

COUNTY OF ULSTER

Office of Employment and Training

535 Boices Lane
Kingston, NY 12401
www.ulsterworks.com



Phone: (845) 340-3170
Fax: (845) 340-3165
E-mail: oet@co.ulster.ny.us

Jen Metzger, UC Executive

Sharon Williams, Director

NYS Sexual Harassment Prevention Training

What you need to know to stop sexual harassment in your workplace.

What is Sexual Harassment?

Sexual harassment is any unwanted verbal or physical advance, sexually explicit or derogatory statement, or sexually discriminatory remark that is offensive or objectionable to the recipient, or which interferes with his or her job performance. There are two forms of sexual harassment:

1. Quid Pro Quo (Latin for "this for that"): This happens when a person in authority tries to exchange sexual favors for a job benefit.
 - **Example:** Jennifer's boss promised her better shifts (job benefit) if she would send her nude selfies (sexual favor).
2. Hostile Work Environment: This occurs when people use words, pranks, jokes, intimidation, or actions that are either sexually or non-sexually explicit, and direct them at a person because of their sex, gender-identity, or sexual orientation. While there typically needs to be a pattern of continued behavior to establish a hostile work environment, some behavior can be so offensive that one instance can create a hostile workplace where people no longer feel safe from sexual harassment.
 - **Example:** Jacob is offended by how Roger constantly tells dirty jokes or sends pornographic emails.
 - **Example:** Rosemary is upset by being touched on her buttocks by her boss Jim almost on a daily basis.

What do I do if I witness or experience sexual harassment?

1. Ask the person committing the harassment to stop if you feel comfortable doing so.
2. Tell your supervisor. If you don't feel comfortable telling your supervisor, report to your SYEP counselor or call our main number 845-340-3170 and ask to speak to someone in SYEP.
3. A copy of this one-page document will be included in your orientation packet

****This information was adapted from Renesselear County's Sexual Harassment Prevention Policy for UCSYEP.**

Employee Signature: _____ Date: _____