



2018 Sexual Harassment Training

For CTA Employees

Note: This training course has been developed in accordance with the requirements of the State Officials and Employees Ethics Act (5 ILCS 430/5-10). It has been developed for this purpose under the direction of the Board of Directors of the Chicago Transit Authority. Not for use by other than employees, appointees, or officials of the Chicago Transit Authority without the express prior consent of the Office of Executive Inspector General for the Agencies of the Illinois Governor.

If you need reasonable accommodations to read, review and sign this sexual harassment training pamphlet, please contact the Ethics Officer at 312-681-2924.

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Introduction/General Principles

Effective January 1, 2018, all state agencies, including the Regional Transit Boards, must establish a sexual harassment policy. The policy must include at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including the availability of whistleblower protections under the State Officials and Employees Ethics Act (“the Ethics Act”), the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report. 5 ILCS 430/5-5(c). *See also* the CTA Administrative Procedure (“AP”) 1605.

The CTA maintains a working environment for all CTA employees to be free from sexual harassment. The CTA has *zero* tolerance for sexual harassment. *See* AP 1605. Employees who believe they have been subjected to sexual harassment should report it immediately to their supervisor or Department or Division Manager, or the CTA’s EEO Officer, the CTA’s Ethics Officer or to Human Resources, or through the alternative reporting channels set forth below, such as the Office of Executive Inspector General (“OEIG”) or the Illinois Department of Human Rights (“IDHR”).

Employees should not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. No employee at the CTA is exempt from reporting misconduct in violation of this policy. In response to every complaint, the CTA investigates promptly and thoroughly. The CTA assures its employees that there is no retaliation against any employee filing a harassment complaint, or against any employee who cooperates with a CTA investigation, and there are policies and laws that prohibit retaliation. If allegations of improper harassment are substantiated, the CTA commits to taking the appropriate action, including disciplinary measures up to and including discharge.

What is Sexual Harassment?

Sexual harassment is defined as *any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature* when:

- (1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- (2) Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship. See 5 ILCS 430/5-65(b).

Types of Sexual Harassment

Types of sexual harassment include *quid pro quo* (Latin for "this for that" or "something for something"), and hostile work environment. Sexual advances and requests for sexual favors are not the only types of conduct that can be sexual harassment. Other conduct of a sexual nature can be part of a *quid pro quo* sexual harassment or contribute to a hostile work environment, including unwelcome physical acts, verbal conduct, or visuals, such as:

- Actual or attempted rape or sexual assault
- Pressure for sexual favors
- Deliberate touching, leaning over, or cornering
- Sexual looks or gestures
- Letters, telephone calls, personal e-mails, texts, or other materials if they include sexual content
- Pressure for dates
- Sexual teasing, jokes, remarks, or questions
- Referring to an adult as a "girl," "hunk," "doll," or other diminutive term
- Whistling at someone
- Sexual comments, sexual innuendos, or sexual stories
- Turning work discussions to sexual topics
- Asking about sexual fantasies, preferences, or history
- Sexual comments about a person's clothing, anatomy, or looks
- Kissing sounds, howling, and smacking lips
- Telling lies or spreading rumors about a person's personal sex life

- Neck and/or shoulder massage
- Touching an employee's clothing, hair, or body
- Hanging around a person uninvited
- Hugging or kissing
- Patting, stroking, or pinching
- Touching or rubbing oneself sexually in the presence of another person
- Standing close to or brushing up against a person
- Looking a person up and down
- Sexually suggestive posters, cartoons, or magazines displayed in the workplace or shown to someone
- Playing sexually suggestive or graphic videos or music
- Making sexual gestures with hands or through body movements

Sexual harassment can involve activities online or through electronic media, even when off-site or "off the clock." Examples of behaviors that can constitute unwelcome sexual conduct through email, cell phone or text, Internet or Intranet posting, online comments, blog posts, social media (such as Facebook, Twitter, LinkedIn, Instagram, YouTube, and Snapchat), or other electronic media include:

- Requests/demands for sex
- Sexually graphic or inappropriate pictures
- Sexually graphic or inappropriate videos
- Sexually offensive language or comments
- Unwanted flirting
- Unwanted requests for dates
- Cyber stalking

Quid Pro Quo Sexual Harassment

Quid pro quo sexual harassment occurs when (1) job benefits, including employment, promotion, salary increases, shift or work assignments, performance expectations and other conditions of employment, are made contingent on the provision of sexual favors, usually to an employer, supervisor, or agent of the employer who has the authority to make decisions about employment actions, or (2) the rejection of a sexual advance or request for sexual favors results in tangible employment detriment, or a loss of benefit of the kind described above.

Review Question # 1

John has an interview with CTA manager, Jane. At the interview, Jane tells John that she finds him very attractive. She also tells him that he is not the most qualified candidate, but that if he goes on a date with her and spends the night at her home, she will make sure that he receives a job offer from CTA. Is this sexual harassment?

- A. No, Jane's conduct is not sexual harassment because John is not a CTA employee.
- B. Yes, this is an example of *quid pro quo* sexual harassment.
- C. No, because a woman cannot sexually harass a man.

Select the best answer(s) then compare your response to the explanation below.¹

¹ The best response to Review Question # 1 is B. *Quid pro quo* sexual harassment involves conduct for which demands or favors are a condition to a term of the individual's employment. Here, Jane is offering employment in return for a night together. Answer A is incorrect because sexual harassment can occur at the interview stage. Answer C is incorrect because sexual harassment can occur between anyone regardless of sex.

Review Question # 2

Steve supervises Missy. Steve advises Missy by email that she is due for a promotion. He also advises that if she completes a time sensitive project early, he will make sure to recommend the promotion to Human Resources. Is this sexual harassment?

- A. Yes, because Steve offered Missy a promotion in exchange for completing a task.
- B. No, because sexual harassment cannot occur via email.
- C. No, because Steve did not offer a promotion in exchange for something sexual in nature.

Select the best answer(s) then compare your response to the explanation below.²

² The best response to Review Question # 2 is C. *Quid pro quo* sexual harassment, as its name suggests, is an exchange of employment or advancement in return for sexual favors. Answer A is incorrect because Steve's request does not make the promotion contingent on sexual favors. Answer B is incorrect because sexual harassment can occur in person, via email or telephone, or via other electronic means.

Review Question # 3

Roger is Martin's supervisor. Martin asks for permission to attend an out of town conference. Roger tells Martin that he will approve attendance if Roger can attend as well, and if they share a hotel room where Roger would receive sexual favors from Martin. Martin tells Roger that he is not interested in a relationship. Is this sexual harassment?

- A. No, because men cannot sexually harass other men.
- B. Yes, this is an example of *quid pro quo* sexual harassment.
- C. No, because Martin is not interested in Roger.

Select the best answer(s) then compare your response to the explanation below.³

³ The best response to Review Question # 3 is B. Here, Roger is offering a benefit (the opportunity to attend a seminar) in exchange for sexual favors. This is *quid pro quo* sexual harassment. Answer A is incorrect because sexual harassment can occur between people of the same sex. Answer C is incorrect because it is irrelevant whether Martin is interested in Roger's advances. Regardless of interest, Roger's proposition constitutes sexual harassment.

Review Question # 4

Bruce is Donna's supervisor. The CTA allows for incidental internet use. Donna missed several deadlines for outstanding projects, but she has not been late to work and always looks busy working at her desk. Bruce examines Donna's internet log and determines that Donna spent excessive time on eBay selling merchandise for profit. Bruce counsels Donna, and advises her that she violated several policies, including the Ethics Act and the CTA's internal policies that forbid the use of state owned property (i.e. the CTA's computer and internet service) for personal gain and performing non-CTA work during compensated time. Bruce tells Donna that he will put her on a performance improvement plan, monitor her work for a month, and if her work performance improves, he will not move to terminate her. Is this sexual harassment?

- A. Yes, because to keep her job, Donna must perform something for Bruce.
- B. Yes, because Bruce is male and Donna is female.
- C. No, because Bruce's performance improvement plan does not require Donna to do anything sexual in nature.

Select the best answer(s) then compare your response to the explanation below.⁴

⁴ The best response to Review Question # 4 is C. As Donna's supervisor, Bruce may discipline his subordinate for rule violations and/or poor performance. A is incorrect. For *quid pro quo* sexual harassment to occur in this fact pattern, the harasser must imply that something sexual in nature is required in exchange for the employee keeping her job. B is incorrect because the sex of the harasser is irrelevant.

Hostile Work Environment

A hostile work environment may occur when (1) sexually inappropriate words, behavior, gestures, or materials are available for others to see or someone is reasonably offended by them, and (2) that environment is sufficiently severe, pervasive, or persistent to interfere with or limit the ability of an individual to participate in or benefit from working at the CTA.

There are many types of behaviors that can be harassing. Examples include using derogatory terms, insults, telling derogatory jokes, taunting, and intimidating actions. The CTA prohibits harassing behavior by any person while engaged in CTA business.

While a person engaging in harassing behavior often has some form of power or authority over the person being harassed, that is not always the case. The harasser can be a peer of the person being harassed. Sometimes the harasser is harassing a person who has power over them. The harasser can even be a person who is not a CTA employee, such as a person delivering supplies to the CTA or refilling vending machines, or even a CTA rider. Regardless of the source, the CTA does not tolerate harassment.

To determine whether a hostile environment exists, the CTA examines the context, nature, scope, frequency, duration, and location of incidents, as well as the identity, number, and relationships of the persons involved. The CTA also determines whether the person at whom the conduct was directed found it harassing and whether a “reasonable person” would find the conduct harassing. Factors such as these assist in determining whether the conduct at issue is harassing and whether it is sufficiently severe, persistent, or pervasive to have created a hostile work or learning environment.

Entities other than the CTA can also receive allegations. Just because conduct does not rise to the level of a legal definition of “hostile work environment” does not mean it is acceptable behavior. In some cases, a single incident may be so severe as to create a hostile environment. Such incidents may include injury to persons or property or conduct threatening injury to persons or property. In other instances, the behavior at issue is harassing, but not sufficiently severe, persistent, or pervasive as to constitute a hostile work environment under the law. However, such behavior may violate CTA policy, and in those cases, the CTA acts to stop the offending behavior to promote a respectful environment. When the CTA determines that a hostile environment exists, it takes steps reasonably calculated to stop the harassment and ensure it does not happen again. If you believe the conduct is inappropriate, make a complaint so that the conduct can be addressed.

Review Question # 5

Rachel and Patricia are having lunch in the breakroom. Anthony, one of their co-workers, walks through the lunchroom. Rachel comments that she likes Anthony's rear end and pinches his backside. This happens daily. Anthony is embarrassed by the situation. Does he have any recourse?

- A. No, because Rachel and Patricia are peers and not his boss.
- B. Yes, he can file a complaint, but only with CTA because that is where he works.
- C. Yes, he can file a complaint with the EEO Officer, his ethics officer, IDHR, EEOC, or OEIG. Also, if he is comfortable, he can tell Rachel and Patricia to stop their conduct.

Select the best answer(s) then compare your response to the explanation below.⁵

⁵ The best answer is C. Answer A is incorrect because, if Anthony so chooses, he can tell Rachel not to touch him inappropriately and/or report their inappropriate conduct regardless of their job positions. Answer B is incorrect because Anthony can also report the incident to the EEO Officer under CTA policies, as well as other entities. Answer C is correct because any employee has the option to file a claim with EEO Officer, Ethics Officer, IDHR, EEOC, and/or OEIG. He can also tell his co-workers to stop the offending behavior.

Review Question # 6

Alanna and Zelda are CTA employees who often work together. Chris works the same shift. During a slow period, Alanna and Zelda played a game called “Sleep with, Marry, Avoid,” where they picked 3 co-workers and had to choose 1 to sleep with, another to marry, and another to avoid based on compatibility. Chris was offended because Alanna and Zelda explained in graphic details who they would choose and why. They also included Chris and his roommates as potential mates in the game. Chris asked Alanna and Zelda to stop. Alanna and Zelda stopped playing this game. Was this a hostile work environment?

- A. No, Chris was just upset because they both chose to “Avoid” him.
- B. Yes, because both women wanted to “sleep with” his roommate.
- C. No, because Alanna and Zelda stopped after Chris asked.

Select the best answer(s) then compare your response to the explanation below.⁶

⁶ The best response to Review Question # 6 is C. To be a hostile work environment, the sexually inappropriate words, behavior, gestures, or materials must be available for others to see or someone is reasonably offended by them **and** must be sufficiently severe, pervasive, or persistent to interfere with or limit someone’s ability to participate in or benefit from working at the CTA. Here, Chris was reasonably offended, and asked his co-workers to stop. They stopped immediately. Chris may still report this conduct to his supervisor, Ethics Officer, EEO Officer, IDHR, EEOC, or OEIG. A and B are both incorrect. The game and answers may have been offensive, but because Alanna and Zelda stopped playing after Chris asked, the behavior did not continue over time, and therefore did not create a hostile work environment.

Review Question # 7

Tina and Cheryl work next to each other. Tina snaps her gum when she chews, talks on the telephone loudly, belches loudly, and leans over Cheryl's cubicle to socialize, making it difficult for Cheryl to complete her work. Cheryl asks Tina to be more respectful, but Tina's offensive behavior continues. Does Tina's behavior create a hostile work environment?

- A. No, although her behavior is offensive, it is not sexual in nature.
- B. Yes, because Cheryl is reasonably offended.
- C. Yes, Cheryl cannot complete her work due to Tina's behavior.

Select the best answer(s) then compare your response to the explanation below.⁷

⁷ The best response to Review Question # 7 is A. To be a hostile work environment, the sexually inappropriate words, behavior, gestures, or materials must be available for others to see or someone is reasonably offended by them **and** must be sufficiently severe, pervasive, or persistent to interfere with or limit someone's ability to participate in or benefit from working at the CTA. Here, Tina's behavior is offensive, persistent, and it prevents Cheryl from completing her work. However, the offensive activity does not involve sexually inappropriate behavior. Although this disrespectful behavior may require manager or HR intervention, the behavior is not actionable as creating a hostile work environment for sexual harassment purposes. Although B and C are true statements, they do not answer the question.

CTA Policies and Procedures for Reporting Sexual Harassment

There are many ways an employee can address sexual harassment.

Sometimes, an employee can resolve sexual harassment on his or her own. An employee who finds a person's behavior or language to be offensive should ask that person to stop. If the conduct continues or if the employee is uncomfortable confronting the individual directly, the employee should report the incident or behavior to her supervisor.

When the employee being harassed cannot report the incident to his or her direct supervisor (the employee may be uncomfortable discussing with the supervisor, or the supervisor may even be the harasser), the employee may report the incident to the CTA's HR Manager and EEO Officer, Tremaine Maebry, at 312-681-2638 (or via email at tmaebry@transitchicago.com). A CTA employee may also report sexual harassment to the CTA's Ethics Officer, Stephen L. Wood at 312-681-2924 (or via email at swood@transitchicago.com). In all cases, the individual who receives the complaint **must** forward it immediately to the CTA's EEO Officer.

Complaints remain confidential, and the CTA makes reasonable attempt to honor requests for confidentiality consistent with legal requirements. The CTA promptly and thoroughly investigates allegations of sexual harassment, and provides the employee with a final resolution of the complaint, consistent with employee confidentiality requests. Every employee must cooperate with a CTA investigation, if requested.

The intentional filing of a false harassment claim is a violation of the CTA's Sexual Harassment and Related Retaliation Complaints Policy, AP 1605. An employee who files a false harassment claim is subject to disciplinary action, up to and including termination.

Other Ways to Report Sexual Harassment

Employees who believe they are victims of sexual harassment have specific rights under the Illinois Human Rights Act. An employee has the right to file a charge of harassment with the Illinois Department of Human Rights ("IDHR"). Usually, the IDHR will investigate the charge and may hold a fact-finding conference to gather more information necessary for completing the investigation. The IDHR is located at the James R. Thompson Center, 100 W. Randolph St., 10th Floor, Chicago, IL 60601, and the IDHR's phone number is 312-814-6200. Employees may file a charge in writing. Further information on this process is located at the IDHR website:

<https://www.illinois.gov/dhr/FilingCharge/Pages/default.aspx>

Finally, employees may file a complaint with the Office of Executive Inspector General of the State of Illinois (“OEIG”). To file a complaint with the OEIG, please use one of the following means:

- (1) Call 866-814-1113;
- (2) Fax 312-814-5479;
- (3) TTY 888-261-2734;
- (4) Visit www.inspectorgeneral.illinois.gov and click on “Complaints” to submit an electronic complaint form; or
- (5) Mail your complaint to one of the OEIG offices:

Chicago Office

Office of Executive Inspector General
Attn: Complaints Division
69 West Washington, Suite 3400
Chicago, Illinois 60602

Springfield Office

Office of Executive Inspector General
Attn: Complaints Division
607 East Adams, 14th Floor
Springfield, Illinois 62701

Review Question # 8

Dina works in an office with Bret, Clyde, and Barry. Bret posts pictures of bikini models in his office. The group often has meetings in Bret's office. Bret, Clyde, and Barry compare the bikini models to Dina, and repeatedly ask her to model bikinis for them. Dina asks them to knock it off, but their behavior continues. Dina then reports the behavior to the manager, Art. After this, Bret replaces the bikini models with nude models. The men ask Dina to model nude. Dina is offended by the behavior and feels threatened by her co-workers. She addresses the issue with her manager again, who tells her that she should not let the harmless "locker room talk" offend her. Does Dina have additional recourse?

- A. Yes, she can file a formal Complaint with the EEO Officer, Ethics Officer, IDHR, OEIG, or EEOC.
- B. No, she can file a claim only with the IDHR.
- C. No, the men did not create a hostile work environment.

Select the best answer(s) then compare your response to the explanation below.⁸

⁸ Answer A is correct. There are many ways to file a complaint for sexual harassment. An employee may file an internal complaint with the EEO Department, and an employee may also file a complaint with external agencies, such as the Illinois Department of Human Rights, or the Office of Executive Inspector General. Therefore, answer B is incorrect. Answer C is incorrect. Here, Dina was reasonably offended by her co-workers' behavior and asked them to stop. They did not do so, and she informed her manager of the behavior. The manager took no corrective action despite the complaint. The offensive behavior makes it very difficult for Dina to do her job. Her manager did not address her concerns, so she may proceed further by filing a formal internal complaint or a formal external complaint.

Consequences for Violating the Prohibition on Sexual Harassment

State employees who engage in sexual harassment, who make false reports of sexual harassment, or who obstruct, interfere with, or fail to cooperate with investigations into alleged sexual harassment are subject to significant penalties, including fines, discipline up to and including termination, and even criminal charges.

Sexual Harassment in Violation of the Ethics Act

Any person who violates the prohibition on sexual harassment that is found in the Ethics Act:

- May be fined up to \$5,000 per offense by the Executive Ethics Commission;
- Is subject to discipline and/or termination by the CTA; and
- May also have fines or penalties imposed by a State or Federal Agency or Court (such as if a charge was filed with the IDHR or in Court, and the IDHR or a Court determined that improper harassment occurred).

See 5 ILCS 430/50-5(g).

Consequences for Knowingly Making a False Report of Sexual Harassment

The Executive Ethics Commission (“EEC”) may levy a fine of up to \$5,000 against any person who intentionally makes a false, frivolous, or bad faith allegation. *See 5 ILCS 430/50-5(e).* Further, any person who intentionally makes a false report alleging sexual harassment to the OEIG, EEC, or to certain law enforcement agencies or officials is guilty of a misdemeanor and may be prosecuted. *See 5 ILCS 430/50-5(d).* Similarly, an employee who knowingly makes a false complaint violates AP 1605, and is subject to discipline, up to and including termination.

Review Question # 9

Jane applies for a job in Jake's department. Although Jane is qualified for the position, Jake instead hires Crystal, who is also qualified for the position. Jane is upset and files a sexual harassment claim with her EEO Officer, alleging that Jake passed her over because she refused to date him. Jane knows her claim is not true, as Jake neither asked her on a date nor committed any other type of sexual harassment. The agency EEO Officer investigates Jane's claims, and makes no finding against Jake. Did Jane's filing of a false report violate CTA policies?

- A. No, because Jake suffered no consequences after the false report.
- B. Yes, she violated CTA's Sexual Harassment and Related Retaliation Complaints Policy, AP 1605, which prohibit filing a fraudulent sexual harassment claim.
- C. No, because she did not report the claim to her Ethics Officer.

Select the best answer(s) then compare your response to the explanation below.⁹

⁹ B is correct. AP 1605 prohibits the filing of fraudulent sexual harassment claims. (In addition, filing a fraudulent sexual harassment claim violates the Ethics Act.) Filing a fraudulent claim may subject Jane to discipline, up to and including termination of employment. Answer A is incorrect. Even though Jake did not engage in any wrongdoing, Jane's actions violated CTA policies. Answer C is incorrect, because it is irrelevant to whom Jane filed the fraudulent report.

Information About Retaliation

Retaliation against individuals who report sexual harassment or who participate in investigations and other proceedings is strictly prohibited by the Ethics Act, the Human Rights Act, and the Whistleblower Act.

Retaliatory action means reprimand, discharge, suspension, demotions, denial of promotion or transfer, or change in the terms or conditions of employment of any CTA employee that occurs in retaliation for an employee's involvement in these protected activities. These are also examples of retaliatory conduct.

Under the Ethics Act, 5 ILCS 430/15-5 et seq., a CTA employee cannot take retaliatory action against a CTA employee who (1) reports allegations of sexual harassment, (2) provides information or testifies in connection with an investigation, hearing, or other inquiry, or (3) participates in a proceeding to enforce the Ethics Act. If retaliatory action occurs, the OEIG can investigate this matter and recommend discipline. An employee can also bring a lawsuit pursuant to the Ethics Act. Anyone who intentionally violates this prohibition on retaliation is guilty of a misdemeanor and is subject to discipline or discharge. 5 ILCS 430/50-5(a), (f).

Under the Illinois Human Rights Act, it is a civil rights violation to retaliate against someone who "has opposed that which he or she reasonably and in good faith believes to be unlawful... sexual harassment in employment." 775 ILCS 5/6-101(A).

Under the Illinois Whistleblower Act, 740 ILCS 174 et seq., "[a]n employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation." 740 ILCS 174/15(b).

Remedies available in a civil lawsuit if retaliation occurs *may* include:

- Reinstatement of employment;
- Two times back pay;
- Interest on back pay;
- Reinstatement of fringe benefits and seniority rights; and
- Payment of reasonable costs and attorneys' fees.

Review Question # 10

Dan and Susan are co-workers, and they are both supervised by a manager named Chloe. Chloe repeatedly asked Dan out on dates, and Dan declined each time. Chloe also inappropriately touched Dan, and made sexual overtures to him. This made Dan feel uncomfortable, and he reported Chloe's conduct to the EEO Office. Dan also told Susan about Chloe's conduct.

After Dan filed a complaint with the EEO Office about Chloe's conduct, the EEO Unit interviewed Susan about Dan's allegations. Chloe learned about Susan's participation in the EEO investigation, and within a few weeks, Chloe reassigned Susan to a new work location very far from her home. Around that same time, Chloe suspended Susan for several days for conduct that other employees engaged in but were not disciplined for. Does Susan have a retaliation claim?

- A. No, because Dan was sexually harassed by Chloe, not Susan.
- B. Yes, because Susan participated in an EEO investigation, and it appears that she was retaliated against due to that participation.
- C. No, because Susan did not lose her job.

Select the best answer(s) then compare your response to the explanation below.¹⁰

¹⁰ The best response to this question is Answer B. Susan cannot be retaliated against for participating in an investigation, and it appears that Chloe's conduct in transferring and suspending Susan was retaliatory. Answer A is incorrect because it is immaterial that the underlying EEO complaint related to Dan and not Susan. Answer C is incorrect because one can be retaliated against without losing one's job.



Acknowledgement of Participation in:

2018 Sexual Harassment Training for Employees of the CTA

I certify that I have carefully read and reviewed the content of, and completed, the 2018 Sexual Harassment Training for Employees of the CTA. Furthermore, I certify that I understand that my failure to comply with the laws, rules, policies, and procedures referred to within this training course may result in disciplinary action up to and including termination of CTA employment/appointment, administrative fines, and possible criminal prosecution, depending on the nature of the violation.

Signature

Printed Name
(first, middle initial, last)

Employee ID Number

Month and Day of Birth
(for example, July 15)

Date

CTA

Name of Employer

(To be properly credited for participating in sexual harassment training, please submit this form as directed by your employer.)