



Bullying and Harassment Awareness Training

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Life is stressful– at work, at home, in the community, in the world.

Our individual experience with these stressors is different depending on our circumstances.

We bring our whole selves to
work each day

AND

we must have an appreciative, respectful and
inclusive work environment at Lifeworks.

Implicit Biases are attitudes or stereotypes that affect our understanding, actions, and decisions in an uninformed way and may feel like they're almost unconscious.

- ✓ Happens when we are unaware, indifferent or in denial about how our perceptions of differences between people impact our judgements, decisions and behaviors.
- ✓ Different from explicit biases that are demonstrated and expressed openly but can be just as impactful.

Discrimination, Harassment and Bullying

What They Are and How They are
Different From Each Other

Discrimination is illegal. It is demonstrated by treating someone differently or less favorably due to a personal characteristic that is protected by federal or state laws.

Harassment may be illegal if it is based on a characteristic of a person that is protected by federal or state laws.

Bullying may be illegal if it is based on a characteristic of a person that is protected by federal or state laws.

Federal Laws

- Title VII of the Civil Rights Act
- Pregnancy Discrimination Act
- Americans with Disabilities Act
- Age Discrimination in Employment Act
- Genetic Information Nondiscrimination Act

Minnesota Laws

- Minnesota Human Rights Act
- Women's Security Act

Protected Characteristic Under the Minnesota Human Rights Act

Race	Marital Status
Color	Familial Status
Creed	Disability
Religion	Sexual Orientation
National Origin	Age
Gender and Gender Identity	Involvement in a Local Commission

Hostile Work Environment Four Part Test

- An individual's protected status
- A reasonable person that shares that protected status would find it offensive
- Severe or pervasive
- Creates an intimidating or offensive work environment.

Harassment

- May be a form of discrimination if based on protected status.
- Protected classes include 14 characteristics under Minnesota law, which include Federal.
- Some states and municipalities include other characteristics.

Harassment

- Anyone – of any gender, age, race – can be a victim of harassment.
- Anyone can be a harasser – a supervisor, an employee, a third party.
- Harassment can be expressed verbally, physically or by any other means of communication.
- Harassment can be delivered in any combination of gender identities. It is not limited to male/female interactions.

Bullying

- May be a form of discrimination if based on protected status.
- Protected classes include 14 characteristics under MN law, also federal law. Some states and municipalities include others.
- Anyone can be a victim; anyone can be a bully.
- Bullying can be verbal, physical or communicated another way.

Harassment and bullying may not always meet the legal standards of illegality, but both are always prohibited at Lifeworks.

Abusive, Bullying and Harassing Behavior and Conduct

Conduct that is hostile, offensive to a reasonable person and unrelated to an employer's legitimate business interests, including:

- Repeated verbal abuse.
- Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating.
- Gratuitous sabotage or undermining of a person's work performance.
- This conduct is illegal if it is based on a protected characteristic or it is considered assault, battery, or intentional infliction of emotional distress.
- It is always unacceptable.

What does it look like?

Conduct that is hostile, offensive to a reasonable person and unrelated to an employer's legitimate business interests, including:

- Race: Race-based epithets, slurs, jokes; images or replicas of a noose, swastika, Confederate flag, or other offensive display.
- Religion: Religious-based epithets, slurs, jokes; comments about religious clothing or customs

What does it look like?

- Disability Mocking an employee's disability or teasing an employee about a disability.
- Age: Comments, jokes, or teasing about an employee's age
- National Origin: Derogatory comments about an employee's ethnicity, culture or place of birth

What is Sexual Harassment

- Any unwelcome sexual advance, request for sexual favor or other conduct of a sexual nature when:
- Submission to the conduct is a term or condition of employment; or
- Submission to or rejection of the conduct is a basis for employment decisions; or
- The conduct unreasonably interferes with work performance or creates an intimidating, hostile, or offensive working environment.

No Excuses for Improper Behavior

- “I wasn’t talking about anyone in particular.”
- “I didn’t intend to create a hostile environment.”
- “It was only a joke. I thought we were friends.”
- “It happened while we were off-duty [or outside the workplace].”

No Excuses for Improper Behavior

- “They never told me to stop.”
- “They joked and laughed along with the rest of us.”
- “They always wears short skirts and low tops – what do they expect?”
- “They always wears tight shirts – what do they expect?”

We are all Responsible

- When you believe there has been a violation of policy
- When someone tells you they believe there has been a violation of policy
- When you have reason to think there may have been a violation of policy

Contact Human Resources

Lifeworks does not retaliate for making a report in good faith of harassment, discrimination, or bullying or participating in an investigation.

This is the legally required training for Lifeworks employees.

Our mission, vision, values and equity statement inform employees that we strive for more than this at Lifeworks.

Lifeworks has an Open Door policy. Talk about your ideas, concerns, and observations with any leader.

Participate in trainings and activities that develop your personal cultural competence.

Talk with each other, seek feedback from others, start at trying to understand another's perspective, acknowledge and appreciate the differences that make us unique human beings.

The Goal

Lifeworks is a workplace where people feel that they belong.