



**BEACON**  
Specialized Living

# Certificate of Completion

IS HEREBY GRANTED TO:

**Amanda Miller**

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN:

## 80 Question In-Service

HIPAA, Cultural Diversity and Awareness, Workplace Violence, LEP Competency, Person Centered Planning, Basic Health/Medications/Infection Control/Blood Borne Pathogens, Environmental Emergencies, Deficit Reduction Act/Corporate Compliance, Sexual Harrassment and Customer Service.

**9/24/19**

COMPLETION DATE

*Leah Mills*

TRAINER SIGNATURE

## Beacon Annual In-Services

**amanda miller 85% (68/80)**

Congratulations! You've successfully completed and passed this inservice.

Congratulations!! You've successfully completed this inservice module of your training.

**#1 (1 point)**

HIPAA began first in April of 2003 for privacy regulations. In April of 2005 all security regulations kicked in. This means that both an individuals information is ensured to be private and the manners of security to keep it as such exist. It was originally created to protect health-care information, yet HIPAA also includes many things not considered as medical. For example; a parents marriage history of one of our residents.

Both privacy, transaction and security regulations involve how we protect, transmit and share health-care information as a company.

Our agency is responsible for all information that a client gives us or that another agency gives us. The information is meant to be kept safe no matter how we come upon it. Policies we have in place for this are: not using full names of residents in view of others, locking up their information, keeping private information private in conversations both internally and externally with only those who have a release signed for them, computer work for residents not being done on personal computers.

PHI stands for Protected Health-care Information as defined by HIPAA regulations. It may include many pieces of information that are not traditionally thought of as medical.

The client/patient/individual owns their health-care information. The agency that is holding the information does not own it.

Once information is obtained about a client/patient/individual the person who has obtained it becomes also responsible for keeping it safe, secure and confidential.

HIPAA privacy is about how to properly share health-care information.

HIPAA security is about how to properly handle health-care information from improperly being viewed or altered. i.e. Beacon implemented the no personal cell phone policy on sight after a staff member had been taking pictures and sharing information with friends about a resident and staff.

HIPAA transactions standardize certain types of communications between computers.

HIPAA privacy regulations do not apply to discussing medical information with family members. This gets tricky with our residents. As long as a release of information has been obtained for family members (or they are a guardian)-information can be shared.

Update: HIPAA HITECH, February 2010

1. Violations of HIPAA now include penalties for individual employees as well as employers. The fines went from \$25,000 to as much as \$1,5 million for "willful neglect"
2. If a violation has occurred, it must be disclosed not only to consumers but also to HHS; and in some cases, to the media no later than 60 days after the discovery of the breach.
3. HITECH stands for "Health Information Technology for Economic and Clinical Health Act". It includes the necessity for "encryption" (security measures like passwords, etc.) for all data sent or received electronically.
4. Workers' comp injuries are not protected by HIPAA; however, most companies are now encouraged to protect

this information to the best of their ability.

Have you read and understood the HIPAA & HITECH information presented above?

Response: Yes --- Correct

---

**#2 (1 point)**

HIPAA began in April 2003.

Response: True --- Correct

---

**#3 (1 point)**

Dissemination of health care information is strictly on a NEED TO KNOW basis.

Response: False --- Incorrect

Answer: True

---

**#4 (1 point)**

An agency is equally responsible for health-care information given them by a client or passed on from another agency.

Response: True --- Correct

---

**#5 (1 point)**

PHI (Protected Health-care Information) as defined by HIPAA regulations includes many pieces of information not traditionally thought of as "medical."

Response: True --- Correct

---

**#6 (1 point)**

HIPAA provides new restrictions on agencies that hold PHI and new rights to patients.

Response: True --- Correct

---

**#7 (1 point)**

HIPAA Privacy is about how to properly share health-care information.

Response: True --- Correct

---

**#8 (1 point)**

HIPAA Security is about how to properly protect health-care information from being improperly viewed or altered.

Response: True --- Correct

---

**#9 (1 point)**

HIPAA privacy regulations do not apply to discussing medical information with family members.

Response: False --- Incorrect

Answer: True

---

**#10 (1 point)**

HIPAA transactions standardize certain types of communications between computers.

Response: True --- Correct

---

**#11 (1 point)**

The client or patient owns the health-care information, not the agency holding the medical record.

Response: True --- Correct

---

**#12 (1 point)**

Cultural Diversity and Awareness Information Culture in the workplace is defined as similar shared attitudes, values, goals and practices.

Diversity is best defined as differing from one another (we are all unique even where we have commonalities). Furthermore it is defined as being composed of distinct elements.

Conflict is actually good in an organization. It may cause difficulty but the process of it can bring diverse people into a common goal and a better product.

It is very important for all of us as staff members to learn about the differences in all people ( in our residents, in our staff). Learning this in one another has actually been proved to help organizations.

With all of our differences it is important to remember to work at building a diversified work team. TEAM is a key word. We can do this in various ways such as:

- 1.) Know that our assumptions about one another are not usually accurate.
- 2.) Share ourselves with one another in ways that help others understand us and work better together.
- 3.) Supporting diversity by educating yourself and others .

Examples of diversity can be our gender ( men and women do operate in our world sometimes in very different ways), our spiritual or religious upbringing or back ground, the color of our eyes, the music we gravitate towards, the culture we were brought up in, our race, if we are morning people or if we are nighttime people!

Culture involves our different life circumstances i.e. having divorced parents or married parents or a single parent, different back grounds ( our personal life stories), different customs i.e. did you pray before meals, did you take your shoes off before entering the house.

Diversity is a process not a problem.

In our agency we adhere to a professional culture.

The best way to deal with conflicts in our company is to be open and honest with also accepting the form of communication a person uses. (i.e. quite voices vs. louder voices, face to face and direct discussions vs. email discussions. We can also help by moving to a deeper understanding of people and embracing them rather than trying to change them into us!

Have you read and understood the above information on cultural diversity and awareness?

Response: Yes --- Correct

---

**#13 (1 point)**

Culture in the workplace is best defined by....

Response: similar share attitudes, values, goals and practices --- Correct

---

**#14 (1 point)**

Diversity is best defined by...

Response: a differing from one another and understanding we're all composed of distinct elements --- Correct

---

**#15 (1 point)**

Conflict is never acceptable in an organization as it causes difficulties.

Response: False --- Correct

---

**#16 (1 point)**

It is very important that staff members learn about the differences in individuals in order to help our organization.

Response: True --- Correct

---

**#17 (1 point)**

Which of the following are ways you as a staff may build a diversified work team?

Response: all of the above --- Correct

---

**#18 (1 point)**

Examples of diversity may include...

Response: all of the above --- Correct

---

**#19 (1 point)**

Examples of culture include...

Response: all of the above --- Correct

---

**#20 (1 point)**

Diversity is a \_\_\_\_\_, not a problem

Response: process --- Correct

---

**#21 (1 point)**

As a staff you can do which of the following to deal with conflicts in our organization?

Response: be open and honest and accept their form of communication --- Correct

---

**#22 (1 point)**

In our agency we adhere to a \_\_\_\_\_ culture.

Response: professional --- Correct

---

**#23 (1 point)**

Workplace Violence Work place violence involves forms of physical violence, threats of physical violence (even in sarcasm), harassment of any nature, intimidation and also disruptive behavior at the work site.

Beacon Specialized Living Services has a policy that was developed to address the attitudes of staff and the different levels of infractions that will be dealt with in a strict manner by supervisors. This policy was put into place in order to prevent workplace violence after specific bad staff behavior was noted...threats, physical violence, intimidation and disruptive behavior.

Many cases of workplace violence are provoked by personal situations outside the work site. For example domestic violence, stress at home, divorce and even "road rage" can be emotional situations for a person that explode at work.

Some core values that we stress are that:1.) All people are created equal  
2.) Dream the impossible  
3.) All people deserve respect  
4.) We are a superior company

The Core Values if you believe them, live by them and exercise them in each of your days with all people you can help prevent workplace violence and make the work days a more enjoyable experience for everyone.

When people are loud, upset, visibly stressed and verbally threatening it is best to remain silent and not speak or argue back. Then report it to your supervisor so that workplace violence can be prevented.

As an employee of Beacon Specialized Living Services we as staff are responsible to know policies on workplace violence, report strangers and odd behaviors to supervisors, to not confront people who are a threat but to take all threats seriously and to alert proper authorities.

Have you read and understood the above information on workplace violence?

Response: Yes --- Correct

---

**#24 (1 point)**

Workplace violence includes...

Response: all of the above --- Correct

---

**#25 (1 point)**

Non work related situations such as domestic violence or even "road rage" can cause workplace violence?

Response: True --- Correct

---

**#26 (1 point)**

As an employee of Beacon Specialized Living Services or one of its partnering organizations, it is your responsibility to...

Response: all of the above --- Correct

---

**#27 (1 point)**

LEP Competency LEP stands for Limited English Proficiency. It was instituted to protect individuals residing in our country and receiving services who may have a language barrier. Not only does it protect individuals that verbally speak a different language than English, but those who have communication disabilities such as being blind or deaf.

If a resident is bi-lingual meaning they can speak (2) languages, this law mandates that we provide tools that help them speak their language of choice. We cannot make them speak English just because they can.

English is not the official language of the United States. We do not have an official language.

Minors and family members ideally are not to be used to act as interpreters for the residents we serve. In emergency moments where there is no other source for interpretation we might want to use them but it is not ideal. Rather we as a company are responsible for locating and providing interpreters and tools that will help with the care of our residents. The reason for this is that often there is confidential information being shared or translated and there is room for a biased interpreter to translate wrongly (i.e. if a father is translating but they were abusive to the resident as a child). Also, the resident might not want to share private information with family members who are translating.

Residents are never expected to participate in paying for interpreters when they are appropriate. Rather the company pays for this and/or utilizes cost free resources in our state country.

"I speak cards" are a tool that can be used to identify the language that someone uses who cannot tell you in English what language they speak.

Recipient Rights books from the county exist in a variety of different languages and can be obtained from the CMH. We actually have one in Hebrew that has been the most recent addition as far as I know.

Have you read and understood the above information?

Response: Yes --- Correct

---

**#28 (1 point)**

If a client can speak English, we can require that they conduct business in English.

Response: False --- Correct

---

**#29 (1 point)**

In an emergency, minors can act as interpreters.

Response: True --- Incorrect

Answer: False

---

**#30 (1 point)**

In an emergency, consumers' family can act as interpreters.

Response: True --- Incorrect

Answer: False

---

**#31 (1 point)**

In an emergency, other clients can act as interpreters.

Response: False --- Correct

---

**#32 (1 point)**

Clients may be asked to share in the cost of interpreters when appropriate.

Response: False --- Correct

---

**#33 (1 point)**

In emergencies, it is okay to use whoever is available as an interpreter and there are no special documentation requirements.

Response: True --- Incorrect

Answer: False

---

**#34 (1 point)**

English is the official language of the United States.

Response: False --- Incorrect

Answer: True

---

**#35 (1 point)**

Language assistance standards include additional assistance required due to poor hearing or limited sight.

Response: True --- Correct

---

**#36 (1 point)**

"I speak cards" are used to identify the language spoken by someone who cannot tell you in English what language they do speak.

Response: True --- Correct

---

**#37 (1 point)**

Person Centered Planning refers to honoring the person's preferences, choices, strengths and needs while involving people they consider helpful in their lives. It involves the individuals input into the plan being created and it is supposed to honor them. The Person Centered Planning is also a tool that

staff can use to understand the way in which the resident wants to live their life.

The only people who should attend the Person Centered Planning meeting are the people that the resident themselves wants there. It is their right to actually choose who will run the meeting. Case Managers are not mandatory. A Person Centered Planning meeting is not held without the individual it is for involved.

As staff that is invited to Person Centered Planning Meetings, we need to do the following:

- 1.) Respect all of the resident's choices
- 2.) Focus on the resident's strengths
- 3.) Give input when asked
- 4.) Support the resident's dreams and hopes whether you agree or not and whether you think it is possible or not

The Person Centered Plan is also called the Individual Plan of Service at times (IPS). A good Person Centered Plan/IPS should:

- 1.) Serve as a guide for the person's plans, dreams and goals
- 2.) Be a document that staff read, learn and become very familiar so that they help the resident have a quality of life that they want.
- 3.) Be a work in progress
- 4.) Be altered and changed as the resident's needs do so

"Self determination" means that the resident should have the ability to decide what goals and future plans they work on.

As a staff member it is expected that we each will help the PCP process by:

- 1.) Encouraging the resident to follow the plan that they have set up for themselves.
- 2.) Make time to find out about the resident's goals, interests and dreams.

It is important to keep our opinions and thoughts silenced about why we think the resident may act in the ways we do. It is okay to share information if asked but we need to be respectful and plan based.

One of the best things we can do for the individuals that we serve is taking time to find out their likes and dislikes and to offer them meaningful choices.

Have you read and understood the information on person centered planning?

Response: Yes --- Correct

---

**#38** (1 point)

"Person Centered Planning" refers to:

Response: all of the above --- Correct

---

**#39** (1 point)

Who should attend a Person Centered Planning meeting?

Response: who the resident wants there --- Correct

---

**#40** (1 point)

If as a staff you are invited to the resident's Person Centered Planning meeting you should:

Response: All of the above --- Correct

---

**#41 (1 point)**

The Individual Plan of Service should:

Response: all of the above --- Correct

**#42 (1 point)**

"Self Determination" means:

Response: the resident has the ability to decide what goals and future plans they work on --- Correct

**#43 (1 point)**

As a staff member you can help in the Person-Centered Planning process by: (Check all answers that apply)

Response: encouraging the resident to follow their plan, make time to ask the resident their goals interests and dreams --- Correct

**#44 (1 point)**

When documenting in the resident's record, it is important to record your opinion and thoughts about why the resident acted the way they did.

Response: False --- Correct

**#45 (1 point)**

As a staff member you do not have to be concerned about the Person-Centered Planning process if you are not invited to the team meeting.

Response: True --- Incorrect

Answer: False

**#46 (1 point)**

Offering meaningful choices is one of the important things you can do to help support the resident's you serve.

Response: True --- Correct

**#47 (1 point)**

Basic Health/Medication/Infection Control/Blood Borne Pathogens Communicable diseases are caused specifically by germs. That is why it is important to keep things sanitized so that germs are killed.

Bacteria and germs are both living things that can cause infections in other living organisms.

There is a huge list of symptoms that may signify that someone might have a communicable disease. These signs and symptoms are often seen in our days at work and in the community.

Examples are:

- 1.) Red or runny eyes
- 2.) Sneezing
- 3.) Nasal discharge
- 4.) Cough
- 5.) Rashes on skin
- 6.) Fevers
- 7.) Stomach cramps or pain
- 8.) Headaches

Good weapons for fighting the onset of infection include but are not limited to cleanliness, hand washing, clothes washing, linen washing, not sharing toothbrushes, brushes, your drinking glass or cigarettes.

Most disease causing germs are transferred by hand contact. In order to prevent this a correct procedure for washing hands should be employed throughout your days. Washing hands should be 20 seconds long or through the singing of the "happy birthday" song. Hand washing should occur throughout the day on a regular basis and definitely before handling food or medications. Also after a bathroom visit. Hand sanitizers are also a precautionary measure that staff can use throughout the day.

Blood Borne pathogens are defined as tiny organisms that are present in human blood and can cause disease in humans. Again, blood borne pathogens are only in blood. They are not in urine or feces unless there is blood in those. Examples of some blood borne pathogens are Hep B virus and HIV.

Universal precautions should be used as a precautionary tool to avoid blood born pathogens and disease.

Significant Exposure to blood or body fluids is only considered significant if there is indeed blood in the event and it has made contact with another person's skin.

Have you read and understood the above information?

Response: Yes --- Correct

---

**#48 (1 point)**

Communicable diseases are caused specifically by:

Response: germs --- Correct

---

**#49 (1 point)**

Bacteria/Germs are living things which cause infections

Response: True --- Correct

---

**#50 (1 point)**

Which signs/symptoms are likely in someone who has a communicable disease? (Check all answers that apply)

Response: Stomach cramps, Headaches, Nasal discharge --- Incorrect

Answer: Stomach cramps, Headaches, Nasal discharge, Rashes

---

**#51 (1 point)**

Most disease causing germs are transferred by hand contact.

Response: True --- Correct

---

**#52 (1 point)**

Good weapons for fighting infection include, but are not limited to:

Response: all of the above --- Correct

---

**#53 (1 point)**

. How long should one wash their hands for, to kill germs appropriately?

Response: 20 seconds --- Correct

---

**#54 (1 point)**

Blood borne pathogens are defined as...

Response: organisms that are present in human blood and can cause disease in humans --- Correct

---

**#55 (1 point)**

What is NOT considered Significant Exposure to Blood or Body Fluids? (Check all that apply)

Response: touching a resident's saliva --- Incorrect

Answer: being in the same room as blood, a cut on yourself with blood touching your skin, touching a resident's saliva

---

**#56 (1 point)**

Environmental Emergencies: Preventing, Preparing and Responding

An environmental watch (fire or tornado) is defined as the conditions being favorable for a situation to occur. With watches we continue to observe, monitor and listen for a change.

An environmental warning (fire or tornado) is defined as the condition is actually occurring. This usually means that somewhere nearby, the condition has been spotted.

Fire extinguishers are used only to put out small fires and to clear a pathway for people to get to safety.

Their intent is never to put out a fire or to help someone who might be trapped in a manner that jeopardizes the safety of anyone.

If you see smoke at any time you need to expect danger including but not limited to a fire and act accordingly.

Fire drills are held by licensing mandates at AFC homes often. They need to be held once per shift per quarter at the most inconvenient times.

If you expect a gas leak (i.e. smell) it is best to evacuate everyone immediately and then contact your chain of command and the gas company.

Crisis situations involve all of these conditions:

- 1.) Winter storms
- 2.) Lightning
- 3.) Power outages
- 4.) Water shortages

At Beacon we have emergency bins of supplies kept on site at all times as preparation for such events with consideration of what the damage that can be done by crisis situations. Beacon Specialized Living services also has extensive emergency plans that have been created to assist staff should such crisis occur. These are kept in the "Red Books" also known as the Emergency Books.

When driving a company vehicle it is important to remember the following:

- 1.) Anyone in the car must have a buckled seat belt. If a seat belt is not buckled, the car does not move until it is.
- 2.) Use your turn signals
- 3.) Watch for deer crossings
- 4.) If the vehicle you are driving skids you should let up on the gas pedal immediately and attempt to put the vehicle in neutral.

If stranded in a company vehicle in severe weather you should

- 1.) Place your hazard lights on
- 2.) Turn off the vehicle to prevent carbon dioxide poisoning
- 3.) Never leave the car to get help
- 4.) Use your cell phone to contact help

If you are working with someone who has ingested something that is poisonous you should contact poison control immediately.

You should never induce vomiting. You should never give the person something to eat or drink before contacting poison control for safety directions.

**Have you read and understood the information on environmental emergencies?**

Response: Yes --- Correct

---

**#57 (1 point)**

Which of the following accurately describes a "warning?"

Response: the condition has been spotted nearby --- Correct

---

**#58 (1 point)**

The main reason to use a fire extinguisher is:

Response: to extinguish small fires to clear a path to the closest exit --- Correct

---

**#59 (1 point)**

Which of the following are forms of a crisis situation?

Response: All of the above --- Correct

---

**#60 (1 point)**

Which of the following are guidelines for driving a company vehicle? (Check all that apply)

Response: seat buckles are mandatory, use of turn signals is mandatory, watch for deer crossings --- Incorrect

Answer: seat buckles are mandatory, use of turn signals is mandatory, watch for deer crossings, if skidding, put the vehicle in neutral

---

**#61 (1 point)**

If you are stranded in a company vehicle in severe weather you should...

Response: All of the above --- Correct

---

**#62 (1 point)**

If you are working with someone who has ingested something poisonous you should...

Response: call poison control --- Correct

---

**#63 (1 point)**

Where there is smoke....

Response: fire --- Correct

---

**#64 (1 point)**

Fire drills should be held...

Response: quarterly --- Correct

---

**#65 (1 point)**

The first thing to do if you suspect a gas leak is...

Response: evacuate everyone from the building --- Correct

---

**#66 (1 point)**

If you are driving a company van and the vehicle skids you should...

Response: put the vehicle in neutral --- Correct

---

**#67 (1 point)**

Deficit Reduction Act and Corporate Compliance The Deficit Reduction Act (DRA) requires employers to

- 1.) Provide education to employees
- 2.) To have written policies for detecting and/or preventing fraud, abuse and waste
- 3.) To have an employee handbook that includes fraud and abuse laws.

The state of Michigan also has a False Claims Act also. This act applies when a person or company knowingly present (or causes to be presented) a false or fraudulent claim for payment to the Federal Government. For example if anyone directly bills Medicaid for services provided and they elaborate on time spent by a case manager with a resident, this would be covered under the False Claims Act.

The False Claims Act also protects (just like the Whistle-blower Protection Act) anyone who reports fraud, abuse or waste.

A false claim consists of any of the following:

- 1.) Failing to perform a service that was billed
- 2.) Billing for a service that was misrepresented (1:1 staffing when not given)
- 3.) Billing for an hour of service when given a lesser amount of time
- 4.) Billing for services that are not medically necessary

You must report any false claims to the appropriate contact at your organization.

Corporate Compliance is a plan that covers much of the False Claims Act, Whistle-blowers Protection Act, Criminal History checks and policies to keep our employee base sound and ethical.

**Have you read and understood the above information?**

Response: Yes --- Correct

---

**#68 (1 point)**

What does the Deficit Reduction Act (DRA) require of employers?

Response: Prevent fraud abuse and waste through policy --- Incorrect

Answer: All of the above

---

**#69 (1 point)**

Michigan has a False Claims Act.

Response: True --- Correct

---

**#70 (1 point)**

Does the Federal False Claims Act apply when a person or company knowingly presents (or causes to be presented) a false or fraudulent claim for payment to the Federal Government?

Response: Yes --- Correct

---

**#71 (1 point)**

Does the False Claims Act protect you when you report fraud, abuse or waste?

Response: Yes --- Correct

---

**#72 (1 point)**

A false claim can include which of the following? (Check all that apply)

Response: Billing for a service not provided, Billing for a service that was misrepresented, Billing for an hour of service when less was given, Billing for services that are not medically necessary --- Correct

---

**#73 (1 point)**

Who does the Whistle-blower's Protection Act protect?

Response: The whistle blower --- Correct

---

**#74 (1 point)**

Where can you find information on reporting false claims?

Response: the state --- Incorrect

Answer: your supervisor

---

**#75 (1 point)**

Sexual Harassment Everyone has the right to be judged and rewarded for their work based on their accomplishments and abilities.

Victims of sexual harassment have been denied promotions, fired or lost job benefits because they have refused unwelcome sexual advances.

Bottom line—Sexual Harassment is a form of sex discrimination, not an expression of sexual desire.

Many employers, Beacon Specialized Living Services is one of these, takes a stand to prevent sexual harassment from occurring in the workplace.

Sexual Harassment is illegal on local, state and federal platforms. There are laws on all of these levels that have been designed to prevent sexual harassment.

Sexual Harassment defined: conduct of a sexual nature that makes someone uncomfortable or embarrassed. When submission to that unwelcome conduct is made a condition of your employment and interferes with your ability to do your job this creates a hostile, intimidating work environments for you.

Victims of sexual harassment often feel a variety of emotions that affect their jobs:

- Uncomfortable
- Humiliated
- Intimidated
- Embarrassed
- Insulted
- Ashamed
- Degraded
- Abused
- Angry
- Unsafe in their work environment

All employees are protected from sexual harassment laws in relationship to everyone to they come face to face during a work day. For example an offender can also be an employee of an outside company.

i.e. Mike is a sales representative who was waiting in a place of business (not his own) for his customer. He started a conversation with Julie the receptionist. They talked about the weather and how their day was going. Then Mike asked Julie out on a date. Julie declined. Mike became very persistent and continued to ask Julie to go out. Julie again refused and asked him to stop. Mike still pursued the conversation I hopes that Julie would change her mind and indicated that he would complain to the company if she does not date him.

Sexual harassment can also affect others who are not directly involved. For example—a qualified individual may be passed over for a promotion or raise because another person submits to requests for sexual favors and as a result receives the advancement or pay increase.  
Here are some examples of what sexual harassment can look like:

Physical:

Unwanted touching, holding, grabbing, hugging, patting, fondling, kissing or pinching

Verbal:

Offensive jokes or language, threats, comments and questions about a person's sexual behavior, conversations filled with sexual innuendo and double meanings, comments about a person's body, suggestions of a sexual nature.

Non-verbal/Mental/Behavioral:

Staring at a person's body, offensive gestures or motions, leaning over someone at a desk, displaying or circulating sexually suggestive cartoons, letters, or pictures, leering, other sexually-oriented behavior (even if it is not sexual harassment) i.e. employees who are dating or married making out in the business driveway on their lunch break.

It is the employers responsibility to foster an environment of safety and dignity but all of us must do our part in this process.

**Have you read and understood the information on sexual harassment?**

Response: Yes --- Correct

---

**#76 (1 point)**

Victims of sexual harassment often feel: (check all that apply)

Response: Humiliated, Embarrassed, Ashamed, Angry --- Correct

---

**#77 (1 point)**

Sexual Harassment only involves employees of the company that both the victim and the offended work for. It never involves someone outside of the company.

Response: False --- Correct

---

**#78 (1 point)**

Sexual Harassment can come in the form of...

Response: All of the above --- Correct

---

**#79 (1 point)**

What is your first step if you feel you've been put in a position of sexual harassment?

Response: Report it to your Human Resources --- Correct

---

**#80 (1 point)**

Whose job is it to foster an environment of safety and dignity at your work environment?

Response: Employer --- Correct

---