



# Sexual Harassment and Bullying in the Workplace

## Sexual harassment, or “just being friendly”?

Many managers and supervisors struggle with identifying sexual harassment within their organizations because there is so much confusion regarding flirtation, teasing and bantering. The truth is, what may be flattering or complimentary to one person may be offensive, objectionable, even frightening to another. Someone may regard flirting or mild horseplay as innocent fun, and may not view it as objectionable at the time of the behavior, but someone else may see it as aggressive, insulting and demeaning. Down the road, it may even be considered as part of a pattern of hostility.

## The Organization’s Role and Responsibility in Preventing Harassment of All Types

Workers who are victims of bullying or harassment of all types should know they can promptly report incidents to management and appropriate action will be taken.

- Determine how to create a policy against general bullying to prevent such behaviors
- What can employers do to foster an anti-harassment/anti-bullying culture?
- What employers can do to empower co-workers to intervene when they witness bullying or harassing behavior
- Steps to reduce incivility and promote respect among employees from different backgrounds, cultures and even different job levels

## Key learning points

- What is harassment? What is bullying? Discover the truth about “innocent” flirting, banter and teasing
- Communication skills that will help every employee bridge the gender gap and reduce misunderstandings
- How to comply with the very latest legal rulings at the federal, state and local levels
- How to establish grievance procedures that will protect the rights of your employees and your organization
- Your rights and responsibilities as an employer
- How to handle initial complaints and investigations with diplomacy, tact and understanding

## Who should attend?

- Human resources professionals — Make sure you’re up to speed on the latest legal information and have the correct policies and procedures in place
- Managers and supervisors — Offer your employees the guidance and support they need to conduct themselves professionally at all times
- Professionals in a position of authority at smaller organizations — Even without a full human resources department, you can ensure your organization has the correct liability protection measures in place

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## Program Agenda

### Increase Awareness

- Discover exactly which behaviors, comments and actions can lead to grievances or lawsuits
- An overview of existing laws, landmark cases and pending laws
- The differences between quid pro quo and hostile work environment complaints
- How managers and supervisors can motivate their employees to comply with the law
- Same-sex sexual harassment incidents are just as serious as opposite-sex infractions

### Prevent Infractions

- What to do first if sexual harassment or bullying is observed or reported
- Criteria to help you determine whether a specific behavior or action is out of line
- What are the rights and responsibilities of the person being harassed?
- How to respond if a warning or reprimand has been given, but the harassment continues
- How to develop a written anti-harassment policy for your organization

### Take Action

- On-the-spot strategies for handling harassment and bullying successfully
- The role of perception in harassment and what to do when perceptions differ
- What an organization must do immediately after identifying a problem
- No-nonsense disciplinary measures for harassers
- Liability protection: a discussion of the actions you must take to guard your organization against costly litigation

### Legal Issues

- How to make sure that your organization is in compliance with EEOC, federal, state and local laws regarding sexual harassment
- How to reduce financial liability for individuals and organizations
- Can just one incident constitute sexual harassment or bullying?
- As an employer, what are you liable for regarding sexual harassment in your workplace?
- Are there time limits for filing harassment charges?

### Frequently asked questions about this program

***How can you deal with such a sensitive issue in a seminar?*** By focusing strictly on facts and strategies. This seminar is not an “encounter group” for managers. You will not have to engage in embarrassing exercises, and no one is ever singled out.

***Is there a political slant to this seminar?*** No.

This program is about workplace behavior, morale and productivity. The goal is to help you create an organization in which individuals work together with mutual respect. You will not be asked to “take sides” or engage in political debate.

***What can my people really learn in a one-day seminar?*** In this case, a lot. This seminar is packed with information. They’ll gain a clear-cut definition of what sexual harassment and bullying is. They will learn how to manage issues fairly and legally.