

Scenes

Full scripts in the scene template. **(Best)** marks the intended answer and is never shown to learners. Options appear on screen in the order listed, and the best answer's position varies from scene to scene. Story decisions aren't scored; only the assessment is. Recognition scenes (CO, 1A, 1B, 1C, 4A) share one consequence across all options, which is shown as the story's last line, before the decision, not after Submit; every other decision gives each option its own consequence, shown after Submit. In every story scene (CO and 1A–4D), the Situation fades in item by item, then a "Show the question" button reveals the decision; after Submit, the consequence (if any) sits in a light teal box and the feedback in the card below it (Build Guide, section 6). No tips are shown on screen; each scene's tip number is recorded in the Storyboard's Need-to-Know Tips table. Every feedback line names its source: the EEOC pages or Larkstone policy. Goal numbers refer to the design doc's Goals tab.

CN: Content note

Screen type: Intro · **Goal:** None

On screen:

Recognize, Respond, Report

Your Part in a Harassment-Free Workplace

Before you begin

Harassment is a form of workplace discrimination. In this course, you'll learn how to recognize it, what to do about it, and how to treat anyone who raises a concern. It uses realistic workplace situations involving comments about age, race, religion, disability, and other personal characteristics. No graphic content or slurs are shown.

If anything here brings up a concern or a difficult experience, Larkstone's Employee Assistance Program offers free, confidential support. You can also contact HR or the ethics line at any time.

The course takes 20–25 minutes. Your progress is saved, so you can leave and pick up where you left off.

Button: Next

Visual notes: A title screen. The course name, "Recognize, Respond, Report," is the largest text in the course, with "Your Part in a Harassment-Free Workplace" below it as a subtitle, both in white text on a deep teal gradient band, running from #055A60 to dark teal #077A82 (white text contrast is 5.1:1 or higher everywhere on the band). "Before you begin" is a smaller heading below the band, followed by the note text and Next. No imagery.

Accessibility notes: "Recognize, Respond, Report" is the page's H1, "Your Part in a Harassment-Free Workplace" is a subtitle within the same header, and "Before you begin" is an H2. The Employee

Assistance Program, HR, and ethics line are plain text, not links, since Larkstone is fictional and has no web addresses.

CO: Cold open — "That's how your generation did it"

Screen type: Dialogue + decision · **Goal:** 1.1 (ungraded preview)

Setting & characters: Week 1, the kickoff stand-up for the returns-backlog project, in the team meeting room. **People:** Dana (team lead), Linda (routing lead), Tyler (project coordinator), the learner, and a few teammates.

Situation:

It's Week 1 at Larkstone Supply Co. You're a Customer Operations specialist, and today is the kickoff meeting for a six-week project to clear the returns backlog.

Dana (team lead): Last item: the returns backlog. This project is ours for the next six weeks. Ideas?

Linda (routing lead): If we route returns by region first, we'd clear most of it by Thursday. I sketched out the routes over the weekend.

Tyler (project coordinator): Is that a hand-drawn chart? Want me to fax it to the warehouse for you, Linda? That's how your generation did it, right?

A few people laugh. Dana smiles and says, "OK, moving on." Linda looks down at her notes.

Tyler shrugs. "Relax, it was just a joke."

Decision prompt: Which statement about Tyler's comment is true? Choose one answer, then select Submit.

Option	Feedback
"It was just a joke, so it wasn't harassment."	Not the best choice. Jokes can be harassment. What matters is what the joke targeted: "your generation" made Linda's age the punchline.
(Best) "It targeted Linda's age, and a joke can still be harassment."	Good choice. Jokes can be harassment, and Linda, at 58, is protected by the law covering workers 40 and older.
"It was fine, because Linda didn't object."	Not the best choice. Saying nothing doesn't mean it was welcome. Linda looked down and stopped sharing her plan. The joke targeted her age, which is a protected characteristic.
"It was fine, because Dana, the team lead, let it go."	Not the best choice. Dana's reaction doesn't change what the joke targeted. "Your generation" made Linda's age the punchline, and age 40 and older is protected.

Consequence (all options), shown on screen as the story's last line, after the Situation and before the decision prompt, styled as narration: The meeting moves on. Linda continues to look down at her notes and doesn't share the rest of her plan.

Visual notes: Banner image (meeting-room.png): a flat illustration of the kickoff meeting, with Linda presenting her hand-drawn route plan to the seated team. No eyes or mouths. Alt text: "Illustration of a team meeting: an older woman presents a hand-drawn route plan to three coworkers seated at a table." Each line of dialogue carries the speaker's avatar, name, and role.

Accessibility notes: Dialogue is real text in reading order; stage directions are regular text, read in order. Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus.

FA: The four actions

Screen type: Framework · **Goal:** Terminal goal (advance organizer)

On screen:

Moments like that can happen at work. Here's how to handle them.

Under federal law, harassment based on a protected characteristic is a form of discrimination. This course covers four actions:

- **Recognize**
Notice harassment based on a protected characteristic, including jokes, and stop if your own conduct is unwelcome.
- **Respond**
Know your options when it's aimed at you.
- **Report**
Report it to Larkstone early, through any of its channels.
- **Don't Retaliate**
Treat anyone who speaks up the same as before.

Why it matters: The U.S. Equal Employment Opportunity Commission (EEOC), the federal agency that enforces workplace discrimination laws, encourages reporting harassment early, before it escalates. Retaliation, meaning anything that might reasonably discourage someone from speaking up, is prohibited.

Sections (to revisit parts you've finished) and **Policy at a glance** (Larkstone's expectations) are at the top of every screen.

Button: Next

Visual notes: Four geometric icons in a row, one per action, dark teal #077A82 on white. Each action is a card with three parts, in order: the icon, a heading with the action's name (no colon), and the text below it. The headings are semibold, 20px, smaller than the screen's 28px heading. The cards sit four across, two across on narrower screens, and one per row on phones. The progress bar has barely started here (Introduction, before the first marker); from the first Recognize scene on, the current stage's marker is highlighted.

Accessibility notes: Icons are decorative (`aria-hidden="true"`); the four actions are a real list (`ul/li`), one action per list item, each with its name as an `h2` under the screen's `h1`.

RF: Reflection

Screen type: Reflection · **Goal:** None (activation)

On screen:

Think about it for a moment

Think of a time a comment at work, or anywhere, landed badly, whether it was aimed at you or someone else. What made it hard to respond?

Your answer isn't saved, scored, or shared. Write as much or as little as you like, or skip it.

Input: Optional text box, labeled "Your thoughts (optional)."

Button: Next

Visual notes: Plenty of white space; no imagery.

Accessibility notes: The text box has a visible label. Its contents are cleared when the learner leaves the screen and are never stored with saved progress. Going Back to this screen shows it empty, ready to fill in again.

1A: The project chat

Screen type: Chat thread + decision · **Goal:** 1.1

Setting & characters: Weeks 1–2, the returns-backlog project chat. People in the chat: Arjun (vendor coordinator), Tyler (project coordinator), and Linda (routing lead).

Situation:

Over the first two weeks, the project chat is busy. Mostly with work. Morgan, who trains new hires, is transgender, and uses she/her pronouns.

Arjun (vendor coordinator): Coastline confirmed pickup windows for next week.

Tyler (project coordinator): Who's running new-hire training Thursday? Morgan, or whoever Morgan used to be? 😊

Linda (routing lead): Routing map v2 is in the shared folder.

Decision prompt: Does Tyler's message target Morgan because of a protected characteristic? Choose one answer, then select Submit.

Option	Feedback
"No. It's just a joke."	Not the best choice. It's framed as a joke, but it mocks Morgan for being transgender. The EEOC lists jokes among the kinds of offensive conduct that can be harassment.
"No. Being transgender isn't a protected characteristic."	Not the best choice. Sex is a protected characteristic, and that includes transgender status.
(Best) "Yes. It mocks Morgan for being transgender, which is a protected characteristic."	Good choice. Transgender status is protected under sex, and the EEOC lists jokes among the kinds of offensive conduct that can be harassment.
"Only if Morgan says she's offended."	Not the best choice. Whether a message targets a protected characteristic depends on what is said, not on whether anyone objects.

Consequence (all options), shown on screen as the story's last line, after the Situation and before the decision prompt, styled as narration: Morgan sees the message. She stops posting in the project chat.

Visual notes: No photo. Setting banner: the team meeting room (a wall screen with a chart, a table, chairs, laptops, a window, a plant, and pendant lights). Chat-style thread above the decision card, inside a chat window (a bordered frame with a dark teal title bar and an empty message box). Each message shows the sender's avatar, name, and role. "Not the best choice." uses an x icon.

Accessibility notes: Messages are real text in reading order. The emoji has a text equivalent ("face with tears of joy"). Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus.

1B: "He laughs too"

Screen type: Dialogue + decision · **Goal:** 1.3

Setting & characters: Week 2, the coffee station. **People:** Tyler (project coordinator), a teammate, and the learner, who is waiting for coffee nearby. Sam (data analyst) has just walked back to his desk.

Situation:

Sam, the returns data analyst, has just walked back to his desk. All week, Tyler has been joking about Sam's husband.

Tyler is talking with a teammate at the coffee station.

Tyler (project coordinator): Did you see Sam's face when I asked which one of them is "the wife"? Come on, it's just banter. He laughs too.

Decision prompt: Are Tyler's jokes about Sam harassment based on a protected characteristic? Choose one answer, then select Submit.

Option	Feedback
(Best) "Yes. They target Sam's sexual orientation, and his laughing doesn't make them welcome."	Good choice. The EEOC defines harassment as unwelcome conduct based on a protected characteristic, and these jokes target Sam's sexual orientation. Larkstone policy is that laughing along doesn't show conduct is welcome.
"No. If he laughs, he's fine with it."	Not the best choice. The EEOC defines harassment as unwelcome conduct based on a protected characteristic, and these jokes target Sam's sexual orientation. Larkstone policy is that laughing along doesn't show conduct is welcome.
"No, as long as nobody complains."	Not the best choice. Under the EEOC's definition, what matters is whether conduct is unwelcome, not whether anyone has complained. These jokes target Sam's sexual orientation, a protected characteristic.
"Only if they're illegal."	Not the best choice. The question here isn't whether it's illegal. The EEOC defines harassment as unwelcome conduct based on a protected characteristic, and these jokes target Sam's sexual orientation.

Consequence (all options), shown on screen as the story's last line, after the Situation and before the decision prompt, styled as narration: Tyler shrugs and heads back to his desk.

Visual notes: No photo. Setting banner: the coffee station (cabinets, a counter with a coffee machine and mugs, a water dispenser, a clock, and a plant). Tyler's avatar beside his line.

Accessibility notes: Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus.

1C: A week of vendor calls

Screen type: Timeline + decision · **Goal:** 1.2

Setting & characters: Week 2, the morning calls with the outside vendor. **People:** Arjun (vendor coordinator), the vendor's rep (an outside vendor, not a Larkstone employee), and the learner, who joins the calls.

Situation:

Week 2. You've joined Arjun's morning calls with an outside vendor.

Day	What happens
Monday	The vendor's rep asks Arjun to "put someone on who speaks English."
Tuesday	The rep repeats Arjun's pickup times back to him in an exaggerated accent.
Wednesday	The rep asks Arjun where he's "really from."
Thursday	The rep mimics Arjun's accent again, and two people on the vendor's side laugh.

Decision prompt: Looking at the whole week, how would you describe what's happening to Arjun?
Choose one answer, then select Submit.

Option	Feedback
Four separate awkward moments. Each one is minor on its own.	Not the best choice. These aren't separate moments. From Monday to Thursday, every comment targets Arjun's accent or where he's from. Together they're a pattern, and by Friday it's affecting his work.
(Best) A pattern of comments about Arjun's national origin.	Good choice. The EEOC names mocking a person's accent as an example of harassing conduct, and repeated incidents can add up. By Friday, Arjun is giving up part of his job to avoid it.
Just the rep's sense of humor. He jokes with everyone.	Not the best choice. Every one of these comments is about Arjun's accent or where he's from. National origin is a protected characteristic, and the EEOC names mocking a person's accent as an example of harassing conduct.
Not a problem unless Arjun complains.	Not the best choice. The EEOC defines harassment as unwelcome conduct based on a protected characteristic. Arjun asking to step away from his own calls shows how unwelcome it is.

Consequence (all options), shown on screen as the story's last line, after the Situation and before the decision prompt, styled as narration: On Friday, Arjun asks Linda if she can take the vendor calls from now on.

Visual notes: Setting banner: a desk set up for the vendor video calls (a monitor showing a four-tile call with no one on camera, a headset, a conference phone, a window with the morning sun, and a wall calendar). Horizontal geometric timeline (vertical on mobile): one line connecting four teal markers, Monday to Thursday, with no label on the line. It looks the same before and after Submit.

Accessibility notes: The timeline is an ordered list of days. Answer options are radio buttons, not points on the graphic.

1D: Your own comment

Screen type: Dialogue + decision (first person) · **Goal:** 1.4

Setting & characters: Week 3, the open workspace. **People:** Keisha (warehouse scheduler) and the learner.

Situation:

Keisha's mom has a heart condition, and twice this week you've asked about it and mentioned that heart problems can run in families. You only wanted to help. Today, as you start to bring it up again, she stops you.

Keisha (warehouse scheduler): Can you stop bringing up my mom's health? I don't want to talk about it at work.

Decision prompt: What do you do? Choose one answer, then select Submit.

Option (what the learner says or does)	Consequence	Feedback
"I was only trying to help. It runs in families, so you should really get checked."	"I asked you to stop," Keisha says. She stops chatting with you between shifts.	Not the best choice. Keisha told you it's unwelcome. Explaining what you meant and bringing it up again doesn't stop it. Larkstone policy is to stop when someone tells or shows you your conduct is unwelcome, whatever you meant by it.
Drop it for now, then check in once more later, privately, to show you care.	Keisha sighs. "I really don't want to keep talking about this."	Not the best choice. A private check-in is still bringing it up after she asked you to stop. Larkstone policy is to stop when someone tells or shows you your conduct is unwelcome.
Ask a teammate whether Keisha seems OK.	The teammate mentions it to Keisha. Now she knows her mom's health is being discussed behind her back.	Not the best choice. This keeps her family's health a topic, now with someone else. Larkstone policy is to stop when someone tells or shows you your conduct is unwelcome.
(Best) "Got it, sorry. I won't bring it up again."	Keisha nods. By Friday, she's trading jokes about the dock schedule with you again.	Good choice. Keisha told you it was unwelcome, so you stopped. Larkstone policy is to stop when someone tells or shows you your conduct is unwelcome, whatever you meant by it. (Family medical history counts as genetic information, a protected characteristic.)

Visual notes: No photo. Setting banner: the open workspace (desk pods with monitors and chairs, pendant lights, plants, and a clock). Keisha's avatar and role tag beside her lines.

Accessibility notes: Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus.

W1: Recognize — What to remember

Screen type: Summary card · **Goal:** 1.1–1.4 (stated expectations)

On screen:

What to remember: Recognize

- Harassment is unwelcome conduct based on a protected characteristic, such as age (40 and older), race, color, religion, sex (including sexual orientation, transgender status, pregnancy, childbirth, and related medical conditions), national origin, disability, or genetic information (including family medical history). Jokes count. *(EEOC)*
- Laughing along, or not objecting, doesn't show that conduct is welcome. *(Larkstone policy)*
- Watch for patterns: when comments keep targeting the same characteristic, they add up. Report early. *(EEOC)*

- If someone tells or shows you that your conduct is unwelcome, stop. (*Larkstone policy*)

Bridge (on screen, above the button):

Next: Respond. You've seen what harassment can look like, from a joke in a meeting to a pattern on vendor calls. When it's aimed at someone, what can they do about it?

Button: Next

Visual notes: White card with a teal header band. The band holds the Recognize icon and the card title, both in black. The lines below the band are black on white. Each line ends with its source in parentheses, exactly as written, in slightly smaller regular text (at least 14px).

Accessibility notes: Card heading is an H2; the list is a real list; source labels are text.

2A: Fridays

Screen type: Dialogue + decision (third person) · **Goal:** 2.1

Setting & characters: Week 3, the training room on Friday afternoon, as Morgan packs up after a new-hire session. **People:** Morgan (trainer) and a teammate on the project.

Situation:

Every Friday, Morgan leaves early for religious services. And every Friday, the same teammate says the same thing as she packs up.

Teammate: Must be nice to get a holy day off. Some of us work for a living.

It's every week now. Morgan gets along with him otherwise, and she's comfortable talking to him. She wants the comments to stop.

Decision prompt: What should Morgan do? Choose one answer, then select Submit.

Option (what Morgan should do)	Consequence	Feedback
(Best) She should tell him privately that the comments are unwelcome and need to stop, or report it to Larkstone.	Morgan talks to him after the session. He apologizes and the Friday comments stop.	Good choice. The EEOC encourages telling the person directly that the conduct is unwelcome and must stop, and Morgan is comfortable with this teammate. She could also report it to Larkstone instead. She doesn't have to talk to him first.
She should ignore it. It'll probably stop eventually.	Two Fridays later, he says it again, this time in front of the new hires Morgan is training.	Not the best choice. The EEOC encourages taking steps early to keep harassment from continuing. Ignoring it isn't one of those steps.

Option (what Morgan should do)	Consequence	Feedback
She should stop leaving early on Fridays so the comments stop.	Morgan misses services for two weeks. The teammate jokes that she's "finally seen the light."	Not the best choice. Religion is a protected characteristic. Giving up her observance doesn't address the conduct. The EEOC encourages telling the person it's unwelcome, or reporting it to Larkstone.

Visual notes: No photo. Setting banner: the training room on Friday afternoon (a projector screen with a slide, a clock, training tables with chairs, binders, a tote bag, a lectern, and a flip chart).

Accessibility notes: Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus.

2B: The shift lead

Screen type: Dialogue + decision (third person) · **Goal:** 2.1

Setting & characters: Week 3, the warehouse during the night shift. **People:** Keisha (warehouse scheduler) and her shift lead, a supervisor in the warehouse.

Situation:

It's Week 3, on the night shift in the warehouse.

Shift lead (warehouse supervisor): Keisha, you practically disappear on these night-shift cameras.

The next night, he asks her, again, if her hair is "real." He's been commenting on her skin and her hair for weeks. He's her supervisor, and Keisha isn't comfortable saying something to him herself.

Decision prompt: What should Keisha do? Choose one answer, then select Submit.

Option (what Keisha should do)	Consequence	Feedback
She should tell her shift lead, in front of the crew at the next shift meeting, that it has to stop.	He laughs in front of the crew and says she's "too sensitive." The comments continue.	Not the best choice. The EEOC encourages telling the person it's unwelcome, but Keisha isn't comfortable confronting her supervisor. The EEOC says that's when to tell the employer instead, and Larkstone policy says confronting him is never required first.
She should wait to see if it stops.	The next week, he makes the same comment about the cameras in front of two new drivers.	Not the best choice. The EEOC encourages reporting harassment early, before it escalates. Waiting let it continue.

Option (what Keisha should do)	Consequence	Feedback
(Best) She should report it to any HR team member or the ethics line, skipping her shift lead.	The HR partner meets with Keisha that week and explains what happens next.	Good choice. Race and color are protected characteristics. The EEOC encourages employees who aren't comfortable confronting the harasser to tell their employer. Larkstone's channels include any HR team member and the ethics line, and no one has to report through the person causing the problem.
She should ask her shift lead to move her to the day shift.	He says he'll "think about it," and nothing changes.	Not the best choice. That request goes through the person causing the problem, and Larkstone policy says no one has to report through them. It also doesn't report the conduct.

Visual notes: No photo. Setting banner: the warehouse at night (a dark teal wall, a high window with the moon, storage racks with boxes, hanging lights, a wall-mounted security camera, and a pallet of boxes). No channel cards: the feedback already names the channels.

Accessibility notes: Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus.

W2: Respond — What to remember

Screen type: Summary card · **Goal:** 2.1 (stated expectations)

On screen:

What to remember: Respond

- When harassment is aimed at you, you're encouraged to tell the person it's unwelcome and must stop. *(EEOC)*
- If you're not comfortable doing that, or it doesn't stop, report it to Larkstone. *(EEOC)*
- You don't have to talk to the person before you report. *(Larkstone policy)*

Bridge (on screen, above the button):

Next: Report. Telling the person it's unwelcome is one option. Sometimes it isn't comfortable, or it doesn't stop. When and where can someone report it?

Button: Next

Visual notes: Same as W1, with the Respond icon.

Accessibility notes: Same as W1.

3A: Report now or wait

Screen type: Dialogue + decision (third person) · **Goal:** 3.1

Setting & characters: Week 4, Monday stand-up. **People:** Dana (team lead), Grace (account manager), Tyler (project coordinator), and the project team.

Situation:

It's the Monday stand-up in Week 4.

Dana (team lead): Tyler, you'll take the Northfield launch. Grace, with the baby coming, I figured you won't want the pressure.

Grace is the account manager for Northfield, and it has been her account for six years. Ever since she told the team she's pregnant, Dana keeps saying she'll "want to slow down." Grace isn't comfortable raising it with Dana, and she isn't sure whether to report it now or see if it blows over.

Decision prompt: What should Grace do? Choose one answer, then select Submit.

Option (what Grace should do)	Consequence	Feedback
She should wait and see if it blows over.	Two weeks later, Dana also hands Grace's quarterly Northfield review to Tyler.	Not the best choice. This is more than comments. Grace lost the Northfield launch because she's pregnant, and while she waited, she lost her quarterly review too. Pregnancy is protected as part of sex, and the EEOC encourages reporting harassment early, before it escalates.
(Best) She should report it now.	Grace decides to report it this week. Now she has to decide where.	Good choice. This is more than comments: Grace lost the Northfield launch because she's pregnant. Pregnancy is protected as part of sex, and the EEOC encourages reporting early, before it escalates.
She should wait until she has more examples, so it isn't just one decision.	Grace keeps a list for a month. Meanwhile, Dana makes the reassignment permanent.	Not the best choice. Grace already has more than comments: she lost the Northfield launch because she's pregnant. Neither the EEOC nor Larkstone policy asks for more examples before reporting, and the EEOC encourages reporting early.
She should ask Tyler to give the launch back.	"Take it up with Dana," Tyler says. Nothing changes.	Not the best choice. Tyler can't change Dana's decision, and asking him isn't a report through a Larkstone channel. Grace lost the launch because she's pregnant, and that's what needs to be reported.

Visual notes: No photo. Setting banner: the stand-up task board (three columns of sticky notes) and standing tables with cups, a laptop, and a clock.

Accessibility notes: Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus.

3B: Where to go

Screen type: Dialogue + decision (third person) · **Goal:** 3.2

Setting & characters: Week 4, later that day, at Grace's desk. **People:** Grace (account manager).

Situation:

Grace has decided to report it. But Dana is her manager, and Dana is the one doing this. Grace isn't sure where to go.

Decision prompt: Where should Grace go? Choose one answer, then select Submit.

Option (what Grace should do)	Consequence	Feedback
(Best) She should go to the HR partner, or call the ethics line if she'd rather stay anonymous.	The HR partner meets with Grace that afternoon, takes notes, and explains what happens next.	Good choice. Larkstone's channels are your manager, any HR team member, or the ethics line, which has an anonymous option. No one has to report through the person causing the problem, so HR or the ethics line fits here.
She should report it to her manager, Dana.	"I think you're reading too much into it," Dana says. Nothing is passed on.	Not the best choice. Larkstone policy says no one has to report through the person causing the problem, and here that's Dana.
She should ask Linda, a senior colleague, to talk to Dana for her.	Linda agrees, but Dana tells her to stay out of it.	Not the best choice. Linda isn't one of Larkstone's reporting channels: your manager, any HR team member, or the ethics line.
She should post in the project chat that the launch decision was about her pregnancy.	The chat goes silent. Then teammates start messaging Grace privately to ask what's going on.	Not the best choice. The project chat isn't a Larkstone reporting channel, and it doesn't reach anyone who can act.

Visual notes: No photo. Setting banner: Grace's desk (a monitor with an email list, a keyboard, a desk lamp, a mug, a desk phone, a small plant, a framed picture, and a wall shelf with binders). No channel cards: the feedback already names the channels. The HR partner's avatar, labeled with role only, appears in the best option's consequence, inside the consequence box. No bridge line after the feedback: 4A's opening tells every learner that Grace went to the HR partner.

Accessibility notes: Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus.

3C: The contract analyst

Screen type: Dialogue + decision (third person) · **Goal:** 3.3

Setting & characters: Week 4, the project workspace. **People:** Sam (data analyst) and a contract analyst on the project (not a Larkstone employee).

Situation:

It's Week 4. Larkstone brought in a contract analyst to help Sam with the returns data for the project, and he works on site with the team.

Contract analyst: Can you even hear me, or do I need to shout? Maybe turn those things up.

He laughs. It's the third time this month he's made a comment about Sam's hearing aids.

Afterward, Sam shrugs it off. The contract analyst isn't a Larkstone employee, and Sam isn't sure there's anything he can do about it.

Decision prompt: What should Sam do? Choose one answer, then select Submit.

Option (what Sam should do)	Consequence	Feedback
He should put up with it. The contract analyst is only here for the project.	The next day, he does it again, louder.	Not the best choice. The EEOC says a harasser can be a non-employee, such as an independent contractor. Sam doesn't have to put up with it.
He should ask to work with someone else on the project data.	Sam moves to other work, and the contract analyst starts making the same comments to someone else.	Not the best choice. Working around it puts the cost on Sam and doesn't report the conduct. Disability is a protected characteristic, and harassment from a contractor is reportable.
He should wait until the project ends and the contract analyst leaves.	The project has two more weeks. The comments continue.	Not the best choice. The EEOC encourages reporting harassment early, before it escalates. That applies when the harasser is a contractor, too.
(Best) He should report it to the HR partner.	The HR partner thanks Sam and explains how Larkstone will address it with the contract analyst.	Good choice. Disability is a protected characteristic, and the EEOC says a harasser can be a non-employee, such as an independent contractor. Reporting it lets Larkstone act.

Visual notes: No photo. Setting banner: the project workspace (a whiteboard with bar and line charts, a wall monitor with a pie chart, a long table with laptops, a stack of reports, and chairs). The contract analyst's line appears in a speech bubble with the unnamed-person avatar.

Accessibility notes: The contract analyst's line is shown as on-screen text. Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus.

W3: Report — What to remember

Screen type: Summary card · **Goal:** 3.1–3.3 (stated expectations)

On screen:

What to remember: Report

- Report harassment early, before it gets worse. (EEOC)

- Report to your manager, any HR team member, or the ethics line (which has an anonymous option). You never have to report through the person causing the problem. (*Larkstone policy*)
- Harassment can come from anyone, including non-employees like contractors, and it's reportable. (*EEOC*)

Bridge (on screen, above the button):

Next: Don't Retaliate. Reporting is only part of it. How the team treats someone after they speak up matters, too.

Button: Next

Visual notes: Same as W1, with the Report icon.

Accessibility notes: Same as W1.

4A: After the report

Screen type: Narration + decision · **Goal:** 4.1

Setting & characters: Weeks 5–6. HR is looking into Grace's report, and word has gotten around that she made one. People: Grace (account manager) and the project team.

Situation:

Grace went to the HR partner, and HR is looking into her report. Word has gotten around that she made one. Grace asks in the project chat which return labels Northfield needs. No one answers. She asks again the next day, and again two days later. Everyone else's questions get replies within minutes.

Decision prompt: Could the team ignoring Grace's question be considered retaliation for her report? Choose one answer, then select Submit.

Option	Feedback
"No. Nobody did anything to her."	Not the best choice. Ignoring someone is doing something. A cold shoulder like this might reasonably discourage someone from reporting, which the EEOC counts as retaliation.
"No. Only a manager can retaliate."	Not the best choice. Larkstone prohibits retaliation from anyone, including coworkers.
(Best) "Yes. Freezing her out after she reported might discourage her, or anyone, from reporting."	Good choice. A cold shoulder like this might reasonably discourage someone from reporting, which the EEOC counts as retaliation. Larkstone prohibits it from coworkers too.
"No. Grace still has her job and her title."	Not the best choice. Retaliation isn't only firing or demotion. Anything that might reasonably discourage someone from reporting can count.

Consequence (all options), shown on screen as the story's last line, after the Situation and before the decision prompt, styled as narration: Grace's question goes unanswered, and two Northfield returns ship with the wrong labels.

Visual notes: No photo. Setting banner: the team workspace, where a monitor shows a chat window with the same message three times and no replies, plus a keyboard, a mug, a window, a plant, and return boxes with labels.

Accessibility notes: Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus.

4B: The planning invite

Screen type: Dialogue + decision (first person) · **Goal:** 4.2

Setting & characters: Week 5, at Tyler's desk. The learner is sending the launch-planning invite. **People:** Tyler (project coordinator) and the learner.

Situation:

It's Week 5, and you're at Tyler's desk going over the launch plan.

Tyler (project coordinator): You're sending the launch-planning invite, right? Leave Grace off this one. Avoid the awkwardness, you know?

Decision prompt: How do you handle the invite? Choose one answer, then select Submit.

Option (what the learner does)	Consequence	Feedback
Leave Grace off, as Tyler suggested.	Grace finds out from the calendar that she was left off planning for her own account.	Not the best choice. Leaving someone out after they report might reasonably discourage them from reporting, which is how the EEOC describes retaliation. Larkstone policy prohibits it from anyone, including coworkers.
(Best) Invite Grace like always.	Grace joins the planning meeting and walks the team through Northfield's requirements.	Good choice. You treated Grace the same as before. Leaving her out might reasonably discourage her from reporting, which is how the EEOC describes retaliation, and Larkstone policy prohibits it from anyone.
Invite Grace, but leave the Northfield items off the agenda until HR finishes looking into her report.	Grace is in the meeting, but Northfield never comes up. The plan for her own account is made later, without her.	Not the best choice. Inviting her but cutting her out of her own work still treats her differently because she reported. Larkstone policy prohibits retaliation from anyone, including coworkers.

Option (what the learner does)	Consequence	Feedback
Leave her off, and fill her in afterward on what was decided.	Grace hears the plan for her own account secondhand, after the decisions are made.	Not the best choice. Filling her in later still leaves her out of her own work because she reported. Treating her the same as before is what Larkstone policy expects.

Visual notes: No photo. Setting banner: Tyler's desk (a monitor with a calendar invite grid, sticky notes, a keyboard, a pen cup, a mug, a plant, and his daily tracker on the wall).

Accessibility notes: Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus.

4C: Break-room guessing

Screen type: Dialogue + decision (first person) · **Goal:** 4.3

Setting & characters: Week 5, the break room. HR has been holding meetings all week. **People:** Tyler (project coordinator) and the learner.

Situation:

It's Week 5, and you're grabbing coffee in the break room when Tyler approaches you.

Tyler (project coordinator): HR's had people in that room all week. It's got to be more than Grace's thing about Dana, right? I heard someone else went in too. Any idea who?

Decision prompt: What do you say? Choose one answer, then select Submit.

Option (what the learner says or does)	Consequence	Feedback
(Best) "I'm not going to guess about that. Let's leave it to HR."	Tyler pauses. "Yeah, OK. Fair." He changes the subject to the launch.	Good choice. You stayed out of the speculation and closed it down. Larkstone policy treats guessing about who reported, or what's being investigated, as retaliation.
"I bet it's Linda. She's been in there twice."	By lunch, half the team is saying Linda reported Dana. Linda stops speaking up in stand-up.	Not the best choice. Larkstone policy treats speculating about who reported as retaliation. Guessing out loud can reasonably discourage people from reporting or taking part, which is how the EEOC describes retaliation.
"No idea. I'll let you know if I hear anything."	"Keep me posted," Tyler says. By the afternoon, he's asked three more people.	Not the best choice. Offering to pass along what you hear keeps the guessing going. Larkstone policy treats speculating about who reported, or what's being investigated, as retaliation.

Option (what the learner says or does)	Consequence	Feedback
"Maybe it's not about Grace at all. Maybe Dana's in trouble for something else."	Tyler grins and repeats the theory to the next person who walks in.	Not the best choice. Guessing about what's being investigated is speculation too. Larkstone policy treats it as retaliation.

Visual notes: No photo. Setting banner: the break room (a fridge, cabinets, a counter with a microwave and coffee maker, a mug, a round table with two chairs, and a window).

Accessibility notes: Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus.

4D: Left off the meetings

Screen type: Dialogue + decision (third person) · **Goal:** 4.4

Setting & characters: Week 6, Grace's desk. Since Grace reported, Dana has started a new invite for the weekly Northfield client call. Grace isn't on it. **People:** Grace (account manager).

Situation:

Dana has started a new invite for the weekly Northfield client call, and Grace isn't on it. That's two Northfield calls Grace wasn't invited to, on her own account. Tyler told her afterward what they discussed. It started the week after she went to HR.

Decision prompt: What should Grace do? Choose one answer, then select Submit.

Option (what Grace should do)	Consequence	Feedback
She should assume it's a calendar mix-up and wait to see if it gets fixed.	A third call goes by without her. Northfield's contact emails Tyler with a question meant for Grace.	Not the best choice. Being shut out of your own work after reporting might reasonably discourage someone from reporting, which is how the EEOC describes retaliation. Larkstone policy asks employees to report retaliation through its channels.
She should wait until HR finishes looking into her first report.	Weeks pass. Grace misses the call where Northfield's launch date is set.	Not the best choice. Waiting lets it continue. The EEOC prohibits retaliation against anyone who reports, and Larkstone policy asks employees to report it through its channels.
(Best) She should tell the HR partner who is handling her report, or call the ethics line.	The HR partner thanks Grace for raising it and adds it to what HR is looking into.	Good choice. Retaliation against someone who reports is prohibited, according to the EEOC, and Larkstone policy asks employees to report it through its channels. Dana is the one doing this, so Grace goes to HR, not through Dana.

Option (what Grace should do)	Consequence	Feedback
She should ask Tyler to keep forwarding her the call notes.	Grace stays informed, but she's still out of the room, and no one who can stop it knows.	Not the best choice. A workaround doesn't stop the retaliation. Larkstone policy asks employees to report retaliation through its channels.

Visual notes: No photo. Setting banner: Grace's desk, as in 3B, with a calendar on the monitor instead of email. A calendar card shows the Northfield call with Grace's name missing from the invite list.

Accessibility notes: Options are radio buttons in a labeled group. After Submit, feedback appears below and receives focus. The calendar card is real text.

W4: Don't Retaliate — What to remember

Screen type: Summary card · **Goal:** 4.1–4.4 (stated expectations)

On screen:

What to remember: Don't retaliate

- Retaliation is any conduct that might reasonably discourage someone from reporting or taking part in an investigation. It doesn't have to be firing or demotion. *(EEOC)*
- Treat anyone who raises a concern the same as before. Retaliation is prohibited from anyone, including coworkers. *(Larkstone policy)*
- Don't guess about who reported or what's being investigated. Speculation is treated as retaliation. *(Larkstone policy)*
- Report retaliation through Larkstone's channels, the same way you'd report harassment. *(Larkstone policy)*

Button: Next

Visual notes: Same as W1.

Accessibility notes: Same as W1.

EP: Launch day

Screen type: Story close · **Goal:** None

Setting & characters: Week 6, launch day. **People:** The whole project team.

On screen:

Here's how the project ends when people speak up, report, and stop when asked. The new returns process goes live. Linda leads the routing go-live from the dashboard. Grace runs the Northfield handoff call. Morgan's new hires process their first returns, Sam's numbers come in,

Arjun's vendor confirms the schedule, and Keisha's dock crew loads the first truck. Tyler's project tracker is all green. Along the way, he stopped the jokes and told Linda, Morgan, and Sam he was sorry. He hasn't made one since.

You're almost done. The last step is an assessment with five new situations involving people from other Larkstone teams. You need all 5 right to pass. For each question you miss, you'll get one more try with a new situation on the same topic.

Button: Next

Visual notes: Banner image (warehouse-dock.png): a flat illustration of go-live day, with the dock crew loading the first truck and Linda at a dashboard of checkmarks while teammates look on. No eyes or mouths. Alt text: "Illustration of go-live day at the loading dock: workers load the first truck while an older woman reviews a dashboard of checkmarks with two teammates."

CL: Close

Screen type: Close (two screens, for every learner, after the assessment, whether or not they passed)

Goal: Terminal objective (acknowledgment and transfer)

Screen 1: Acknowledgment and resources

- Download the Recognize, Respond, Report Quick Guide (PDF): a quick summary of this course, including Larkstone's reporting channels and how to contact the EEOC.
- **Larkstone reporting channels:** your manager, any HR team member, or the confidential ethics line, which has an anonymous option.
- **Outside option:** If you believe discrimination has occurred, you can also contact the EEOC, the U.S. Equal Employment Opportunity Commission. Strict time limits apply: a charge must be filed within 180 or 300 days, depending on where you live or work. For ways to reach the EEOC, see the Quick Guide or visit eeoc.gov.
- **Support:** The Employee Assistance Program (EAP) offers free, confidential support if anything in this course brought up a concern or a difficult experience.

☐ (Required) I understand Larkstone's expectations: I'll stop conduct I learn is unwelcome, tell the person it's unwelcome or report it when it's aimed at me, report harassment early through Larkstone's channels, and not retaliate against anyone who raises a concern.

Button: Next

Screen 2: Survey and finish

You've completed Recognize, Respond, Report: Your Part in a Harassment-Free Workplace.

Three quick questions (optional)

1. How relevant was this course to your day-to-day work? (1–5)
2. How confident are you that you'd know where to report a concern? (1–5)

3. What, if anything, would make this course more useful?

Button: Finish. Selecting it marks the course complete and shows "You've finished. You can close this tab now." just below the button. The message is announced to screen readers as soon as it appears, and keyboard focus moves to it.

Visual notes: Teal header bar matching the content note. No photos on these screens.

Accessibility notes: The checkbox has a visible label. The Quick Guide is a tagged, accessible PDF. Survey ratings are radio buttons with text labels at each end: question 1, "1 = Not at all relevant" and "5 = Very relevant"; question 2, "1 = Not at all confident" and "5 = Very confident." The middle buttons show only "2," "3," and "4" on screen, with labels read by screen readers only: question 1, "2 = Slightly relevant," "3 = Somewhat relevant," and "4 = Mostly relevant"; question 2, "2 = Slightly confident," "3 = Somewhat confident," and "4 = Fairly confident." In this demo, survey answers aren't saved or sent anywhere. The Quick Guide download and "eeoc.gov" are text links that make sense on their own (WCAG 2.2): the download link text is "Download the Recognize, Respond, Report Quick Guide (PDF)," and "eeoc.gov" links to <https://www.eeoc.gov>.