**Training Quiz: Sexual Harassment Prevention and Policy Compliance**

This quiz is designed to test participants’ understanding of key concepts covered in the Sexual Harassment Prevention and Policy Compliance training. It includes multiple-choice, true/false, and scenario-based questions. Participants should be encouraged to apply their knowledge and think critically about the workplace situations presented.

**Quiz Instructions:**

* Please answer each question to the best of your ability.
* There is only one correct answer per question unless otherwise stated.
* Your score will be shared at the end of the quiz.

**1. What is the definition of sexual harassment?**

a) Any behaviour that is intended to offend someone.
b) Any unwanted behaviour of a sexual nature that makes someone feel uncomfortable, intimidated, degraded, or violated.
c) A joke that offends someone in the workplace.
d) Only physical behaviour of a sexual nature.

**2. Which of the following is an example of non-verbal sexual harassment?**

a) Telling inappropriate jokes.
b) Sharing sexually explicit images via email.
c) Making suggestive gestures or inappropriate staring.
d) Sending an anonymous note with offensive comments.

**3. True or False: Sexual harassment can only happen between employees.**

a) True
b) False

**4. Who is responsible for preventing sexual harassment in the workplace?**

a) Only the HR department.
b) Only the management team.
c) Every employee, manager, and employer.
d) Only the employee experiencing harassment.

**5. Scenario: A colleague repeatedly asks another colleague to go out for drinks after work, even after being told ‘no’ several times. Does this behaviour constitute sexual harassment?**

a) Yes, because the repeated requests after refusal create a hostile environment.
b) No, because asking someone out isn’t harassment.
c) No, because they were only asking for drinks.

**6. Which of the following is NOT a proactive measure to prevent sexual harassment?**

a) Creating a culture of transparency and respect.
b) Providing regular training on sexual harassment policies.
c) Ignoring reports of minor incidents.
d) Ensuring all employees understand the process for reporting harassment.

**7. What should you do if you witness harassment in the workplace?**

a) Ignore it if it doesn’t affect you directly.
b) Report it using the company's reporting process.
c) Confront the person being harassed to tell them how to handle it.
d) Wait for someone else to take action.

**8. True or False: Managers have a duty to take reasonable steps to prevent harassment from both employees and third parties (e.g., clients, customers).**

a) True
b) False

**9. What should be your first step if someone reports sexual harassment to you?**

a) Ignore it unless you witness it directly.
b) Keep the report confidential and escalate it to HR or the appropriate manager.
c) Talk to other colleagues to get their opinion.
d) Wait to see if it happens again.

**10. Scenario: You receive an anonymous report of harassment through the online reporting tool. What should you do?**

a) Ignore it because it’s anonymous.
b) Investigate the report while maintaining confidentiality.
c) Announce the report to the team so everyone is aware.
d) Wait for a formal written complaint before acting.

**11. How often should sexual harassment policies be reviewed and updated?**

a) Once a year or as needed based on legal changes.
b) Every five years.
c) Only when a complaint is made.
d) Whenever the company hires new employees.

**12. Scenario: A manager notices that an employee has become withdrawn and less engaged after a work event. The employee hasn’t reported anything, but the manager is concerned. What should the manager do?**

a) Wait for the employee to speak up.
b) Check in with the employee privately and offer a safe space for them to share if they feel comfortable.
c) Assume the employee’s behaviour is unrelated to work.
d) Announce the concern to the team in case others have noticed something.

**13. True or False: The new anticipatory duty coming into effect in October 2024 requires employers to take proactive steps to prevent harassment, including harassment by third parties.**

a) True
b) False

**14. What is a key benefit of bystander intervention in preventing harassment?**

a) It allows the victim to handle the situation alone.
b) It helps stop harassment early before it escalates.
c) It removes the need for formal reporting processes.
d) It avoids getting involved in someone else’s issues.

**15. After an investigation of harassment is completed, what should the manager or HR team do next?**

a) Keep the outcome confidential and inform only the necessary parties.
b) Share the findings with everyone in the company.
c) Punish the person reporting the harassment if the claim isn’t proven.
d) Move on without discussing the findings with anyone.

**End of Quiz**

**Scoring:**

* Each correct answer is worth 1 point.
* A score of 12 or above indicates a solid understanding of the key concepts covered in the training.
* Review any incorrect answers to ensure all participants are clear on their responsibilities and the steps to prevent and report harassment.

This quiz can be delivered digitally using Microsoft Forms or as a printed handout at the end of the training. It reinforces the training content and ensures that participants leave with a clear understanding of their role in preventing and responding to sexual harassment in the workplace.

**Training Quiz Answer Sheet: Sexual Harassment Prevention and Policy Compliance**

Below are the correct answers to the quiz questions, along with explanations where necessary. This answer sheet can be used by facilitators to assess participants' understanding of the training material.

**1. What is the definition of sexual harassment?**

**Correct Answer**: b) Any unwanted behaviour of a sexual nature that makes someone feel uncomfortable, intimidated, degraded, or violated.

**2. Which of the following is an example of non-verbal sexual harassment?**

**Correct Answer**: c) Making suggestive gestures or inappropriate staring.

**3. True or False: Sexual harassment can only happen between employees.**

**Correct Answer**: b) False
**Explanation**: Sexual harassment can occur between employees and third parties, such as clients, customers, or contractors.

**4. Who is responsible for preventing sexual harassment in the workplace?**

**Correct Answer**: c) Every employee, manager, and employer.
**Explanation**: Everyone in the organisation plays a role in creating a harassment-free workplace.

**5. Scenario: A colleague repeatedly asks another colleague to go out for drinks after work, even after being told ‘no’ several times. Does this behaviour constitute sexual harassment?**

**Correct Answer**: a) Yes, because the repeated requests after refusal create a hostile environment.
**Explanation**: Persisting after being told ‘no’ repeatedly can make someone feel uncomfortable or intimidated, constituting harassment.

**6. Which of the following is NOT a proactive measure to prevent sexual harassment?**

**Correct Answer**: c) Ignoring reports of minor incidents.
**Explanation**: Ignoring any reports, no matter how small, undermines the culture of transparency and respect.

**7. What should you do if you witness harassment in the workplace?**

**Correct Answer**: b) Report it using the company's reporting process.
**Explanation**: It's important to act by reporting harassment rather than ignoring it or waiting for someone else to take action.

**8. True or False: Managers have a duty to take reasonable steps to prevent harassment from both employees and third parties (e.g., clients, customers).**

**Correct Answer**: a) True
**Explanation**: Managers have a legal duty to prevent harassment by both internal employees and external third parties.

**9. What should be your first step if someone reports sexual harassment to you?**

**Correct Answer**: b) Keep the report confidential and escalate it to HR or the appropriate manager.
**Explanation**: Confidentiality is essential to protect all parties involved and ensure a fair investigation.

**10. Scenario: You receive an anonymous report of harassment through the online reporting tool. What should you do?**

**Correct Answer**: b) Investigate the report while maintaining confidentiality.
**Explanation**: All reports, even anonymous ones, should be taken seriously and investigated.

**11. How often should sexual harassment policies be reviewed and updated?**

**Correct Answer**: a) Once a year or as needed based on legal changes.
**Explanation**: Regular reviews ensure that the policy remains relevant and compliant with the latest legal standards.

**12. Scenario: A manager notices that an employee has become withdrawn and less engaged after a work event. The employee hasn’t reported anything, but the manager is concerned. What should the manager do?**

**Correct Answer**: b) Check in with the employee privately and offer a safe space for them to share if they feel comfortable.
**Explanation**: Managers should approach employees with care and offer support in a non-confrontational way.

**13. True or False: The new anticipatory duty coming into effect in October 2024 requires employers to take proactive steps to prevent harassment, including harassment by third parties.**

**Correct Answer**: a) True
**Explanation**: The new law introduces a proactive duty for employers to take reasonable steps to prevent harassment, including by third parties.

**14. What is a key benefit of bystander intervention in preventing harassment?**

**Correct Answer**: b) It helps stop harassment early before it escalates.
**Explanation**: Bystander intervention encourages people to take action early, preventing situations from worsening.

**15. After an investigation of harassment is completed, what should the manager or HR team do next?**

**Correct Answer**: a) Keep the outcome confidential and inform only the necessary parties.
**Explanation**: Confidentiality is crucial to protect those involved and prevent unnecessary gossip or repercussions.

**Scoring Guide:**

* Each correct answer is worth 1 point.
* A score of 12 or higher indicates a solid understanding of the training material.
* For any missed questions, review the related training section with participants to ensure clarity and comprehension.