. Tit for Tat
- D. Unacceptable behavior

The answer is B.

7. If I report sexual harassment, I can expect that the investigation will be:

- A. Fair and thorough
- B. Publicized
- C. Expedient and confidential
- D. Both A and C

The answer is D. Investigations will be conducted in a thorough, fair, expedient, and confidential manner.

8. If I report suspected sexual harassment and my supervisor stops talking to me, this is:

- A. A problem, because retaliation is prohibited
- B. Human nature, so I should not be too bothered by it
- C. Something that I should resolve by sending her a threatening text message
- D. Not a big deal, but I should probably look for another job

The answer is A. Retaliation is prohibited, and you should report any concerns to the person who investigated your initial complaint.

Appendix B

Sentences for Slide 18

1. Sexual harassment could be from a coworker but it could also be initiated by a _____ or a _____. (Answers: vendor, volunteer)
2. Quid pro quo occurs when a supervisor demands sexual favors as a condition of _____. (Answer: employment)
3. Sexual harassment may take place at the _____ but it could also take place at a _____ or at an _____. (Answers: office, party, outing)
4. Dominic, Jasmine, and Laura are basketball coaches at the same school. Dominic is required to set up and break down equipment for both himself and the other two female coaches while the females are on break. This is an example of possible _____ treatment towards the women and could result in a claim of sexual harassment. (Answer: preferential)
5. Sexual harassment can take place in person but it can also take place _____. (Answer: electronically)
6. Sexual harassment is _____ and it is also against our _____. (Answer: illegal, Code of Conduct)

Appendix C

Job Aid

Appendix D

Final course feedback questions

Please take a moment to provide your feedback, where one star is the lowest and 5 stars is the highest rating.

I found it easy to navigate through this course.

I was satisfied with the pace of the training.

The content was easy to understand.

This training was valuable to me as a new employee.

I learned how to avoid committing sexual harassment.

I know how to report sexual harassment concerns.

Please provide any additional comments here: