

Office Of Risk Management/Loss Prevention Unit

***PREVENTING
HARASSMENT
IN THE WORKPLACE***

PRE-TEST

- 1. A hostile environment allows the agency to get more work completed. T or F**
- 2. I am not responsible for a hostile environment. T or F**
- 3. Being a male, a female can not cause me to have a hostile environment. T or F**
- 4. Only the supervisor(s) will have to go to court over a hostile environment law suit. T or F**
- 5. Diversity in the work place is not important to the agency's goals. T or F**

**A hostile work environment
serves no good purpose.**

**AND it interferes with
the agency's work.**

**The prevention/
elimination of harassment is
EVERYONE'S
responsibility.**

LEARN what to do.

Don't become the next news story.

Or worse

The next COURT case.

COURSE OBJECTIVES:

Realize the importance of agency policies and the law.

For every state employee to KNOW they have a right to work in a respectful environment.

Cause self-examination of attitudes, beliefs, and actions toward those who are different.

Know the different types of harassment.

COURSE OBJECTIVES cont.

Understand whose job it is to *STOP* harassment.

Understand what is expected when harassment occurs.

Know **HOW** to deal with harassment when it happens.

**Everyone should be familiar with the
legal consequences of
harassment.**

If you are not

**PLEASE--seek assistance from your agency
in reviewing the laws.**

***AGENCY POLICIES REGARDING
TYPES OF HARASSMENT MUST
INCLUDE:***

- Departmental philosophy
- Responsibilities
- Types of harassment
- Reporting procedures
- Consequences

*Just WHAT type
behavior is unacceptable
in the workplace?*

*There is no clear answer
to this question.*

*What is the most
common type of
harassment in today's
workplace?*

**SEXUAL
HARASSMENT**

TYPES OF HARASSMENT

QUID PRO QUO HARASSMENT

Blatant

Example:

A supervisor demands sexual favors in return for better treatment of a subordinate, or threatens the subordinate with firing, demotion, or transfer unless sexual favors are given.

HOSTILE ENVIRONMENT HARASSMENT

Less obvious, but often the foundation for charges of sexual harassment.

Example:

If behavior of a sexual nature creates an offending, intimidating, or hostile work environment for another employee, it is sexual harassment.

HOSTILE ENVIRONMENT HARASSMENT

Courts are likely to find an illegal hostile work environment where there is:

Pornography

Degrading Comments

Vulgar Language

Embarrassing Questions

Sexual Touching

Sexual Jokes

Sexual Propositions

SAME-SEX HARASSMENT

Male harassment on another male, or female harassment on another female.

In 1998 the Supreme Court stated that same-sex harassment is illegal and will not be tolerated.

NON-EMPLOYEE HARASSMENT

Sexual harassment O-T-J by a non-employee, e.g. *Vendors, Customers or Visitors* is *NOT* excusable behavior.

Harassment O-T-J by a non-employee *CAN* lead to sexual harassment charges, just as sexual harassment by an employee would.

THIRD-PARTY HARASSMENT

Behavior not found offensive by some employees can facilitate an offensive environment for other employees.

Example:

A group of employees talking about each other's sex lives in the presence of another person who feels very uncomfortable about such discussion.

OTHER TYPES OF HARASSMENT

Other types of harassment are equally unacceptable with equally serious consequences:

Race

Religion

National Origin

Age

Disability

Sexual Orientation

Pregnancy

Political Affiliation

Physical Appearance

The workplace should be a respectful place.

**We spend a significant amount of time in
OUR workplace.**

**Many of our jobs are already stressful without
the added stress of harassment.**



A
Respectful
Workplace

Why Respectful Behavior?

- **No one wants to work in an environment where he or she feels harassed and uncomfortable.**
- **Respectful behavior facilitates more productive employees.**
- **Disrespectful, harassing behavior can cost the perpetrator their job.**

Why Respectful Behavior?

- Studies found 50% of sexual harassment cases co-workers or peers were the alleged harassers.
- Only 26 % involved the immediate supervisor.
- The 1991 amendment to *Title VII of the Civil Rights Act of 1964* allows victims to recover punitive damages.
- Harassment lawsuits usually have personal legal & financial consequences for the harasser.

The best thing would be:

**Stop
harassment
before it
starts.**

The Building Blocks

**THE
RESPECTFUL
WORKPLACE**

**APPRECIATING
DIVERSITY**

ACCEPTING DIFFERENCES


EQUALITY

VIDEO

Valuing Diversity at the Interpersonal Level

How do
WE
stop
disrespectful
behavior?

**S
T
O
P**



Source

T
O
P

The source of the disrespectful behavior has the responsibility to stop behaving in such a manner.

What about US. Are we part of the problem? Have we added to the disrespectful behavior?

S

The *target* must help confront the Harassment/harasser!

T
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t

O

If we are offended by other's actions or words, we need to let them know and ask them to stop.

P

Consider this:

S

The source of the disrespectful behavior may not even know that his or her behavior is offensive to us.

T

arget

O

How can this person correct his or her behavior if he or she is unaware of its impact?

P

S

Those who observe disrespectful or harassing behavior have a responsibility to stop it when it occurs; and one who *notices* such is NEVER an innocent bystander!

T

O
bserver

P

It is simply the right thing to do.

S

Every person in authority has a duty to keep the workplace free from offensive and harassing behavior.

T

O

Each person in authority is crucial to creating a respectful workplace.

P

erson in authority

Source

Target

Observer

Person in authority

Care about **WHAT** you say...

HOW you say it--

Before you say it!



The End

**Delgado Community College
Preventing Harassment in the Workplace**

I have read and understand the training information provided on Preventing Harassment in the Workplace. I acknowledge that revisions to the training material may be required periodically.

Employee Signature _____

Employee Printed Name _____

Date _____