

# Understanding Workplace Harassment

Outcomes, Inc.

# Competency Statement

- Participants know and understand the definition and actions which constitute workplace harassment.

# Learning Goals

- Affective Learning
  - Participants will be able to identify actions which constitute workplace harassment.

# Learning Goals

- Behavioral Learning
  - Participants will learn how to identify and report workplace harassment.
- Psychomotor Learning
  - Participants will be able to demonstrate appropriate workplace behavior.

# Training Agenda

- What is Workplace Harassment?
- Preventing Workplace Harassment
- Outcomes, Inc. Workplace Harassment Policy
- Reporting Workplace Harassment
- Investigative Process

# What is Workplace Harassment?

- Workplace harassment is any unwelcome verbal or physical conduct that a reasonable person would find objectionable.
- Workplace harassment is a form of discrimination.
  - Unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964 and other federal authority.

# Unlawful Workplace Harassment

- Unlawful harassment is any unwelcome verbal or physical conduct based on legally protected class status.

# Unlawful Workplace Harassment

- Legally Protected Classes
  - Race
  - Sex (male or female including gender identity)
  - Color
  - Religion
  - National Origin
  - Age (40 and over)
  - Disability (mental or physical)
  - Sexual Orientation
  - Family Status (married or pregnant)

# What is Workplace Harassment?

- Harassment Made Simple

- <http://www.youtube.com/watch?v=CGX8PKVx9aU>

# Hostile Work Environment Harassment

- Occurs when unwelcome comments or conduct based on sex, race or other legally protected characteristics unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

# Types of Workplace Harassment

- Religious Harassment
  - Behavior that seeks to make someone feel threatened or emotionally distressed due to his or her religious beliefs or background.
- Sex Harassment
  - Behavior that seeks to make someone feel threatened or emotionally distressed due to his or her sex.

# Types of Harassment

- Age Harassment
  - Behavior that seeks to make someone feel threatened or emotionally distressed because of their age.
- Sexual Harassment
  - Behaviors include unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

# Sexual Harassment

- What is Sexual Harassment?
  - <http://www.un.org/womenwatch/osagi/pdf/whatissh.pdf>
- What Sexual Harassment looks like
  - <http://www.youtube.com/watch?v=F9xZtXnAy78&list=PLAD8759C128BDA8BA>
- Physical Conduct
  - Aggressive physical conduct between employees sexual or otherwise must be reported to local law enforcement.
    - If you are physically or sexually attacked by a co-worker- CALL 911 IMMEDIATELY AND REPORT IT!!

# Preventing Workplace Harassment

- Studies show 90% of people will stop offensive behavior when asked to do so.
- Every employee has an obligation to maintain a workplace environment free of harassment.
  - DO NOT tolerate offensive behavior.
    - Ask the person to “STOP!”
  - DO NOT engage in offensive behavior.
    - Any behavior in the workplace that is sexual in nature, demeaning or belittling based on protected status
      - IS OFFENSIVE

# Workplace Harassment Policy

- Outcomes, Inc. seeks to fulfill all employer obligations under local, state and federal laws.
  - To this extent Outcomes, Inc. prohibits all unlawful workplace harassment of any employee.

Policy on Sexual and Other Unlawful Harassment in the Employee Handbook.

# Reporting Workplace Harassment

- Instances of workplace harassment must be reported to your supervisor immediately.
  - Even if the harassment is not directed at you.
    - If the supervisor is the cause of harassment, immediately report the incident to the corporate office @ 651-483-1468

# Investigative Process

- When you report harassment-
  - The supervisor will require you to fill out an incident report
  - The supervisor will notify the corporate office @ 651-483-1468
  - The corporate office will initiate an investigation of the incident
  - The investigative team will determine appropriate corrective action
  - You will receive a follow-up letter upon conclusion of the investigation

# Supervisors Response

- Preventing Harassment
  - If you witness employees engaging in harassment behavior
    - Direct the employee to “STOP!”
    - Complete an incident report
    - Report the incident to the corporate office @ 651-483-1468
      - You will participate in formal disciplinary action of the employee @ the corporate office