



Sexual Harassment – What It Is

Training Module For
Mannaheim Council, Members and Guests

July 2018



Mannaheim's Sexual Harassment Training Objectives

This is a modified briefing outline of sexual harassment training used by the United States Veteran's Administration, (<https://www.diversity.va.gov/>) that:

- Defines what sexual harassment is and the various offensive behaviors that can be reasonably considered by both observers and recipients to be sexual harassment.
- Identifies the effects that sexual harassment has on both people and the organization that experiences it.
- Emphasizes that sexual harassment of any type is a form of sexual discrimination and will not be tolerated.
- Explains how we view our role (as Mannaheim Board Members) in curtailing it.
- Describes how claims or observations of sexual harassment will be addressed by the Board.



*Cattle die and kinsmen die,
thyselves too must die,
but one thing never will die,
the fame of one who has done well."*

Havamal 76

Mannheim Tribal Value #8: Frankness – Speak your mind. Say what you mean. Mean what you say. Do not keep a shameful silence.



Mannaheim's Sexual Harassment Training Plan

- The Mannaheim Board of Directors seeks to protect individual rights against discrimination and harassment.
- It is expected all members and guests both on Facebook and Meetup have read, understand and will comply the contents of this document.
- For questions or comments, please contact a Mannaheim Board member.

The legalese: “Vicarious liability is a form of a strict, secondary liability that arises under the common law doctrine making it the responsibility of the superior (in this case, Mannaheim) for the acts of their subordinate (Members and Guests) or, in a broader sense, the responsibility of any third party that had the "right, ability or duty to control" the activities of a violator!”

So, YES! It is our business! (See the by-laws)



Quid Pro Quo Sexual Harassment

- In the work place, *Quid Pro Quo Sexual Harassment* is defined as when employment decisions or expectations relating to hiring decisions, promotions, salary increases, work assignments or performance evaluations are based on an employee's willingness to grant or deny sexual favors.
- Similarly, in a spiritual environment, *Quid Pro Quo Sexual Harassment* is defined as when a Mannaheim guest or a member feels that membership, project assignments, or access to training hinges on a willingness to accept sexual advances from someone affiliated with the group; this can be another guest, a member or a board member.

...when someone feels that a person in a position of perceived authority has power over them... and if they don't do what is asked (of a sexual nature) that there are negative consequences...



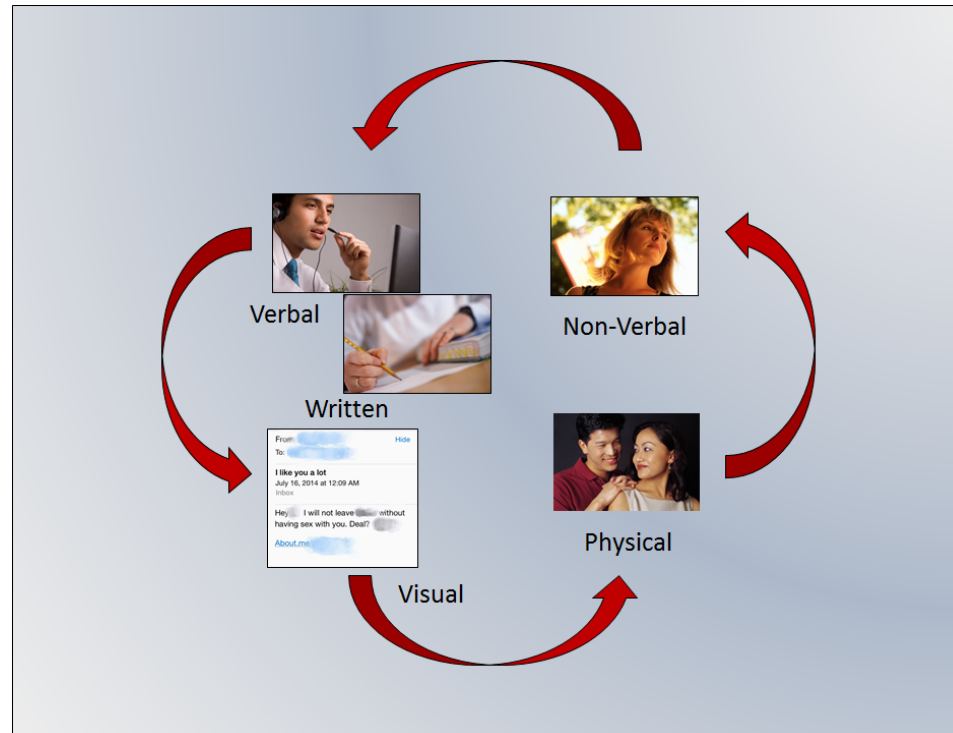
“Hostile Spiritual Environment” Sexual Harassment

A “*Hostile Spiritual Environment*” is created by verbal or non-verbal behavior that:

- Focuses on the sexuality of another person or occurs because of the person’s gender.
- Is unwanted or unwelcomed.
- Is severe or pervasive enough to affect the person’s willingness to:
 - Participate in Mannaheim activities.
 - Trust certain members affiliated with the group.
- Makes someone feel unsafe or not welcome.

A person cannot be spiritually fed in this kind of environment...
The mission of Mannaheim is to spiritually feed people!

Types of Sexual Harassment



Even without meaning to, a person can sexually harass another person... It's all in the perception of the person receiving the attention or the person observing it!



1. Verbal or Written Sexual Harassment

This can include:

- Making inappropriate sexual comments about clothing, personal behavior or a person's body.
- Telling sexual or sex-based inappropriate jokes.
- Sending unwanted suggestive letters, notes or e-mails or pictures.
- Requesting sexual favors, making sexual innuendos or repeatedly asking someone out.
- Telling lewd jokes or sharing sexual anecdotes.
- Inquiring about someone's sexual history or sexual orientation.
- Making derogatory remarks about a person's sexual orientation or gender identity.

Note: The person doesn't have to be present; if it offends someone else (who heard or read it) , it is still sexual harassment and possibly a hostile spiritual environment.



2. Non-verbal Sexual Harassment

This can include:

- Looking a person's body up and down.
- Whistling or staring in a sexually suggestive or offensive manner.
- Offensive gestures or facial expressions of a sexual nature.
- Following a person either physically or with eyes.
- Making inappropriate sexual gestures.

Note: The person doesn't have to hear / see it; if it offends someone else (who saw it), it is still sexual harassment and possibly a hostile spiritual environment.



3. Physical Sexual Harassment

This can include:

- Blocking a person's physical movement.
- Inappropriate and unwanted touching of a person and or their clothing.
- Other inappropriate touching including kissing, hugging, patting, stroking or rubbing.
- Purposefully brushing up against another person.

Note: It is how the person receiving the attention feels (or how the observer feels about it), not how the person doing it may mean it. Even if it's an "accident", it is wrong.



4. Visual Sexual Harassment

This can include:

- Posters, drawings, pictures, screensavers, texts, or emails that are in sexual nature.
- Sharing sexually inappropriate images or videos, such as pornography.
- Displaying inappropriate sexual images or posters on phone, computer, tablet, etc.

Note: It is how the person viewing the material feels, not how the person doing it may mean it. Even if it's an "accident", it is wrong.



People harass others to:

- Express dominance or power;
- Organizationally or socially control someone;
- Attempt to seek peer approval;
- Use as a bullying tactic;
- Feel better about themselves.

Note: **Or** they may be completely oblivious of how what they are doing may affect other people. But, this still doesn't excuse the behavior!



Who Are Harassers?

- Anyone can harass...
- Just as anyone can be the target of harassment regardless of sex, sexual preference, age, or professional position.
- A person may not feel that they are harassing someone, but, it's not about them – it is how the recipient of the attention feels or how the person who observed or read what occurred feels!!!

Practice external awareness; ask yourself – “Would I do this to a family member or someone I considered to be a good friend? How would I feel if...”



NOTICE!!!

- According to public case law, submission to sexual activity by the employee citing harassment is not a defense that an employer can use to avoid liability in a sexual harassment suit.
- Similarly, submission to sexual activity by a Mannaheim member or guest is not a defense that the Mannaheim Board will accept to excuse the behavior!

The legalese: “Vicarious liability is a form of a strict, secondary liability that arises under the common law doctrine making it the responsibility of the superior (in this case, Mannaheim) for the acts of their subordinate (Members and Guests) or, in a broader sense, the responsibility of any third party that had the “right, ability or duty to control” the activities of a violator!”

So, YES! It is our business! (See the by-laws)



Sexual Harassment vs Sexual Attraction

- **Sexual harassment is an misuse of POWER!!!**
 - Sexual harassment is a form of discrimination and has nothing to do with one person's physical attraction.
- **From Mannaheim 101: “We Are Not A Dating Pool”**
 - Mannaheim discourages its members and guests from “casual dating” for two reasons:
 - It detracts from the family oriented spiritual environment we are attempting to sustain; and,
 - It reduces misunderstandings and lowers sexual tension.
 - Sometimes people are attracted to one another; that's not what we're talking about here!

At it's core, Mannaheim is “Chosen Family” and we don't casually date / hook-up with our sisters and brothers!



Sexual Harassment's Cost to the Organization

- It makes people feel like they aren't welcome because they can't relax and enjoy their spiritual experience.
- It is time consuming for the Mannaheim Board to investigate the incident(s).
- It is emotionally draining for people engaged in the deposition process (board members, the individuals involved).
- It decreases everyone's spiritual productivity due to diversion of focus.
- It has an overall negative impact on other members, guests, and witnesses.
- It can generate potential adverse publicity about the organization.

Mannaheim has been in existence for almost 20 years. Our longevity and great reputation are because we DO NOT condone / tolerate this behavior.



Our Basic Steps for Handling Complaints

- Make the observation and / or take the complaint.
- Alert the Mannaheim Board.
- Discuss what was observed or the nature of the complaint.
- Initiate the investigation.
- Interview others.
- Convene the Mannaheim Board to discuss findings.
- Interview the alleged harasser.
- Convene the Mannaheim Board to discuss findings.
- Take the appropriate action, as necessary.

Mannaheim take deliberative steps to seek to understand all angles of complaints.



Typical Questions We Might Ask the Recipient

- Where did the behavior occur?
- Who was involved?
- Were there any witnesses?
- Did you talk to anybody else about what happened?
- Has this happened before?
- How long has this been going on?
- Was the person told that the behavior was unwelcome?*

* It doesn't matter whether something was said to the harasser or not!
Many times people have issues with speaking up when they feel
uncomfortable. Most often, they have to think about it and process it...



Mannaheim Guests and Members will:

- Respect the privacy of the person making the complaint (don't spread rumors or gossip).
- Seek to understand what happened.
- Be supportive and use active listening – repeat back what was heard.
- Document the conversation.
- Assure the person making the complaint that whatever happened wasn't their fault; that they are "safe".
- Alert a Mannaheim Board Member as soon as possible!
- If we don't know we can't address the problem.

It is the Board's responsibility to thoroughly investigate complaints.
If we don't know, we can't fix it!



The Mannaheim Board will:

- Convene to discuss the incident(s) and individual(s) involved.
- Appoint a Board member to investigate the complaint with the individual accused of harassment.
- Meet with the individual accused of harassment.
- Describe the circumstances surrounding the complaint.
- Be unbiased.
- Ask the person to respond to each allegation separately.
- Document the meeting.
- Discuss findings.
- Identify remedies that are both fair and acceptable to the Board based upon our Cultural and Spiritual beliefs.

It is the Board's responsibility to thoroughly investigate complaints.
If we don't know, we can't fix it!



What Can You Do to Prevent Incidents of Sexual Harassment?

If you become aware of the questionable behavior and even if there is no complaint, you:

- Must take immediate and corrective action (tell the person that what was observed was unacceptable).
- Inform at least two Mannaheim Board Members of the incident.
- Document action taken (email, Facebook message, etc.).
- Communicate action taken to the affected individual, explain what he or she should do if the problem should occur again. (It shouldn't if the Mannaheim Council does its job.)
- Advise guests / members of their rights to request a meeting with the Board to discuss the incident.

It is the Board's responsibility to thoroughly investigate complaints.
If we don't know, we can't fix it!



What to do (if you can)

- Stay calm.
- Explain what is offensive.
- Confront the harasser.
- Put it in writing.
- Report it to a Mannaheim Board member.
- Follow organizational procedures.
- Don't delay!

- Your feelings are your feelings.
- They should be respected when it comes to what you see, hear, feel relating to your body and your sexuality (or what you perceive to be offensive).
- Although you may think you're making a fuss, we can be supportive and may actually be more offended than you!



Mannaheim Training Module Completion Certificate

I _____ (print name), certify that I have completed the training identified below and will abide by the guidelines outlined in the presentation preceding this certificate.

Sexual Harassment – What It Is

_____ (sign name)

_____ (date)

Instructions: Print out this page, sign and provide to Mannaheim board member for our records.