

## IMPORTANT PLEASE READ:

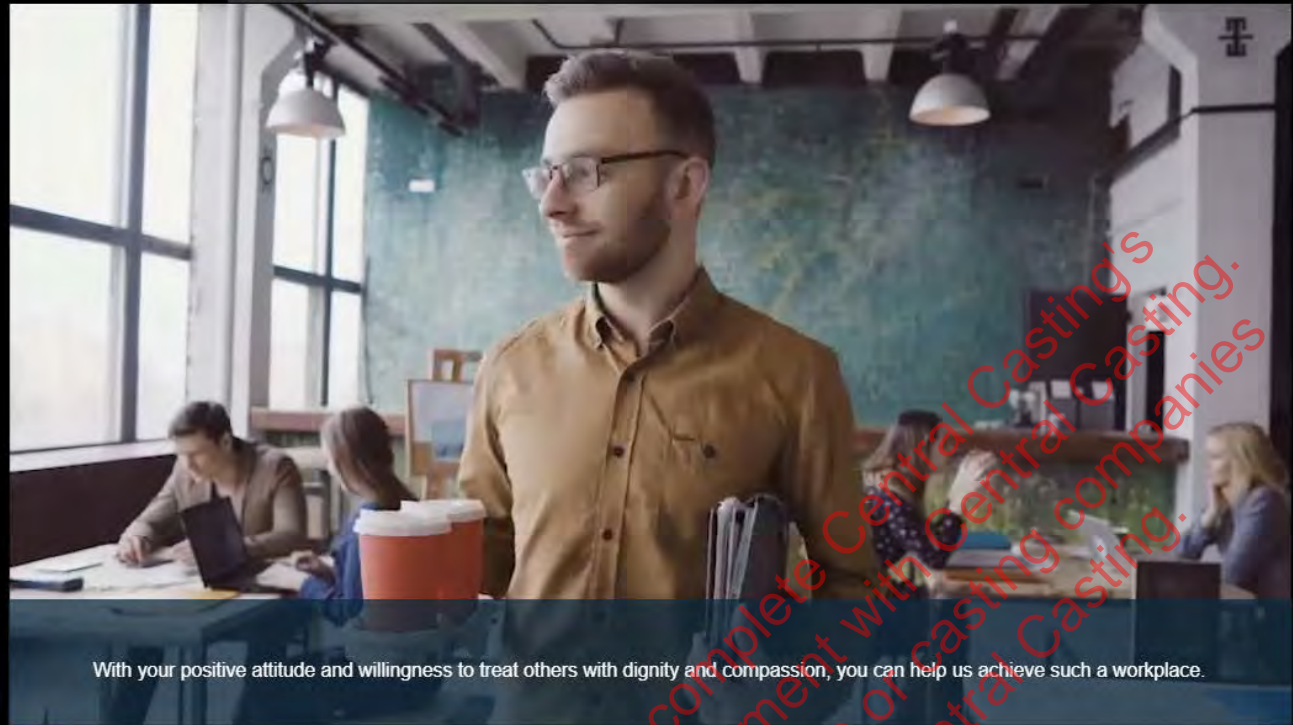
You may NOT spend more than 45 minutes to complete this training.

All references to "supervisors" and "managers" in this course refers to personnel on the set who are in charge of your work on the set during the workday, which typically is an AD (aka assistant director) who is employed by the production on the set. All references to "human resources" in this course refers to Central Casting's Talent Relations (contact information is provided in the course).

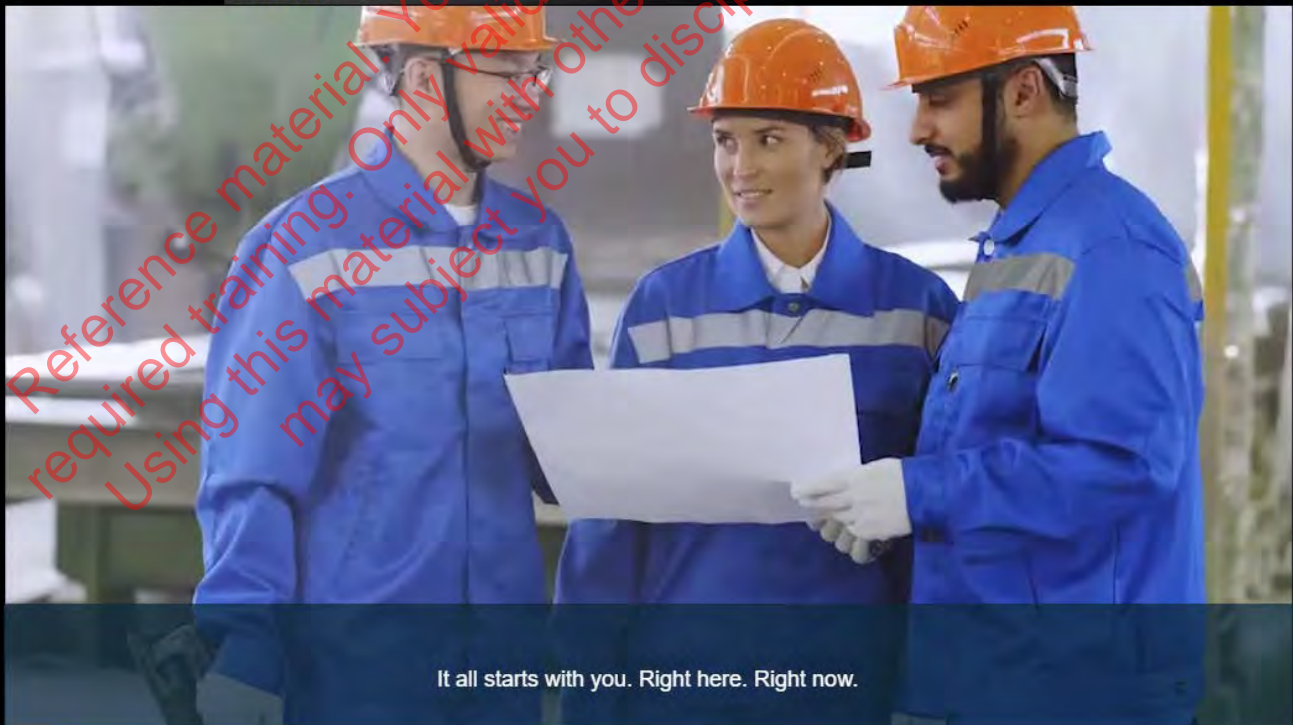
This training is only for employment with Central Casting in connection with jobs where Central Casting is both casting and paying you. This training is not portable and cannot be used if you are cast by another casting company or are otherwise being employed by any other company.



A workplace free of harassment and discrimination is something we all want, expect, and deserve.



With your positive attitude and willingness to treat others with dignity and compassion, you can help us achieve such a workplace.



It all starts with you. Right here. Right now.





By taking responsibility for how you treat coworkers, guests, and associates and consistently applying what you learn from this course, we will be able to foster and maintain a safe and respectful workplace, free of harassment and discrimination.

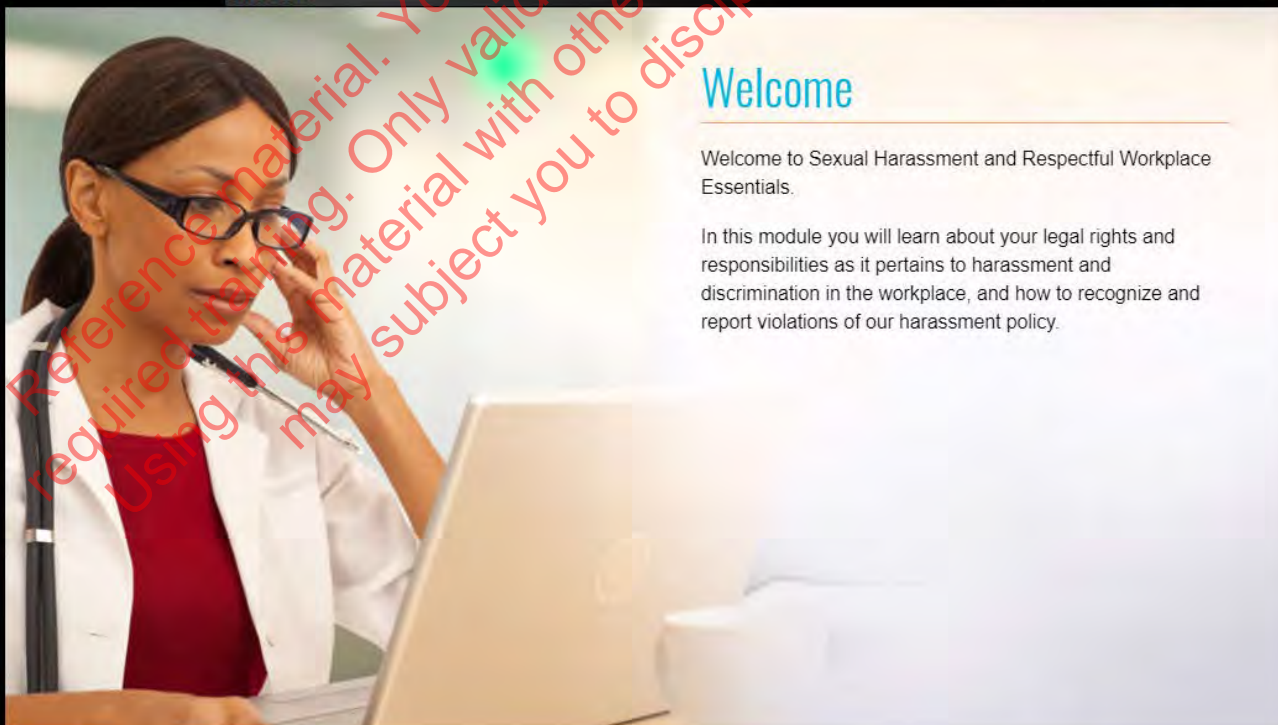


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## Welcome

Welcome to Sexual Harassment and Respectful Workplace Essentials.

In this module you will learn about your legal rights and responsibilities as it pertains to harassment and discrimination in the workplace, and how to recognize and report violations of our harassment policy.



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## About This Module

You will also learn how to uphold our policy, which prohibits workplace harassment and discrimination based on any protected characteristic, including:

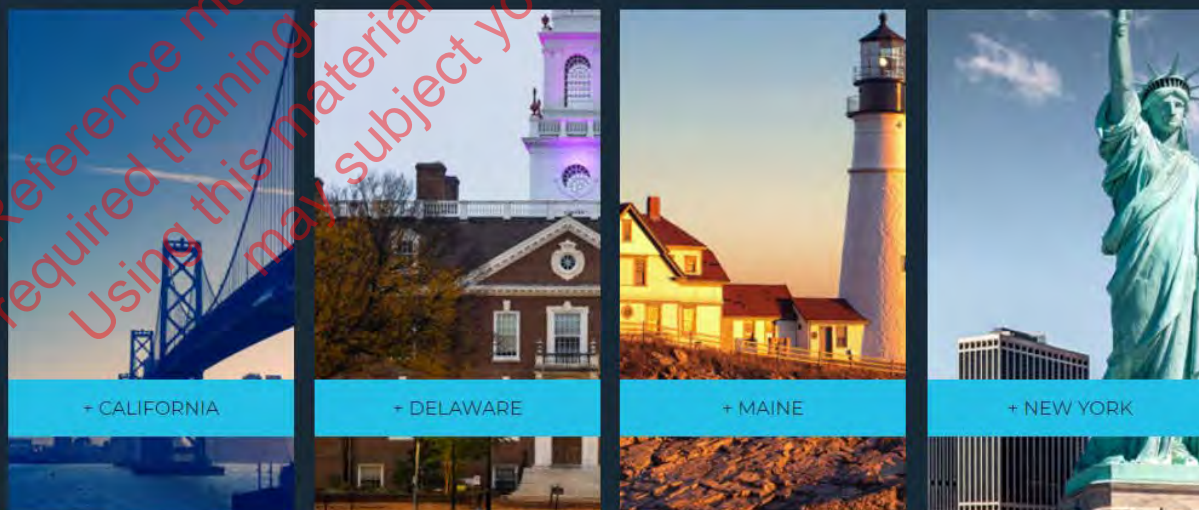
- Race
- Gender identity
- Color
- National origin
- Religion
- Age (40 or older)
- Sex
- Disability
- Pregnancy
- Genetic information



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## Protected Characteristics

And some state and local laws prohibit harassment and discrimination on the basis of other characteristics. Click on your state to see a list of these protected characteristics, or if your state is not listed, click Next to continue.



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+ NEW YORK + NEW YORK CITY CLOSE X

## New York

(Please scroll down to view all information)

The New York State Human Rights Law makes it illegal for an employer to discriminate against an employee or job seeker because of his or her:

- Age
- Creed
- Race
- Color
- Sex
- Sexual orientation
- National origin
- Marital status
- Disability
- Military status
- Domestic violence victim status
- Criminal or arrest record

\*Click the tab to reveal New York City protected characteristics.

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- Sex
- Sexual orientation
- National origin
- Marital status
- Disability
- Military status
- Domestic violence victim status
- Criminal or arrest record
- Predisposing genetic characteristics
- Gender identity
- Status of being transgender
- Gender expression

\*Click the tab to reveal New York City protected characteristics.

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## New York City

(Please scroll down to view all information)

The NYC Commission on Human Rights protects individuals from discrimination in employment based on the following protected classes. The law of New York State applies to New York City as well:

- Age
- Alienage or citizenship status
- Arrest or conviction record
- Caregiver
- Color
- Credit history
- Disability
- Gender
- Gender identity
- Marital or partnership status
- National origin



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## New York City

(Please scroll down to view all information)

The NYC Commission on Human Rights protects individuals from discrimination in employment based on the following protected classes. The law of New York State applies to New York City as well:

- National origin
- Pregnancy
- Race
- Religion/creed
- Salary history
- Sexual orientation
- Status as victim of domestic violence, sexual violence, or stalking
- Unemployment status
- Status as a veteran or active military service member



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## Questions About This Module

If at any time you have a question with respect to any specific issue or problem, or about this training, please contact the Human Resources department and a qualified representative will contact you within 2 business days.



## A Respectful Workplace

What makes organizations with highly respectful environments stand out is their employees' and managers' understanding of their policy and their knack for reaching out for help from internal resources whenever they sense a possible violation.

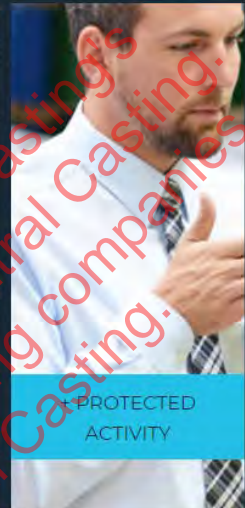
The case studies we'll be reviewing will highlight the fact that even at outstanding organizations with good people committed to high standards of conduct, policy violations can still arise.

By the end of this module, you'll be able to recognize what harassment is, how to respond if you feel you're being harassed, and how to prevent it from happening in the first place.



## Key Definitions

Before we continue, click each term below to reveal its definition. These terms will be used throughout this module (as recognized by the Equal Employment Opportunity Commission or EEOC).



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### Discrimination

(Please scroll down to view all information)

**Discrimination** is the unfair or unequal treatment of an individual (or group) based on certain characteristics. Title VII of the Civil Rights Act of 1964 and other Federal Discrimination laws prohibit employee discrimination based on race, color, religion, age, sex, national origin, and genetic information (as noted earlier, many states prohibit discrimination based on other protected characteristics as well).

The types of employment-related discrimination prohibited by the law include:

- Compensation, work assignment, or classification of employees
- Hiring, discipline, and discharge
- Job advertisements
- Measuring performance



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The types of employment-related discrimination prohibited by the law include:

- Measuring performance
- Pay, retirement plans, and disability leave
- Providing benefits
- Recruitment
- Testing



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The types of employment-related discrimination prohibited by the law include:

- Testing
- Training
- Transfer, promotion, layoff, or recall
- Use of company facilities
- Other terms and conditions of employment



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## Harassment

### Federal Law

**Harassment** is unwelcome conduct that is based on protected characteristics. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

### New York

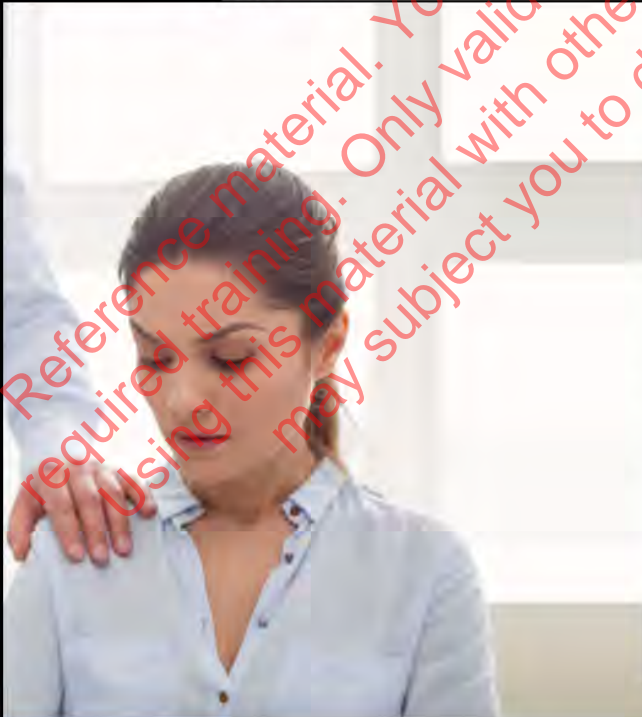
For New York City and New York State employees, harassment on the basis of any protected characteristic, or because the individual has opposed any harassment claim, or participated in a harassment proceeding, is unlawful regardless of whether such harassment would be considered severe or pervasive under precedent applied to harassment claims.



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## Sexual Harassment

**Sexual harassment** is a form of sex discrimination that violates both state, federal, and (where applicable) local law. It includes unwelcome sexual advances or requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment. Sexual harassment does not have to be motivated by sexual desire, but can be motivated by an individual's actual or perceived sex, gender expression, sexual orientation, gender identity, pregnancy and the status of being transgender.



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## Retaliation

**Retaliation** is any action taken to alter an employee's terms and conditions of employment (such as a demotion or sudden change in work schedule or location) because that individual made a complaint about harassment; made a report of suspected harassment; filed a formal complaint about harassment; opposed discrimination; assisted another employee who is complaining of harassment or discrimination; provided information during a workplace investigation of harassment or discrimination; or testified in connection with a complaint of harassment or discrimination filed with a government agency or in court.

Individuals engaging in these protected activities should expect to be free from any negative actions by supervisors, managers, fellow employees, or the employer motivated by these **protected activities**.



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
CLOSE X

## Protected Activity

(Please scroll down to view all information)

**Protected Activity** with regard to harassment includes:

- Making a complaint to a supervisor, manager or another person designated by your employer to receive complaints about harassment.
- Making a report of suspected harassment, even if you are not the target of harassment.
- Filing a formal complaint about harassment whether internally or to a government agency.
- Opposing discrimination.
- Assisting another employee who is complaining of harassment or discrimination.
- Providing information during a workplace investigation of harassment or discrimination, or testifying in connection with a complaint of harassment or discrimination.

For a complete list of definitions, click the  glossary icon above.



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


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## Types of Harassment

Now that you are familiar with some key definitions, the next step is to review exactly what is and isn't harassment.

There are two types of harassment. The first one we'll review is known as hostile work environment harassment, which can be caused by both supervisors and non-supervisors. It occurs when an employee is subject to unwelcome or offensive conduct that is:

- Based on an employee's protected characteristic.
- Severe or pervasive in the work environment.

**NOTE:** For New York City and New York State employees, harassment does not need to be severe or pervasive in order for it to be legally actionable.



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## Hostile Work Environment: So What Is Unwelcome Or Offensive?

In this case, unwelcome simply means the employee didn't invite the conduct or want it to happen. Offensive means that a reasonable person, meaning someone of a similar background who's not too sensitive or too insensitive, would find the conduct rude or distasteful.

But keep in mind that an isolated incident of inappropriate behavior, even if it is unwelcome and tied to a **protected characteristic**, isn't necessarily harassment under the law.



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## Hostile Work Environment: Severe or Pervasive

For conduct to be considered harassment, it generally must also be either **severe or pervasive**. So for example, a single severe incident, such as unwelcome groping or the use of race or sex-based threats could be considered harassment.

SEVERE CONDUCT



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## Hostile Work Environment: Severe or Pervasive

For conduct to be considered harassment, it generally must also be either **severe or pervasive**. So for example, a single severe incident, such as unwelcome groping or the use of race or sex-based threats could be considered harassment.

And a pattern of less severe inappropriate behavior that persists over time, such as teasing, taunting, or making sexual jokes, could also be considered harassment.

**NOTE:** For New York City and New York State employees, harassment does not need to be severe or pervasive in order for it to be legally actionable.

PERVASIVE CONDUCT

## Hostile Work Environment: Policies and Law

But of course, long before behavior rises to the level of harassment, it can violate policy, since policies often go much farther than the law in terms of limiting inappropriate conduct and creating a respectful workplace.

So as a guiding principle, employees should always avoid any and all harassing or inappropriate conduct, because even a single incident could violate policy and lead to disciplinary action.

VIOLATES THE LAW

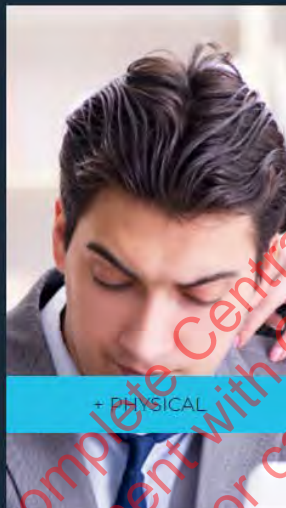
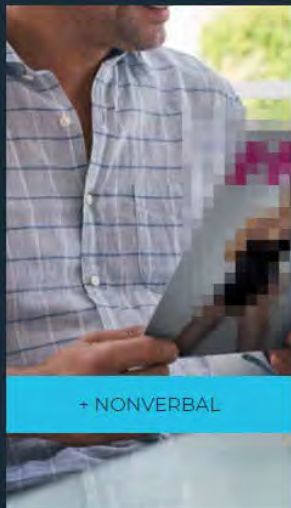
VIOLATES POLICY

MISSCONDUCT



## Inappropriate Conduct

Inappropriate conduct can be categorized as nonverbal, verbal, physical, and abusive. Click each item below to reveal examples of inappropriate conduct.

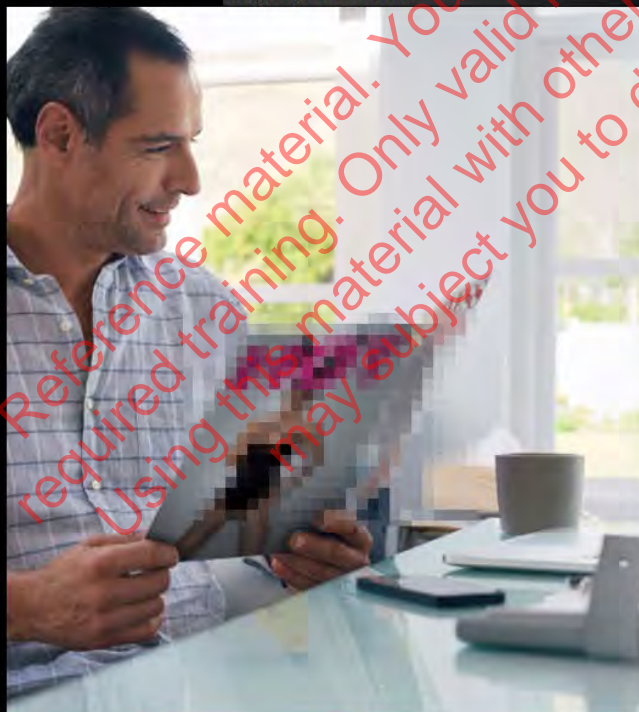


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### Nonverbal

Examples of inappropriate nonverbal conduct may include but shall not be limited to the following: items and materials put on display, such as sexually explicit screensavers, posters, pictures, cards, magazines, clothing, figurines, toys, video games and electronic communications, as well as sexually suggestive gestures, winking, staring, and leering.



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## Verbal

Examples of inappropriate verbal conduct may include but shall not be limited to the following: sexual jokes, remarks, and innuendos. Inappropriate comments about one's sexuality, sexual sounds, whistles, and catcalls.



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## Physical

Examples of inappropriate physical conduct may include but shall not be limited to the following: inappropriate touching, patting, rubbing, groping, stroking, bumping, or brushing against someone, impeding or blocking a person's movements.



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## Abusive

Examples of abusive conduct may include but shall not be limited to the following: repeated verbal abuse, such as the use of derogatory remarks, insults, and epithets. Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance.


## Types of Harassment: Quid Pro Quo

We can now look at the second type of prohibited harassment, supervisory harassment, which is sometimes referred to as "**quid pro quo**," "something for something," or "this for that" harassment and occurs when a supervisor takes a tangible employment action that is based on a protected characteristic.

Examples of tangible employment actions include hiring or firing, promoting or demoting, changes in compensation, undesirable reassignments, or any other action that results in a significant change in employment status.







## Types of Harassment: Quid Pro Quo

So for example, if a supervisor demotes an employee because he or she rebuffed the supervisor's sexual advances, that is prohibited supervisory harassment.

And what if the employee instead submitted to the supervisor's demands for sexual favors in exchange for a promotion, and the supervisor then promoted her, and she complained about his behavior? Well, that too is prohibited harassment because the supervisor made sexual favors a condition of her promotion.

## Types of Harassment: Quid Pro Quo

And what about if a supervisor threatens to fire an employee unless he or she sleeps with him or her, but the supervisor never follows through with the threat?

Well, it doesn't matter that the supervisor didn't follow through, because the threat itself is prohibited by policy, because it would create a hostile work environment.

Before we continue, let's look at a few case studies to apply what you've learned.







CASE STUDY ONE:

NOT INTERESTED

Jason tries to avoid his coworker Camilla as much as possible during the course of the workday. He does this because she keeps asking him out for drinks after work to get to know him better.

Jason has told her that he is not interested on several occasions and hopes that eventually she'll get the point and stop asking.

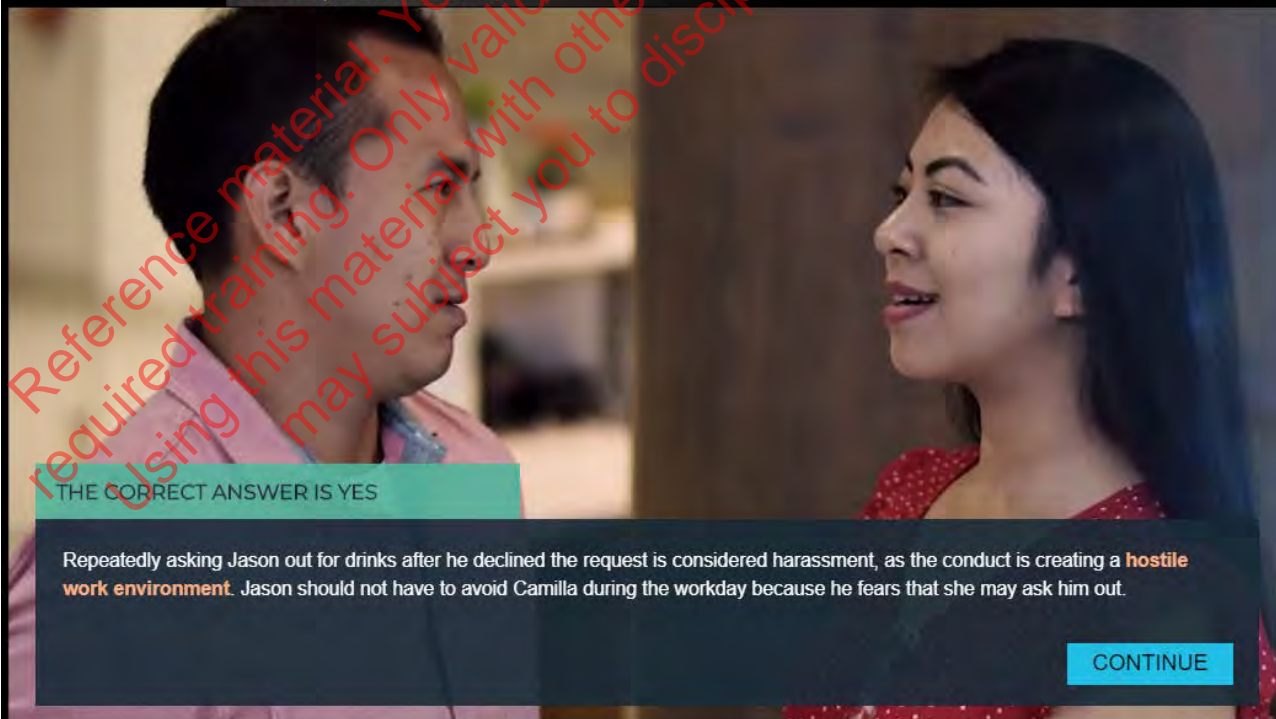
Is this harassment?

Yes

No



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THE CORRECT ANSWER IS YES

Repeatedly asking Jason out for drinks after he declined the request is considered harassment, as the conduct is creating a **hostile work environment**. Jason should not have to avoid Camilla during the workday because he fears that she may ask him out.

CONTINUE



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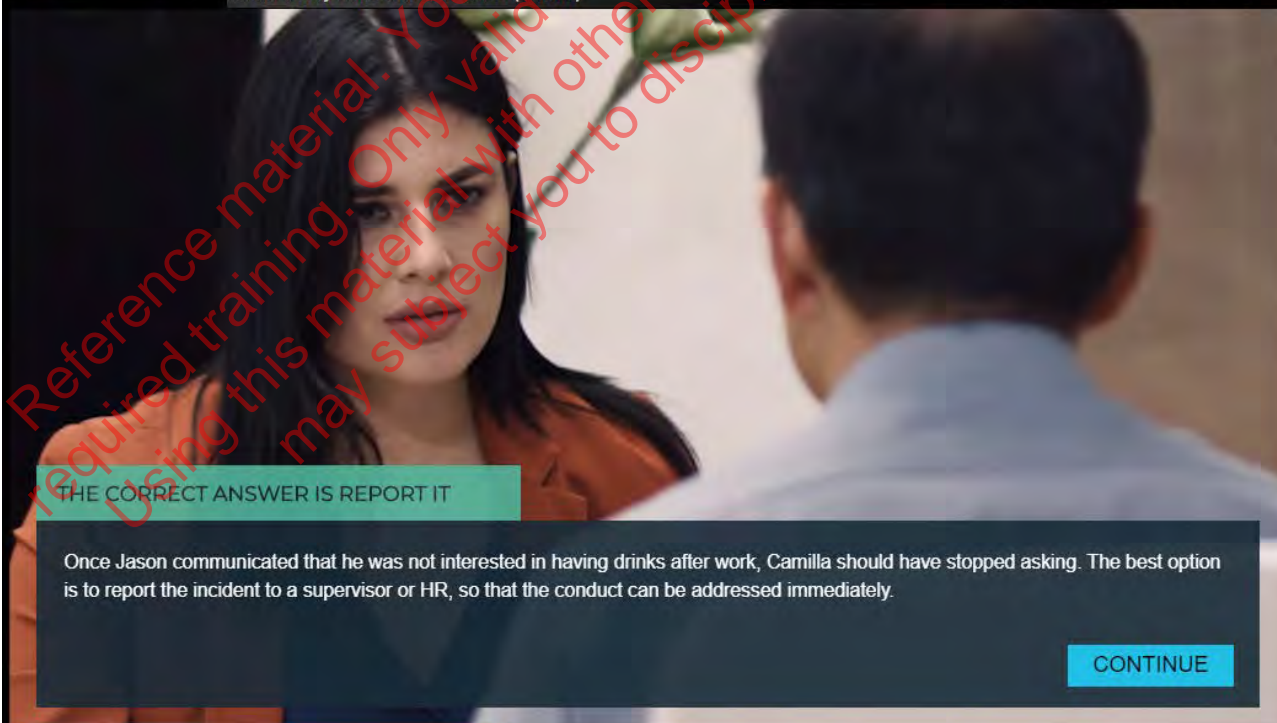


**CASE STUDY ONE:**

## NOT INTERESTED

Should Jason report his concerns to a supervisor or continue to ignore the requests in hopes that she'll eventually stop asking?

**Report it** **Ignore it**


THE CORRECT ANSWER IS REPORT IT

Once Jason communicated that he was not interested in having drinks after work, Camilla should have stopped asking. The best option is to report the incident to a supervisor or HR, so that the conduct can be addressed immediately.

**CONTINUE**







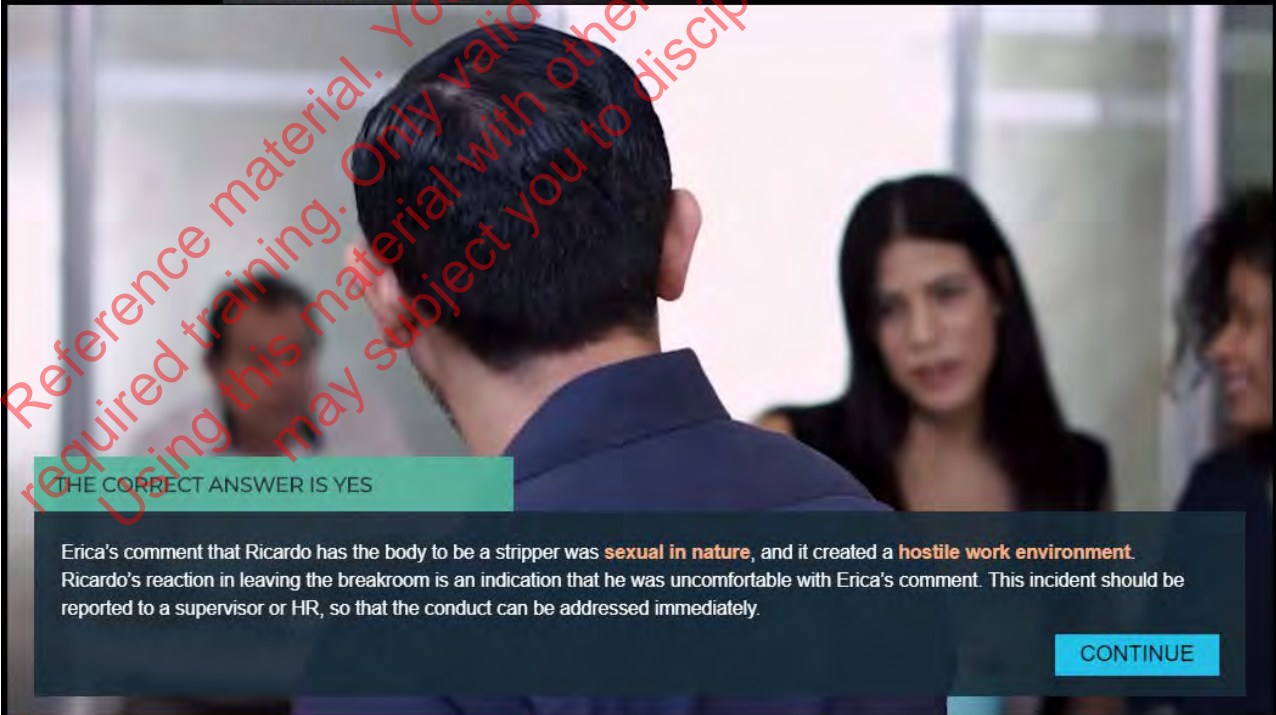
CASE STUDY TWO:

## PUT ON THE SPOT

Ricardo is in the breakroom and overhears a group of coworkers talking about their visit to amateur night at a local strip club. Suddenly, Erica yells, "Hey Ricardo I bet you could be a stripper, you **definitely** have the body for it."

Ricardo appears to be embarrassed as he ignores the comment and quickly leaves the breakroom.

Is this sexual harassment?

THE CORRECT ANSWER IS YES

Erica's comment that Ricardo has the body to be a stripper was **sexual in nature**, and it created a **hostile work environment**. Ricardo's reaction in leaving the breakroom is an indication that he was uncomfortable with Erica's comment. This incident should be reported to a supervisor or HR, so that the conduct can be addressed immediately.





## CASE STUDY TWO:

## PUT ON THE SPOT

If Ricardo doesn't report the incident, could another employee who was in the breakroom and overheard the comment report it to a supervisor or HR, even though the comment was not directed at them?

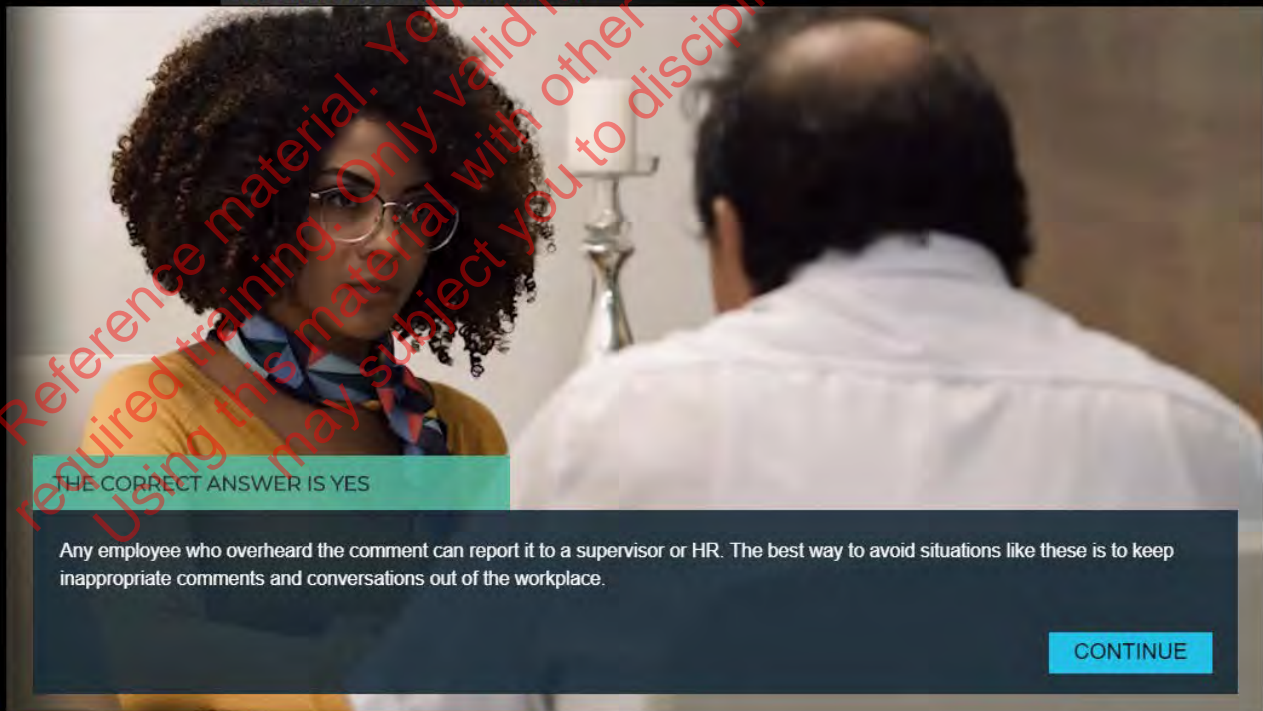
Yes

No



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THE CORRECT ANSWER IS YES

Any employee who overheard the comment can report it to a supervisor or HR. The best way to avoid situations like these is to keep inappropriate comments and conversations out of the workplace.

CONTINUE



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CASE STUDY THREE:

## HANDS OFF

Before heading to a meeting, Jeff decided to stop by Shanice to give her a shoulder massage. Just as he approached, Shanice turned around and told him to back off. Shanice has told Jeff on several occasions that she doesn't want to be touched, even though other employees have no problem with it. Shanice is frustrated but doesn't want to come off as a complainer.

Should Shanice try to ignore Jeff's conduct, or should she report it?

Ignore it

Report it



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THE CORRECT ANSWER IS REPORT IT

Jeff's repeated attempts at giving Shanice a massage, even after being told no, is creating a hostile work environment and should be reported to a supervisor or HR immediately.

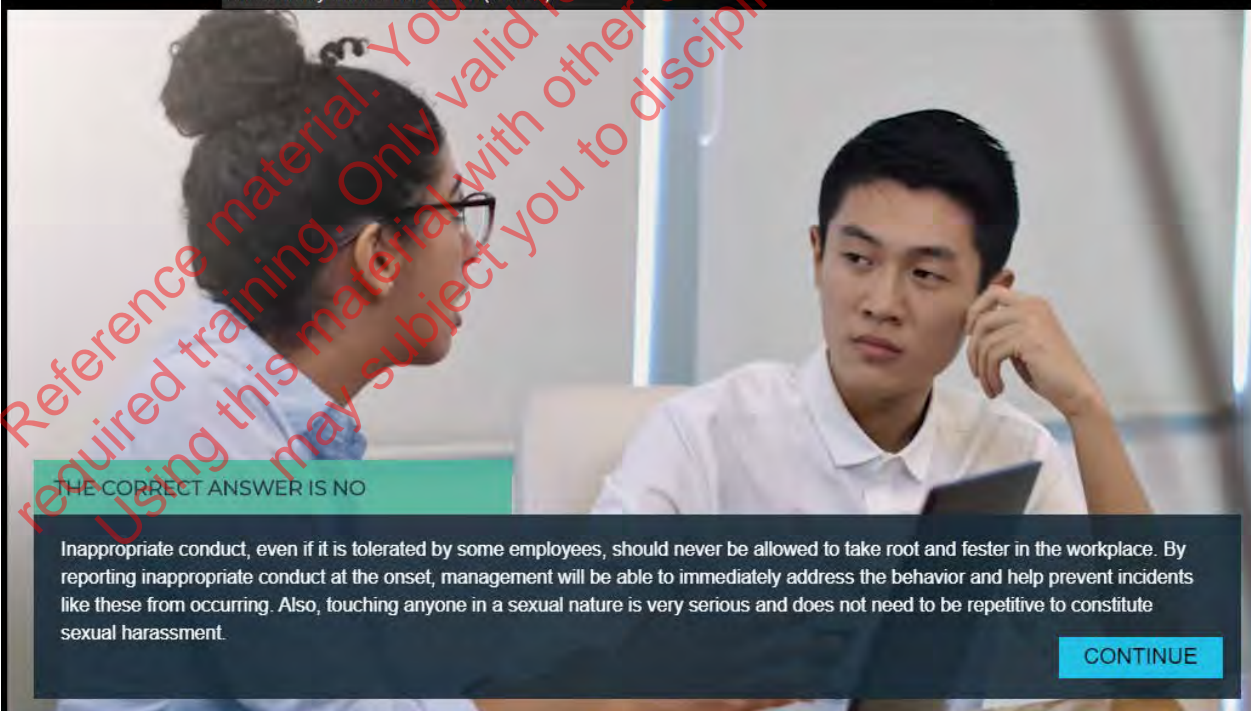
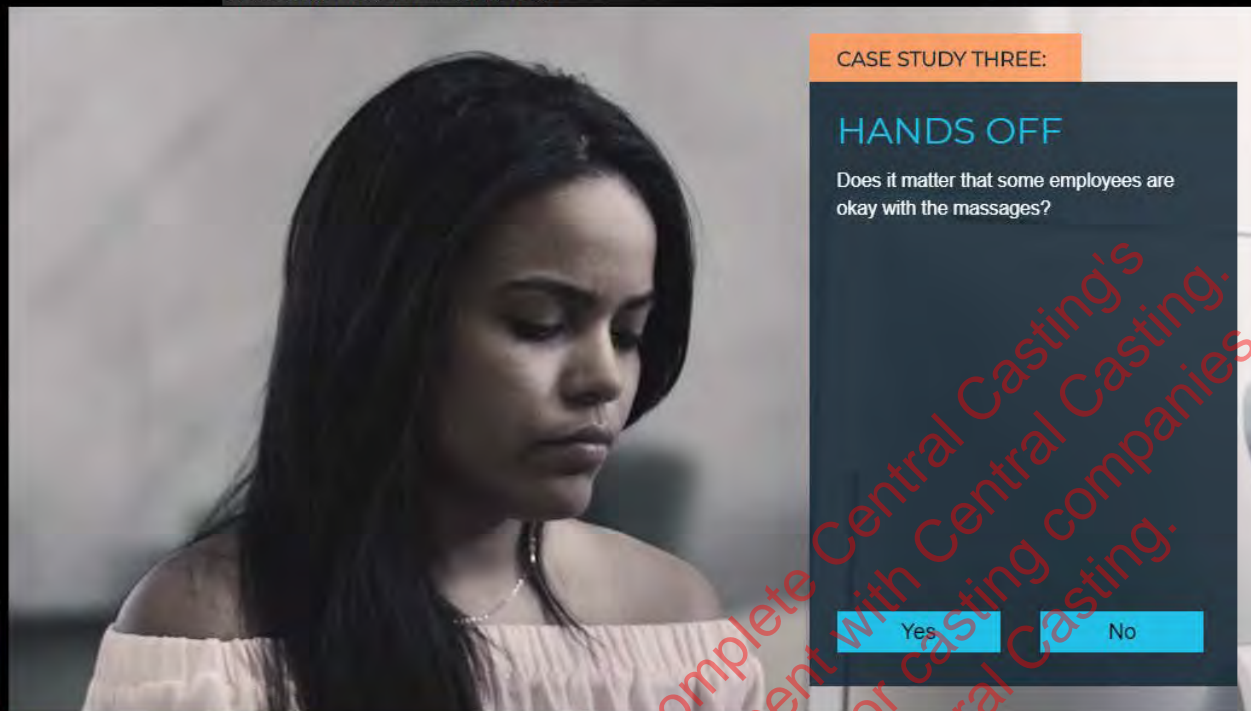
CONTINUE



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CASE STUDY FOUR:

WEARING ON ME

Most people at work know that Samantha dates women, and she's okay with that. But there's a couple of women she works with who seem to get a kick out of telling jokes about it. They're constantly talking about their sexual encounters and how she should just be a woman and have sex with men. For the most part, she's been able to ignore it, but honestly it's starting to wear on her, and she wants the teasing and jokes to stop.

Is this sexual harassment?

Yes

No

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THE CORRECT ANSWER IS YES

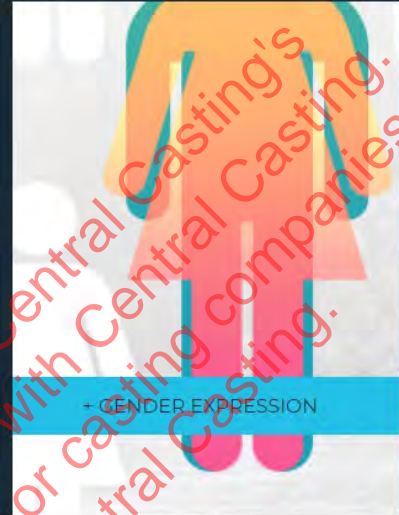
Making jokes and teasing Samantha about her sexual orientation is sexual harassment. This is because the conduct is connected to gender, it's sexual in nature, and the teasing and offensive jokes are creating a hostile work environment.

CONTINUE

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## Definitions Activity

Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Click on each characteristic below to learn more.



CLOSE X

### Gender

**"Gender"** means sex, and includes a person's gender identity and gender expression.



CLOSE X

## Gender Identity

**"Gender Identity"** is a person's internal understanding of and identification with gender, or the perception of a person's gender identity, which may include male, female, a combination of male and female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender.



CLOSE X

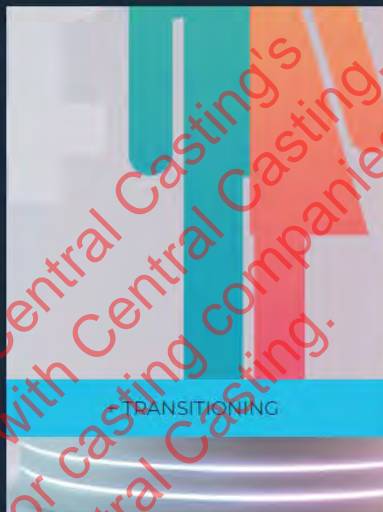
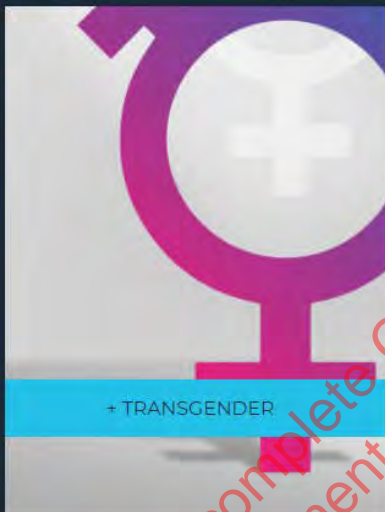
## Gender Expression

**"Gender expression"** means a person's gender-related appearance and behavior, or the perception of such appearance or behavior, whether or not stereotypically associated with the person's assigned sex at birth.



## Definitions Activity

Click on each characteristic below to learn more.



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CLOSE ✕

## Sexual Orientation

“**Sexual orientation**” means heterosexuality, homosexuality, bisexuality, or asexuality.



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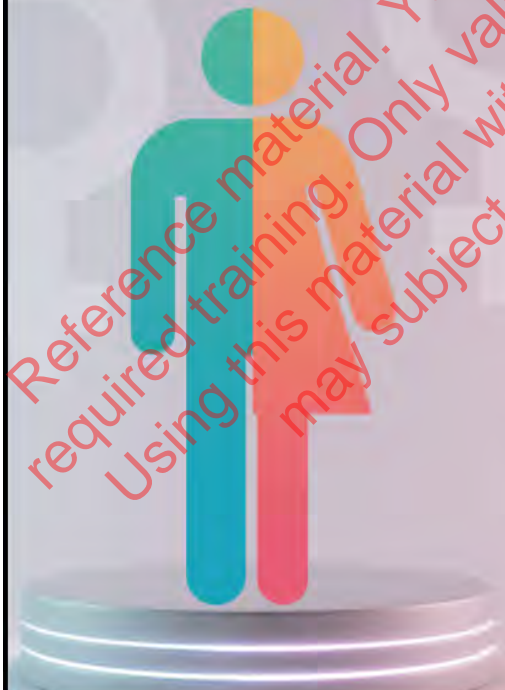
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## Transgender

**"Transgender"** is "a general term that refers to a person whose gender identity differs from the person's sex assigned at birth."



## Transitioning

**"Transitioning"** is defined as "a process some transgender people go through to begin living as the gender with which they identify, rather than the sex assigned to them at birth. This process may include, but is not limited to: changes in name and pronoun usage, facility usage, participation in employer-sponsored activities, or undergoing hormone therapy, surgeries, or other medical procedures."

CASE STUDY FOUR:

WEARING ON ME

If comfortable doing so, should Samantha tell the women to stop making comments and jokes about her dating preference?

Yes

No

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THE CORRECT ANSWER IS YES

If comfortable doing so, Samantha should ask the women to stop making the comments and jokes about her dating preference. All employees are encouraged to tell the person who's offending them to stop, even if they are simply a bystander to inappropriate conduct. Doing so can often end an unpleasant situation right away. But it's certainly not required under policy, and if you're not comfortable asking the person to stop for any reason, you can go directly to your supervisor or HR.

CONTINUE

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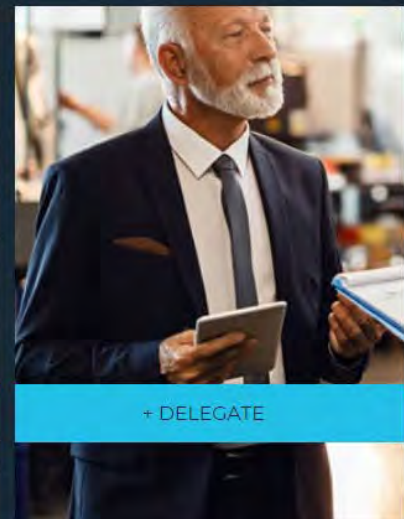
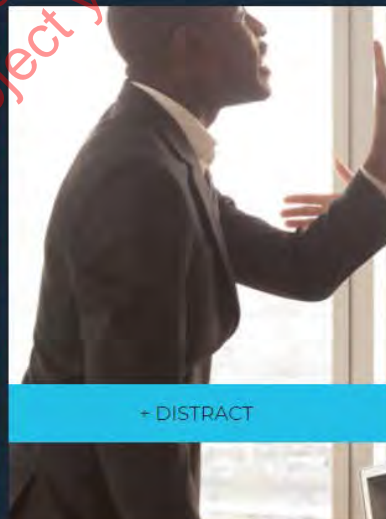
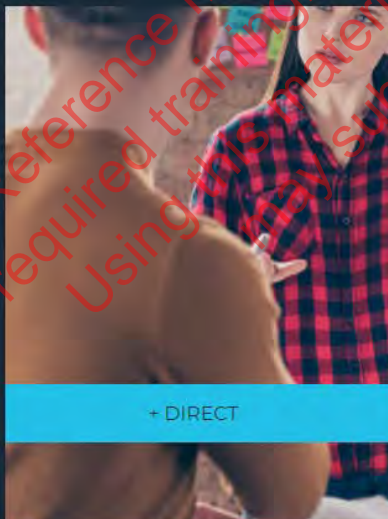
## Become an Active Bystander

Before we move on to the next set of case studies, we encourage you to become an **active bystander** whenever you witness acts of harassment or discrimination. When you witness an act that is harmful to someone else (such as derogatory joke-telling or sexual advances), don't just passively observe the incident, or walk away. If you're comfortable, take positive actions to help stop the behavior.

When you **stay silent**, **look the other way**, say "It's none of my business," or think "someone else will deal with it," your silence may actually be supporting the hurtful behavior.

## Being an Active Bystander

Click on the Direct, Distract, and Delegate buttons below to learn more about strategies that you can use to address inappropriate conduct in the workplace.







**Direct**

If you're comfortable doing so, you can directly intervene to interrupt hurtful behavior.


**Say things like:**

- "That's not funny."
- "What you said (or did) isn't OK."
- "I'm uncomfortable with what you said (or did)."
- "That really should not be in the workplace and I find it offensive."
- "Please stop".

**Do things like:**

- Don't join in or laugh.

If this strategy does not work, you may also consider using the distract and/or delegate strategy.

**Distract**

If you're comfortable doing so, you can distract the person committing the harmful act.

**Do things like:**

- Ask for directions.
- Ask an unrelated question.
- Redirect the conversation by bringing up a random topic.
- Tell one of the people involved that you think someone is looking for them.

If this strategy does not work, you may also consider using the direct and/or delegate strategy.

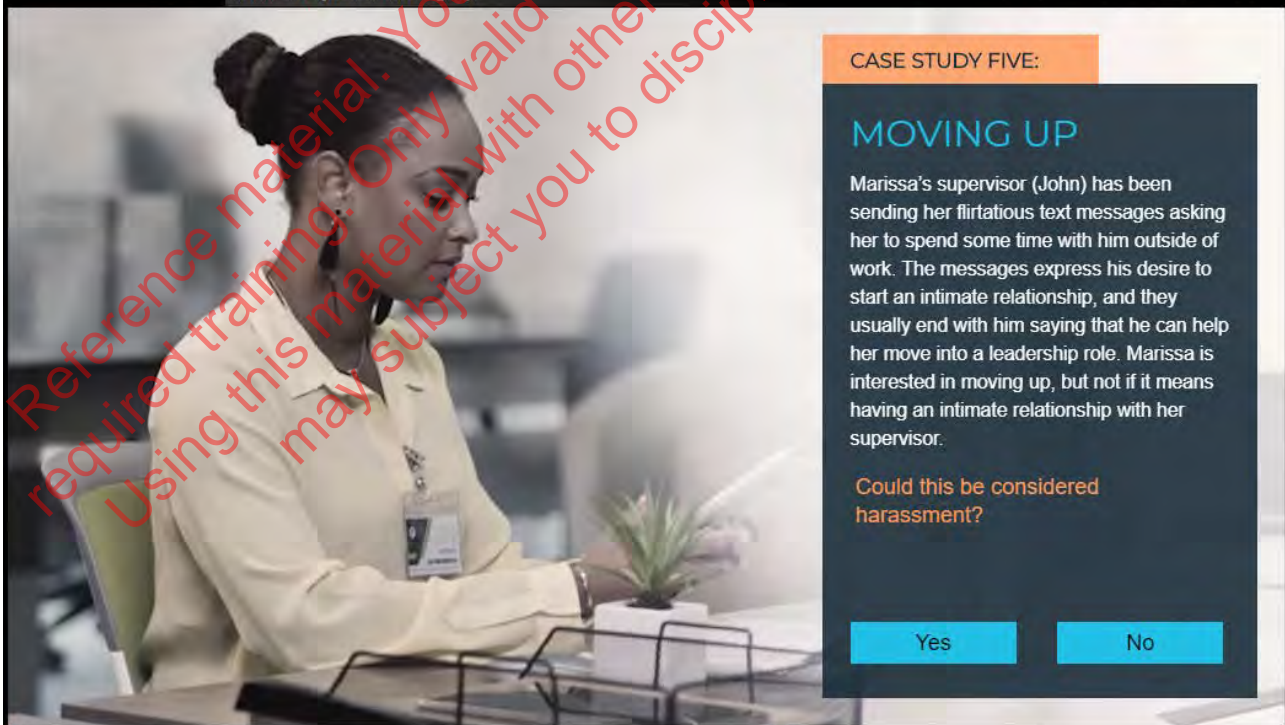






## Delegate

If you're uncomfortable and/or can't do it alone, involve others or immediately tell a supervisor, manager, or HR. Remember, reporting an inappropriate incident enables HR to intervene, investigate, and resolve the situation.



### CASE STUDY FIVE:

## MOVING UP

Marissa's supervisor (John) has been sending her flirtatious text messages asking her to spend some time with him outside of work. The messages express his desire to start an intimate relationship, and they usually end with him saying that he can help her move into a leadership role. Marissa is interested in moving up, but not if it means having an intimate relationship with her supervisor.

Could this be considered harassment?

Yes

No



THE CORRECT ANSWER IS YES

In this instance the supervisor, through flirtatious electronic communication, seems to be implying that starting an intimate relationship could lead to a promotion. As a result, Marissa may be left to believe that moving into a leadership role means accepting the dating request. Given the circumstances, a **reasonable person** could conclude that the promotion is tied directly to the dating request. Marissa should report the conduct to management or HR so that the matter can be addressed immediately.

CONTINUE



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## Dating in the Workplace

To prevent this kind of misconduct and ensure a positive and respectful work environment for everyone, many employers have put in place dating policies that restrict certain kinds of relationships.

Many organizations restrict dating between supervisors and their direct reports or anyone who they have authority over, because such relationships would expose the organization to charges of sexual harassment and give the appearance of favoritism to other employees, hurting workplace morale.



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## Dating in the Workplace: Supervisors and Managers

All supervisors and managers are strictly prohibited from using their position to pressure any employee into dating or having a sexual relationship.

If you feel you're being pressured into a relationship with someone at work, or know of someone who is, you should report it immediately.

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## Dating in the Workplace: Non-Supervisors

Most organizations do not attempt to restrict dating between non-supervisors, but it's important to be cautious when dating at work, because when a relationship ends badly, it can cause an awkward and stressful situation.

Even if everything goes well, coworkers in a relationship need to be careful about avoiding public displays of affection or sexually charged conversations that could be overheard by others and cause a hostile work environment.

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## Disclosure Requirements

The final thing to note about dating is that some organizations require certain romantic relationships in the workplace to be disclosed to HR. This isn't meant as an intrusion, but simply as a way of protecting the work environment for everyone by, for example:

- Documenting the voluntary nature of certain relationships.
- Providing additional guidance about proper workplace conduct to those in romantic relationships with coworkers.
- And in some circumstances, changing supervisory reporting relationships.

Now let's return to our case studies.



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### CASE STUDY FIVE:

#### MOVING UP

So, Marissa reported the incident to management, and the flirtatious messages immediately stopped. In fact, her supervisor has been avoiding her altogether, which is making it difficult to get her job done. Then suddenly, her supervisor told her that she'd be transferred to another department that will require her to work a different shift.

What Marissa is experiencing could be best described as:

A coincidence

Retaliation for reporting harassment




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THE CORRECT ANSWER IS RETALIATION FOR REPORTING HARASSMENT

While we don't know the full details as to why Marissa is being transferred, the sudden reassignment and the supervisor's conduct (ignoring her and making work difficult) could be construed as retaliation for reporting harassment, which is illegal and should be reported to HR so that they can investigate the matter immediately.


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## Retaliation

**Retaliation** is any action taken to alter an employee's terms and conditions of employment (such as a demotion or harmful work schedule or location change) because that individual reported harassment or engaged in **protected activities**. Such individuals should expect to be free from any negative actions by supervisors, managers, or the employer motivated by these protected activities.

If you think a supervisor or coworker is retaliating against you or someone else for making a complaint or assisting with an investigation, it should be reported immediately.

Now let's take a look at our next case study.



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CASE STUDY SIX:

SCREENSAVER

Jennifer enjoys sharing the latest jokes, images, and memes she finds online with her coworker Rose. Today Jennifer showed Rose a sexually explicit meme on her tablet that she found very offensive. Rose told Jennifer that it was inappropriate for the workplace, but Jennifer continued to show the meme to her and other employees throughout the workday.

Is this sexual harassment?

Yes

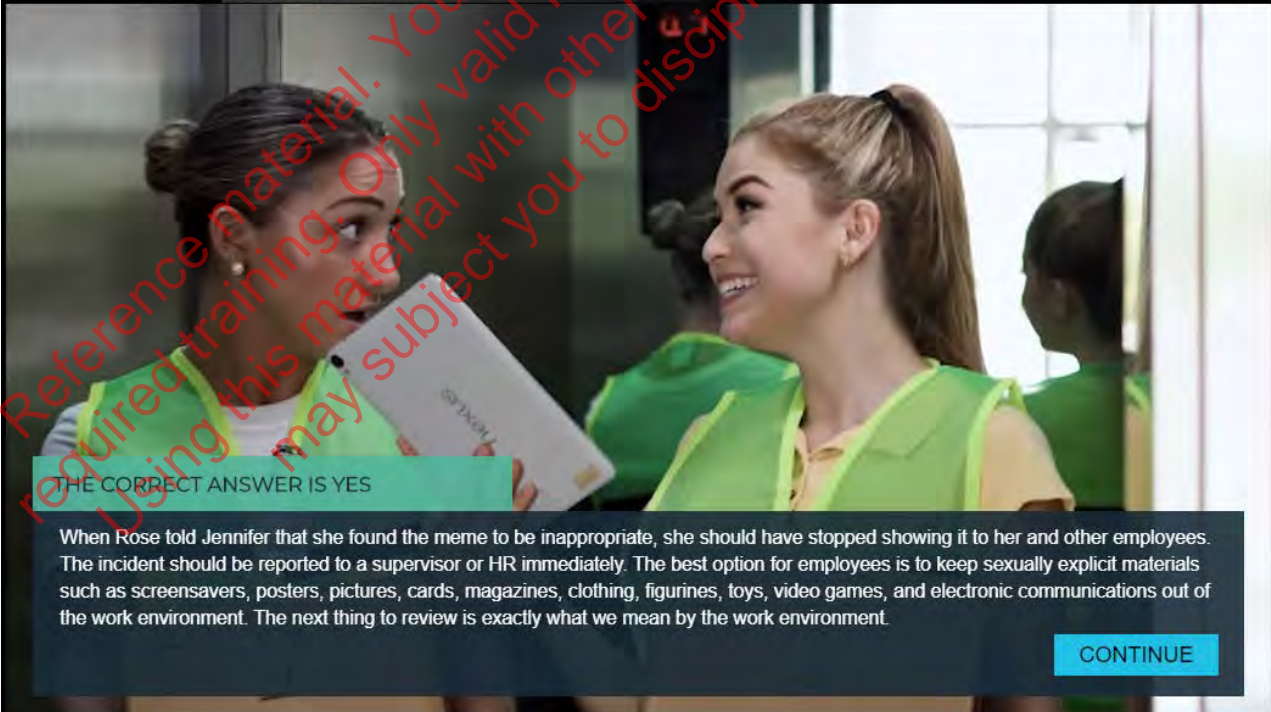
No



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THE CORRECT ANSWER IS YES

When Rose told Jennifer that she found the meme to be inappropriate, she should have stopped showing it to her and other employees. The incident should be reported to a supervisor or HR immediately. The best option for employees is to keep sexually explicit materials such as screensavers, posters, pictures, cards, magazines, clothing, figurines, toys, video games, and electronic communications out of the work environment. The next thing to review is exactly what we mean by the work environment.

CONTINUE



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## The Work Environment

Let's start with "work." Work doesn't simply mean your immediate workplace. Work refers to any situation in which you're interacting with fellow employees.

For example, if you're on a business trip, that's work. If you're attending an outside conference, training session, off-site meeting, party, or any other type of event where you see many people from work, that's work too.

In fact, even if you go to a bar or restaurant after work with your fellow employees, that could still be considered part of the work environment, and policy could still apply.



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## The Work Environment: Electronic Communications

And what about electronic communications, like email, text messages, and social media? Well, even if it's during off-work hours and on a personal device using a personal account, if you're communicating inappropriately with fellow employees, it affects the workplace, and policy can apply.



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## The Work Atmosphere For Everyone

Now, what exactly do we mean by the "environment?" This is important. The environment means the work atmosphere for everyone. So even if you and your friends are not offended by racist or sexist jokes, it doesn't mean that you can tell them or spread them via email or any other way.

Why? Because others in the work environment can overhear, see, or observe the conduct which to them could be hostile or offensive. So even an employee who simply overhears inappropriate conduct and is offended can and should complain.

## Who's Covered?

So, who is covered by policy? That's simple. Everyone who interacts in the workplace is covered by policy, including employees, interns, contractors, temps, customers, suppliers, vendors, and guests.

When a third party violates policy, it should be reported so management can take appropriate steps to ensure the behavior doesn't recur.







## Reporting Incidents

If you believe you have been the target of harassment, sexual harassment or discrimination, have witnessed others being harassed or discriminated against, or are simply not sure what to do in a particular situation, **we're here to help**.

You can raise a concern with your supervisor, HR, or any other manager or designee.

## All Complaints Will Be Taken Seriously

We want to emphasize that **all complaints will be taken seriously**, and no retaliation will be allowed against anyone who makes a good faith complaint or participates in any investigation. That means no employee will be disadvantaged in any way at work for helping us implement our policy. All employees are expected to follow our policy and all applicable laws.

Because we're deeply committed to a harassment and discrimination-free work environment, anyone who violates our policy is subject to disciplinary action, up to and including termination of employment.



## Raising Concerns Through Our Formal Complaint Process

All employees should report any known violations of our Harassment Prevention Policy. You may report harassment verbally or in writing. For more details about how to raise a concern, please take a moment to review the following information.

Your manager or supervisor is often a great place to start when raising a concern, but is by no means your only communications channel. You can also contact any supervisor or manager (including upper level managers) and/or Human Resources.

New York City/State employees are also encouraged to use the complaint form attached to our harassment prevention policy.

### What Happens Next?

All concerns will be investigated as confidentially as possible to determine the facts and in some cases, the HR Department will recommend corrective actions in order to remedy policy violations. Additionally, the person who raised the concern will generally be notified about the outcome.



## Outside Remedies

Aside from our internal reporting process, employees may also choose to pursue legal remedies with the following governmental entities at any time. Click the icon below to download and view contact information for your state.



+ Download

*\*Please note that you must click and view the document before proceeding.*



## New York

Complaints must be filed with the New York State Division of Human Rights (DHR) or in New York State Supreme Court within one year (three years beginning August 12th, 2020) of the alleged sexual harassment. Complaints must be filed with the Equal Employment Opportunity Commission (EEOC) within 300 days of the alleged discriminatory act. To learn more contact one of the offices listed below, or go to: [www.dhr.ny.gov](http://www.dhr.ny.gov) for the New York State (DHR) or <https://dhr.ny.gov/complaint> for New York City (CHR).

New York State Division  
on Human Rights  
One Fordham Plaza,  
4th Floor  
Bronx, NY 10458  
Phone: (718) 741-8400  
Discrimination Complaint  
Hotline: (212) 306-7450

Bronx (Headquarters)  
One Fordham Plaza,  
4th Floor  
Bronx, NY 10458  
Phone: (718) 741-8400

Long Island (Nassau)  
50 Clinton St.,  
Suite 301  
Hempstead, NY 11550  
Phone: (516) 539-6848

Albany Regional Office  
Agency Building 1,  
2nd Floor  
Empire State Plaza  
Albany, NY 12220  
Phone: (518) 474-2705

Long Island (Suffolk)  
State Office Building  
250 Veterans Memorial  
Highway  
Suite 2B-49  
Hauppauge, NY 11788  
Phone: (631) 952-6434

Binghamton  
44 Hawley Street,  
Room 603  
Binghamton, NY 13901  
Phone: (607) 721-8467

Manhattan  
Powell State Office  
Building  
163 West 125th Street,  
4th Floor  
New York, NY 10027  
Phone: (212) 961-8650

Bronx  
One Fordham Plaza,  
4th Floor  
Bronx, NY 10458  
Phone: (718) 741-8400

Rochester  
One Monroe Square,  
259 Monroe Avenue  
3rd Floor  
Rochester, NY 14607  
Phone: (585) 238-8250

Brooklyn  
55 Hanson Place,  
Room 304  
Brooklyn, NY 11217  
Phone: (718) 722-2856

Syracuse  
333 E. Washington Street,  
Room 401  
Syracuse, NY 13202  
Phone: (315) 428-4633

White Plains  
7-11 South Broadway,  
Suite 314  
White Plains, NY 10603  
Phone: (914) 989-3120

Buffalo  
The Walter J. Mahoney  
State Office Building  
65 Court Street, Suite 506  
Buffalo, NY 14202  
Phone: (716) 847-7632

New York City Commission  
on Human Rights  
40 Rector Street,  
New York, NY 10006  
Phone: (212) 306-7450

To file a claim with the EEOC, contact the EEOC office below.

US Equal Opportunity Commission  
33 Whitehall Street, 5th Floor  
New York, NY 10004  
Phone: (800) 669-4000  
TTY: (800) 669-6820

## Special Note About Reporting for Supervisors

Supervisors have special responsibilities in matters relating to harassment. For example:

- Supervisors **must** report any harassment of which they become aware, even if they think it is trivial or no one is objecting.
- Supervisors who fail to report harassment or knowingly allow it to continue will be subject to discipline.
- Employees should note that supervisors must report harassment, even if they ask him or her to keep it confidential.

You can and should expect your supervisor to uphold these standards at all times. If you do not feel comfortable reporting harassment to your supervisor (or if he or she is the harasser), you should report the harassment to their manager and/or HR.



## Policy Acceptance

Our Harassment Prevention Policy(ies) can be downloaded and saved by clicking on the following link:

**Policy, Complaint Form, Training Materials, and Talent Relations Contact Info**

It is the responsibility of each employee to read, understand, and follow the requirements set forth in this policy(ies). Please take a moment to review it before proceeding to the policy(ies) acceptance form on the next page.



## Policy Acceptance:

# Harassment Prevention Policy

Please complete this policy acceptance form by indicating whether or not you agree with the statement below.

## Policy

I have read and been informed about the standards, guidelines, processes, and procedures set forth in the Harassment Prevention Policy. I have received a copy of the policy and agree to abide by the policy and understand that if I have any questions, it is my responsibility to consult with my immediate supervisor, HR, the legal department, or upper level management, or contact the ethics hotline.

☐ Decline ☒ Accept

SUBMIT



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## Conclusion

Our policy is designed to promote a positive and respectful work environment for all employees and we thank you for your personal commitment and daily contribution to that effort.

This module is now complete. Thank you for participating. If you have any questions, please contact your supervisor or human resources.

You may now exit this module by selecting the "X" button located in the upper-right corner of the player.



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### Supplemental Information for New York State

On August 12, 2019, Governor Andrew Cuomo of New York signed a new set of laws changing protections surrounding harassment and discrimination for employees in the state of New York.

Under federal law, harassment becomes unlawful in connection with any protected category where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Under the newly signed law in New York, “severe and pervasive” is irrelevant; instead, the complainant needs to show that the harassment activity “subjects an individual to inferior terms, conditions or privileges of employment because of the individual’s membership in one or more ... protected categories.” However, the new law provides for an affirmative defense where the harassment complained of “does not rise above the level of what a reasonable victim of discrimination with the same protected characteristic would consider petty slights or trivial inconveniences.”

Under the new law, complainants will have three years to file a claim of sexual harassment with the New York State Division of Human Rights, instead of the current one-year statute of limitations. This extension goes into effect on August 12, 2020.

Reference material. You must still complete Central Casting's required training. Only valid for employment with Central Casting. Using this material with other employers or casting companies may subject you to discipline by Central Casting.