

SEXUAL HARASSMENT RESOURCES

November 1991

The U.S. Equal Employment Opportunity Commission (EEOC) Library has compiled this selective list of materials on the topic of sexual harassment for the convenience of business people, their employees, and the general public who wish to familiarize themselves with this issue. The EEOC in no way endorses any of the commercially available videos or books as being official EEOC guidance. A list of sources for the purchase of the books and videos is included. In addition, members of the public can inquire at their local libraries and bookstores about the availability of these and other materials on sexual harassment.

EEOC PUBLICATIONS

Facts about sexual harassment.

A two-page overview which briefly defines sexual harassment and gives examples of the circumstances under which it can occur. Tells how to file a charge with the EEOC.

Guidelines on discrimination because of sex.

Located in Title 29 of the Code of Federal Regulations at part 1604. Part 1604.11 deals specifically with sexual harassment.

Laws enforced by the U.S. Equal Employment Opportunity Commission.

Reprints Title VII of the Civil Rights Act of 1964, as amended, which covers sex discrimination. Also included are the Age Discrimination in Employment Act of 1967, as amended, the Equal Pay Act of 1963, and sections 501 and 505 of the Rehabilitation Act of 1973, as amended.

Policy guidance on current issues of sexual harassment. EEOC Notice N-915-050, 3/19/90

"...provides guidance on defining sexual harassment and establishing employer liability in light of recent cases." Although written as guidance for EEOC Field Office and Headquarters personnel, this material is also useful for attorneys or other legal staff who are interested in EEOC's official position on the issue of sexual harassment.

VIDEOS

Costly proposition: sexual harassment at work. BNA Communications Inc., 1986. 31 minutes

Explores the major issues of sexual harassment: hostile work environment, quid pro quo harassment, third party harassment, non-participants' harassment, "gray" areas. Aimed at managers, supervisors, and employees.

Handling the sexual harassment complaint (for managers and supervisors). American Media Incorporated, 1990. 15 minutes

Trains managers and supervisors to respond correctly and legally to sexual harassment complaints.

How far is too far? Coronet/MTI Film & Video, 1988. 18 minutes

An ABC News 20/20 segment hosted by Hugh Downs and Barbara Walters. Offers a commentary on how recent court decisions have expanded the legal definition of sexual harassment. Heightens awareness of employees at all levels.

Intent vs. impact: recognizing, preventing and resolving sexual harassment. BNA Communications Inc., 1986. Two-tape series. 68 minutes

Shows managers, supervisors, and employees how to recognize the differences between friendly behavior and subtle sexual harassment. Explains the laws and policies that govern sexual harassment and how to resolve such incidents within an organization.

Making advances: what organizations must do about sexual harassment. Coronet/MTI Film & Video, 1988. 30 minutes

Teaches a workable system for recognition, response, and prevention. Trains everyone from top management to line supervisors in how to establish and maintain a harassment-free work environment. Includes interviews with top EEOC officials.

Sexual harassment in the workplace: identify, stop, prevent. American Media Incorporated, 1990. 20 minutes

Designed to be shown to all employees. Explains what sexual harassment is, how to stop it, and how to prevent it.

Sexual harassment: shades of gray. Pacific Resource Development Group, 1989. Five-tape series. 57 minutes

Segments include: "What are we doing here?" (introductory material); "What is sexual harassment?"; "Why should I worry about it?"; "What does the law say?"; "What am I supposed to do?" Trains all levels of employees.

Stopping sexual harassment in the federal workplace. FPMI Communications Inc.

A two-tape series which includes 1) "Sexual harassment: not government approved", and 2) "Preventing sexual harassment: some practical answers."

Workplace hustle: harassment of women in the workplace. AIMS Media, 1980. 31 minutes

Explores the issue of sexual harassment of working women in the workplace. Features Lin Farley, an expert on the topic, and actor Ed Asner.

BOOKS

Academic and workplace sexual harassment: a resource manual, by Michele A. Paludi. State University of New York Press, 1991

Due to be published in January 1992.

Corporate affairs: nepotism, office romance, & sexual harassment; a BNA special report. Bureau of National Affairs, 1988

Good coverage of case law on sexual harassment (and the other topics mentioned in the title), but only through 1987. Sample company policies are useful, but the bulk of the material will be useful only to attorneys or other legal staff.

Corporate attractions: an inside account of sexual harassment with the new sexual rules for men and women on the job, by Kathleen Neville. Acropolis Books Ltd., 1990

The major portion of the book is devoted to a retelling of the author's personal experience as a victim of sexual harassment. She also offers advice on how to file a complaint and provides information on EEOC procedures and policies.

Federal manager's guide to preventing sexual harassment, by Dennis K. Reischl and Ralph R. Smith. FPMI Communications Inc., 1989

Aimed at federal government managers, but useful in the private sector as well. Defines sexual harassment and discusses specific case situations. Tells how to recognize sexual harassment and how to deal with it.

How to handle sexual harassment complaints, by Susan L. Webb. Pacific Resource Development Group

Good for anyone with responsibility for recognizing and doing something about harassment.

Sex discrimination in the workplace: a legal handbook. Women's Legal Defense Fund, 1988

Covers various types of sex discrimination, including sexual harassment. Goes into great detail about the procedures for filing an EEOC charge and the EEOC administrative process in general. Includes sex discrimination laws in Virginia, Maryland, and the District of Columbia.

Sexual harassment and the federal employee, by Ralph Smith. FPMI Communications Inc., 1990

Sexual harassment in employment, by Barbara Schlei and David D. Kadue. Bureau of National Affairs, 1991

Due to be published in December 1991

Sexual harassment in the federal government: an update. U.S. Merit Systems Protection Board, 1988 (Sold by the U.S. Government Printing Office)

Updates a Merit Systems Protection Board study conducted in 1980 in order to determine what changes, if any, had occurred in the federal government relating to incidents of sexual harassment. In 1987, 42% of all women and 14% of all men working for the federal government reported experiencing some form of sexual harassment.

Sexual harassment in the workplace, by Ralph H. Baxter Jr. Executive Enterprises Publications Co. Inc, 1989. Third edition.

For managers and supervisors. Offers a comprehensive overview of all major issues in sexual harassment claims.

Sexual harassment in the workplace: law and practice, by Alba Conte. Wiley Law Publications, 1990

Aimed at attorneys. Addresses the unique problems that arise during sexual harassment proceedings.

Sexual harassment: investigator's manual, by Susan L. Webb. Pacific Resource Development Group, 1991

Assists in conducting comprehensive investigations into complaints of sexual harassment.

Sexual harassment, issues and answers; a guide for: education, business, industry. College and University Personnel Association, 1986

Written after the landmark Meritor Savings Bank FSB v. Vinson Supreme Court decision. Although the chapters reviewing case law are not up-to-date, the chapters on procedures for dealing with sexual harassment, training, sample policies, and investigation checklists are useful and valuable.

Six simple steps to stop sexual harassment, by Susan L. Webb. Pacific Resource Development Group, 1990

Good for executives and top level managers.

25 things to do if sexual harassment happens to you, by Susan L. Webb. Pacific Resource Development Group

For all employees who might experience harassment.

Working woman's guide to her job rights. U.S. Dept. of Labor, Women's Bureau, 1988. (Sold by the U.S. Government Printing Office).

Covers all federal legislation relating to job rights. Includes sources of assistance on the federal and state level.

SOURCES

Acropolis Books Ltd. 2400 17th St., N.W. Washington, DC 20009-9964	1-800-451-7771
AIMS Media 6901 Woodley Ave. Van Nuys, CA 91406-4878	1-800-367-2467
American Media Incorporated 1454 30th St. West Des Moines, IA 50265-1390	1-800-262-2557
BNA Communications Inc. 9439 Key West Ave. Rockville, MD 20850	1-800-233-6067
Bureau of National Affairs Customer Service Center 9435 Key West Ave. Rockville, MD 20850	1-800-372-1033
College and University Personnel Association 1233 20th St. N.W., Suite 503 Washington, DC 20036	202-429-0311
Coronet/MTI Film & Video Simon & Schuster Supplementary Education Group 108 Wilmot Road Deerfield, IL 60015	1-800-621-2131
Executive Enterprises Publications Co. Inc. 22 W. 21st St. New York, NY 10010-6904	1-800-332-1105