



Prevention Steps

Help us prevent discrimination and harassment in the workplace by following these steps.





Prevention Steps

1. Be aware

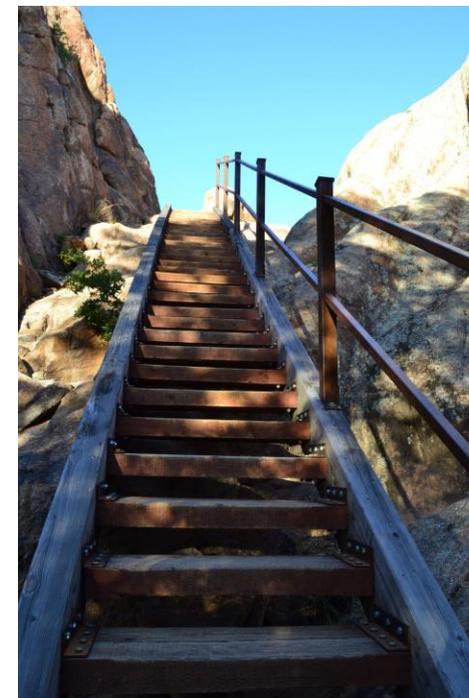
- People who are aware of behaviors that can be interpreted as discriminatory or harassing are less likely to behave in that way and more likely to notice any form of discrimination or harassment generally.

2. Be proactive

- If you observe discrimination or harassment in the workplace, whether or not the victim complains, make efforts to stop it and put management on notice of the issue.

3. Speak up

- If you feel comfortable doing so, object — as soon as possible — by telling the harasser to stop.





Prevention Steps, cont.

4. Reflect

- Reflect on ways that you may be bringing inappropriate behavior into the workplace.
- There is a difference between what is okay to do at home, versus what is appropriate behavior at work.
- Are there topics that you discuss at work that you should not be? Have you made jokes in poor humor that would have been better left unsaid?

5. Ask

- Ask for help from management if the thought of confronting someone makes you uncomfortable.
- It is **always** better to ask for advice or help, instead of letting an unwanted behavior persist without intervention.





Prevention Steps, cont.

6. Report

- Every employee should report any behavior that makes themselves or other employees feel uncomfortable.
- This applies regardless of who is doing the behavior – supervisors, leadership members, co-workers, clients, visitors, vendors

7. Apologize

- If you feel that you have made someone else at work uncomfortable due to your behavior, make amends by approaching the person and apologizing. This will help to facilitate a better working relationship with that person in the future.



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What is PRI's Policy and Procedure on Anti-Discrimination and Harassment?





Overview

PRI will not tolerate harassment or discrimination of any kind.

All employees must avoid offensive and/or inappropriate behavior at work.

All employees are responsible for assuring that the workplace is free from harassment.





What should you do if you experience or observe harassment or discrimination at work?

- If you are comfortable, ask the person to stop
- Report the incident immediately to your supervisor or Human Resources so that PRI may investigate and appropriately address the issue
- Don't wait for something to go on long-term before reporting it
- All unwanted behavior should be reported, regardless of who is doing it
 - Supervisors, leadership members, co-workers, clients, visitors, vendors

Supervisory and managerial employees have an additional obligation to report any allegations of offensive behavior for further investigation.





Reporting and Investigation

- All reports of discrimination and harassment are investigated
 - Human Resources leads the investigation
 - Reports are kept as confidential as possible
 - Some disclosure may be necessary to ensure a complete investigation
 - If needed, PRI may utilize an independent agency
- Corrective action may be taken based on the investigation
- Retaliation or intimidation is forbidden
 - This is cause for discipline that may include termination
- Employees can appeal/grieve any issue, including the handling of discrimination & harassment concerns





Questions? Please reach out to HR.





Sources

- Society for Human Resources
 - www.shrm.org
- The Human Rights Campaign Foundation
 - <https://www.thehrcfoundation.org/professional-resources>
 - <https://www.hrc.org/resources/glossary-of-terms>
- MyPronouns.org – Resources on Personal Pronouns
 - <https://www.mypronouns.org/>
- Lexico.com (Oxford English Dictionary)
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- The Equal Employment Opportunity Commission
 - <https://www.eeoc.gov/statistics/charges-alleging-sex-based-harassment-charges-filed-eeoc-fy-2010-fy-2021>
- The American Bar Association
 - https://www.americanbar.org/groups/public_education/resources/law_issues_for_consumers/sexualharassment_quidproquo/#:~:text=What%20is%20quid%20pro%20quo,doesn't%20sleep%20with%20him.
- WorkplaceFairness.org
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- StopBullying.gov
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- University of California Santa Cruz
 - <https://shr.ucsc.edu/elr/abusive-conduct-and-bullying-in-the-workplace/examples-of-bullying-behavior.html>