



## Sexual Harassment Training Combining content, Assessment and Records

Log On, review content, and click on your selection

MENU Sample Company

Ref: 123, Position: 11154 - Pablo Sanchez, Sexual Harassment Questionnaire

Introduction Workplace Myths Notes

Classification ?

- Sexual harassment only relates to unwanted sexual advances.
- Sexual harassment only relates to unwanted sexual advances and/or requests for sexual favours.
- Sexual harassment relates to any unwanted sexual advances and/or requests for sexual favours and/or verbal or physical harassment of a sexual nature in the workplace.

Forms of ?

Environment ?

Behaviour ?

Cancel

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### **Advantages include:**

- Simple User Interface for content review and assessment.
- Built in help.
- Independent management comments can be included.
- Independent approval
- 'Big data' available for corporate analysis.
- Automated reporting.
- Full record Keeping.
- Full Quality Control.
- Full Quality Audit trail.

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## STEP 2

### Automated Assessment Form Generated



Sample Company

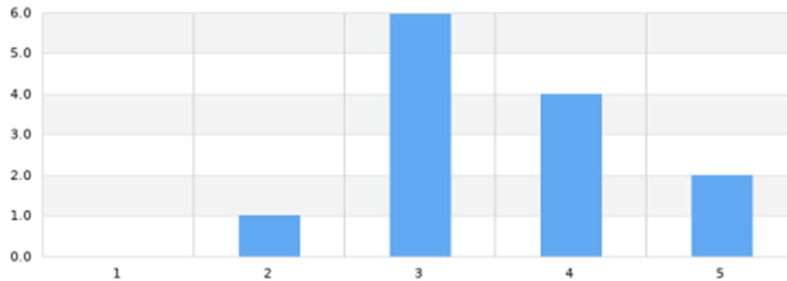
Assessor: Pablo Schanchez  
14/04/23 , Ref: 123

#### Sexual Harassment Training Result

Employee Name: Pablo Schanchez  
Employee Number: 11154

In our assessment, the evaluation of Pablo Schanchez as assessed on 4 April 2023, should be graded as **pass** under the Sexual Harassment Questionnaire criteria.

Evaluation Results:



1. repeat
2. repeat
3. repeat
4. pass

This assessment has been reached on the basis that:

#### 1. The introduction measures include:

- **CORRECT.** Sexual harassment relates to any unwanted sexual advances and/or requests for sexual favours and/or verbal or physical harassment of a sexual nature in the workplace.
- **CORRECT.** Sexual harassment can be in many forms including physical, verbal, non verbal, or quid pro quo.
- **CORRECT.** A hostile work environment refers to one in which sexual harassment has the intention or effect of unreasonably impeding an individual's ability to perform their job duties or fostering an intimidating, hostile, or offensive work environment.
- **CORRECT.** Inappropriate behaviour is more than if the victim legitimately perceives the accused perpetrator's behaviour as insulting, humiliating, unwanted, or not desired.  
I understand why my initial response was incorrect.

#### 2. The workplace measures include:

- **CORRECT.** Anyone can initiate sexual harassment including the victim's boss, an employer

**Sexual Harassment  
Training Result**

14/04/23 - Ref: 123

representative, a supervisor in another department, a fellow employee, or a third party.

- **CORRECT.** Both parties in the relationship must give at least verbal consent.
- **CORRECT.** Any employment-related situation can result in sexual harassment.  
I understand why my initial response was incorrect.
- **CORRECT.** You should report inappropriate behaviour to the nominated officer.

**3. The myths measures include:**

- **CORRECT.** Provocative attire, promiscuous actions, or entering a room does not invite unwanted sexual activity or allow the assumption that any danger of a sexual attack is passed onto the individual.
- **CORRECT.** Individuals are responsible for 'looking after each other'. This includes recognising that someone effected by alcohol or drugs cannot make sound decisions, respecting rather than assulting colleagues, and maintaining awareness that sexual assault can occur anywhere.
- **CORRECT.** There are many various reasons a victim of sexual assault may delay reporting the incident. This should be respected.
- **CORRECT.** Sexual harassment can occur to anyone and be casued by anyone. Flirting is not sexual harassment and generally does not lead to sexual harassment. And victims do not have to resist or fight back to 'prove' sexual harassment has occurred.
- **CORRECT.** Reporting of sexual harassment is critical and should be encouraged.

For your action.

Pablo Schanchez  
Teacher

On 04/4/23, Mary Ma added the following comment to assessment made by Pablo Schanchez. Note that Pablo Schanchez may not be aware of this additional comment.

I have spoken to Pablo about his responses to questions 4 and 7. He agrees and will review and update his responses.

This record approved by Kathryn Shaw CEO 04/4/23



# STEP 3

## Management Dashboard

MENU NEOS HR

Leave Form Results

Ref ID	Date	Employee Number	Employee Name	Unit	Segment	Created by	Result	Approved
1390	07/31/2020	26798	Kathryn Shaw	Leave Form	Unify Solutions Leave Form	Mark Shaw	1	<input type="checkbox"/>
1389	07/31/2020	26798	Kathryn Shaw	Leave Form	Unify Solutions Leave Form	Mark Shaw	1	<input type="checkbox"/>
1387	07/30/2020	10114	Robert Rashleigh	Leave Form	Unify Solutions Leave Form	Mark Shaw	1	<input checked="" type="checkbox"/>
1386	07/30/2020	26798	Kathryn Shaw	Leave Form	Unify Solutions Leave Form	Mark Shaw	1	<input checked="" type="checkbox"/>

View 1 - 4 of 4

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Dashboard includes:

- All history
- Unique ID per record
- Date created
- Type of leave assessment
- Author
- Result
- Draft V Approved
- Exportable to Excel for detailed analysis

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