

**EMPLOYEE
ACKNOWLEDGEMENT OF HARASSMENT
AWARENESS TRAINING**

I attended the "**Harassment Awareness Training**" provided by Johnson County, Kansas either in person or on line, and received training regarding, and understand The District's/Johnson County's policies and procedures prohibiting harassment, retaliation, and discrimination. Printed or on-line copies of The District's/Johnson County Government Human Resource Policies and Procedures 105: *Equal Opportunity in Employment* and 106: *Productive Work Environment* were made available to me at this training and I understand how and where to access all of the District's Human Resources policies and procedures on the District's X Drive.

It is the policy of the District/Johnson County Government for all individuals to enjoy a workplace free from harassment, particularly sexual harassment, and discrimination. Employees who believe they have experienced or witnessed conduct prohibited by the District/County Policies should report that conduct to the Department of Human Resources or any District or County supervisor or manager without regard to the chain of command. I understand that the District/County will not tolerate retaliation against any employee for reporting or participating in an investigation of allegations of harassment or discrimination.

I understand that the District/Johnson County Government strictly prohibits and will not tolerate discrimination, retaliation, and harassment, particularly including sexual harassment, in the workplace. Employees, who engage in inappropriate behavior prohibited by District/County Policies, whether or not that conduct is prohibited by law, may be subject to disciplinary action, up to and including termination of employment.

If in a **management or supervisory role**, please read the following statement and initial.

_____ As a supervisor, I understand that District/County Policy requires, should I witness conduct prohibited by the District/County Policies, or should any employee report an allegation of such inappropriate behavior to me, it is my duty to report that information to the District's or County's Department of Human Resources within one business day. Failure to do so may result in disciplinary action, up to and including termination of employment.

Printed Name

Johnson County Park & Recreation
Department or Division

Signature

Date

On-line Harassment Awareness Test Questions

Test Question #1

- Name one legally protected class/characteristic

Test Question #2

- Please circle the letter next to the definition below which best describes Quid Pro Quo Sexual Harassment
 - A. The monetary value needed to settle a harassment claim.
 - B. An exchange of something of value between two parties, or literally, “this for that.”
 - C. Something stated in the work place that has a dual meaning or possible sexual Connotation.

Test Question #3

- Please circle the letter next to the statement below which best answers the following question. “Is it ok to hug a co-worker at work?”
 - A. Yes. Hugs in the work place are always acceptable.
 - B. No. It is never appropriate to hug a co-worker in the workplace.
 - C. It depends on several factors, such as when and where the hug occurs, who may witness the hug, and whether the hug is welcomed by both parties. If I’m not sure about any of these factors, its best to refrain from hugging in the work place.

Test Question #4

- Please indicate whether the following statement is True or False. “*I am being harassed by my supervisor when he or she assigns me additional work responsibilities.*”
 - A. True
 - B. False

Test Question #5

- Please indicate whether the following statement is True or False. “*Employees have personal privacy rights when using District technology resources such as email and access to the internet.*”
 - A. True
 - B. False

Test Question #6

- Please circle the letter next to the statement below which best completes the following question: “*Any employee who has a complaint should report the situation to...*”
 - A. The Human Resources Department
 - B. Any official, supervisor, or manager (without regard to chain of command), who shall notify Human Resources within one business day
 - C. Both A & B are acceptable reporting mechanisms

Test Question #7

- Please indicate whether the following statement is True or False. “*Employees must report any instances of harassment or discrimination they are aware of in the workplace, regardless of whether they are the target of the harassment or discrimination.*”
 - A. True
 - B. False