



Anti-Harassment and Non-Discrimination Training

Anti- Harassment and Non-Discrimination Training

- ◆ Today we will cover:
 - The definition of harassment
 - Types of harassment
 - What to do if you feel you are being harassed
 - Your responsibilities as an employee

Our Anti-Harassment and Non-Discrimination Policy

- ◆ We are committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the company expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Harassment Defined:

- ◆ The Equal Employment Opportunity Commission defines harassment as:
“Unwelcome conduct that is based on a person’s protected class, including: race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, weight, height, misdemeanor arrest record, marital or veteran status or any other characteristic protected by law.

What is Harassment

- ◆ Anything that is offensive or unwelcome
 - Words
 - Actions
 - Music
 - Photos, calendars or screen savers of an offensive nature

Hostile Work Environment

- ◆ Conduct "unreasonably interferes with an individual's job performance" or creates an "intimidating, hostile or offensive working environment."
- ◆ A hostile work environment exists when the following conditions are met:
 - The employee is the target of negative behavior at work from coworkers, supervisors or others due to the employee's protected status, which includes: race, color, sex, age, disability, genetic information, pregnancy, national ancestry, religion, weight, height, misdemeanor arrest record, marital or veteran status or any other characteristic protected by law.
 - The employer is aware of the negative behavior but takes no steps to eliminate the negative behavior – creating a hostile work environment for employees in that protected group.

Examples of Harassment

NONVERBAL

- ◆ Offensive gestures or motions
- ◆ Displaying or distributing offensive pictures, drawings, or e-mails
- ◆ Glaring or staring at someone
- ◆ Mimicking someone with a disability
- ◆ Ignoring someone or being cold/distant to them

Examples of Harassment

PHYSICAL

- ◆ Physical assault against another person
- ◆ Blocking a person's path
- ◆ Cornering a person
- ◆ Inappropriate touching/bumping into a person
- ◆ Destruction or defacing of another's personal property

Examples of Harassment

VERBAL

- ◆ Use of racially derogatory words, phrases, epithets
- ◆ Negative comments about a person's religious beliefs (or lack of religious beliefs), including negative comments about a religious holiday a person recognizes
- ◆ Expressing negative stereotypes regarding a person's birthplace or ancestry
- ◆ Negative comments regarding a person's age
- ◆ Derogatory or intimidating references to a person's mental or physical impairment
- ◆ Negative comments about a particular gender or about pregnancy or related conditions

Sexual Harassment

- ◆ One of the most well known types of harassment and discrimination is sexual harassment.
- ◆ The sometimes-subtle nature can make it difficult to identify.
- ◆ In order to stop sexual harassment in the workplace, we need to realize that sexual harassment comes in several forms and many of them are not blatantly obvious.

Sexual Harassment defined:

- ◆ The Equal Employment Opportunity Commission defines sexual harassment as any "**unwelcome** sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature"

What is Sexual Harassment?

- ◆ Anything of a sexual nature that is offensive or unwelcome
 - Words
 - Actions
 - Touching or Hugging
 - Music
 - Photos, calendars, screen savers of an offensive or sexual nature

Types of Sexual Harassment

◆ Quid Pro Quo:

- When someone in authority attempts to trade sexual favors for job-related benefits such as promotions and raises (or threatens adverse consequences if the advances are rejected).

◆ Hostile Work Environment:

- When supervisors or co-workers have created an atmosphere so infused with unwelcome sexual comments or conduct that it interferes with an individual's job performance.

Examples of Sexual Harassment

NONVERBAL

- ◆ Looking someone up and down (elevator eyes)
- ◆ Staring at someone's body
- ◆ Blocking a person's path or invading their space
- ◆ Following a person
- ◆ Giving sexual gifts
- ◆ Making facial expressions, winking, throwing kisses, licking lips
- ◆ Making sexual gestures with hands or through body movements.

Examples of Sexual Harassment

PHYSICAL

- ◆ Touching a person's clothing, hair or body
- ◆ Stalking a person
- ◆ Hugging, patting, kissing or stroking
- ◆ Touching or rubbing oneself sexually around another person
- ◆ Standing close or brushing up against another person

Examples of Sexual Harassment

VERBAL

- ◆ Referring to an adult as a girl, hunk, babe or honey.
- ◆ Whistling at someone, making cat calls or kissing sounds
- ◆ Making sexual comments about a person's body
- ◆ Making sexual innuendos
- ◆ Telling sexual jokes or stories
- ◆ Asking a person about or sharing your own sexual fantasies, preferences or history
- ◆ Asking prying questions about a person's "social" or "sexual life"
- ◆ Repeatedly asking out a person who is not interested
- ◆ Telling lies or spreading rumors about a person's sex life

Case Studies

- ◆ Case Study 1: A female employee asks out a male employee. He accepts.
- ◆ Case Study 2: Jim just had his 40th birthday, since then, his co-workers jokingly refer to him as “old man” and talk about him being “over the hill”. Jim tells his co-workers to stop joking around, but their comments continue.

Case Studies

- ◆ Case Study 3: A male and female employee share an office. The male employee listens to music during the work day that is filled with derogatory language about women. When she tells her boss, she says to “not be so uptight” and says “besides it’s only music, it’s not like he was the one saying it”.
- ◆ Case Study 4: A female employee is constantly being asked out on dates by an outside vendor, who she repeatedly has told that she is not interested. When she tells her supervisor, he tells her “There’s nothing I can do, he’s not my employee”.

Case Studies

- ◆ Case Study 5: A department goes out to lunch together each week, every time they go, they invite everyone in the department except for Mary.
- ◆ Case Study 6: Bob's boss is a micro-manager who regularly screams, yells, throws papers into the air and berates employees of every age, race and sex.

If a Problem Occurs:

- ◆ Advise the person making you uncomfortable that their behavior is unwelcome
- ◆ Promptly notify an Officer of the Agency or Human Resources
- ◆ Do not assume that someone knows this is happening or that it will go away

Zero Tolerance:

- ◆ Our company is committed to a workplace free from any type of harassment or discrimination.
- ◆ Therefore behavior always needs to be professional and appropriate for the workplace.

Your Responsibilities as an Employee

- ◆ Understand our company's anti-harassment policies and procedures
- ◆ Refrain from participation in, or encouragement of actions that could be perceived as harassment
- ◆ Immediately report any acts that you think are harassment to the HR Department (whether the actions are directed towards you or another employee)
- ◆ Encourage any employee who confides in you that they are being harassed or discriminated against to immediately report these acts to the HR Department

Reports are Taken Seriously

- ◆ Reports of harassment/discrimination will be investigated
- ◆ Written statements maybe required of the accuser, the accused and witnesses
- ◆ Information will be held in confidence to the extent practical
- ◆ There will be no retaliation for making a report or participating in the investigation (and any attempted retaliation must be reported)
- ◆ The complaining employee will be notified at the conclusion of the investigation



Thank you for attending!