



Training Solutions, Delivered!

**PREVENTING
HARRASSMENT:
*Creating A Positive
Workplace
in Office Settings*
(Concise)**

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 4083
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

4083 PREVENTING HARRASSMENT:
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FACT SHEET

LENGTH: 10 MINUTES

PROGRAM SYNOPSIS:

Good communication and respect for others creates a beneficial work environment where employees feel safe and productive. When the workplace is disrupted by someone disrespecting one or more co-workers, anger and resentment can destroy morale. Workplace harassment can damage relationships and destroy lines of communication among employees. This program discusses various types of workplace harassment and how this unwelcome behavior affects the work environment. It also explains what you should do if you are a victim or an observer of disrespectful conduct and how you can avoid having your own behavior interpreted as harassment. Featured are a variety of scenarios where workers exhibit unwelcome behavior to show viewers what types of behavior constitute harassment and how they should respond to such conduct.

Topics include types of behavior that are considered harassment, conduct that constitutes sexual harassment, how to respond to unwelcome behavior and preventing your own behavior from being construed as harassment.

PROGRAM OBJECTIVES:

Upon completion of the program, the viewer should be able to explain the following:

- How harassment creates a hostile work environment;
- What conduct can be construed as sexual harassment;
- How to respond to unwelcome behavior;
- How to prevent your own behavior from being construed as harassment.

INSTRUCTIONAL CONTENT:

CREATING A POSITIVE WORKPLACE CULTURE

- Our various workplaces are made up of a wide variety of people performing a wide variety of job tasks.
- As we interact with others during the course of our work, we will undoubtedly come into contact with people who do not look like us. We will work side by side with people whose culture and beliefs may be different from our own.
- When employees treat each other with respect and professionalism, a positive workplace culture is created, a working environment that is productive and pleasurable.

HOW A HOSTILE WORK ENVIRONMENT IS CREATED

- While the vast majority of workers conduct themselves respectfully towards their co-workers, it only takes a few disrespectful people conducting themselves in a harassing manner to create a damaging and hostile working environment.
- A hostile working environment created by harassing behavior has a very negative impact on workers' morale and productivity.
- No one wants to work in a place where they are harassed and no one has to.

TYPES OF BEHAVIOR THAT ARE CONSIDERED HARRASSMENT

- A common form of workplace harassment is one based on race or ethnic group, using racially derogatory words and phrases.
- In addition, demonstrations of a racial or ethnic nature such as use of drawings, pictures or gestures that would offend a particular ethnic group are also considered harassment, as are comments about a person's skin color, other racial or ethnic traits, characteristics and stereotypes.
- Also, disparaging remarks about an individual's gender, even those that aren't overtly sexual in nature can be construed as harassment.
- Equally offensive are negative comments about another person's religious beliefs. By its very nature, religion is a highly personal and emotional subject.

- Any disparaging remarks about a person's religious beliefs or repeated efforts to "share" your personal beliefs with others in your workplace can be offensive to many and harassing in nature.
- Negative comments about a co-worker's age when referring to people over 40 as well as derogatory references to an employee's mental or physical impairment are also forms of harassment.

CONDUCT THAT CONSTITUTES SEXUAL HARASSMENT

- There are many types of workplace harassment; however, sexual harassment is the most publicized and potentially the most damaging form of unwelcome behavior.
- Making offensive remarks about a co-worker's body parts, clothing or looks is an example of sexual harassment which creates a hostile working environment.
- Touching a person in a way that makes them feel uncomfortable, such as pinching, rubbing, patting or intentionally brushing against his or her body is also an example of sexual harassment which creates a hostile working environment.
- Telling lewd jokes, hanging sexually-explicit posters and making sexual gestures can also be considered sexual harassment, especially if the conduct is repeated after it has been made clear that it is unwelcome.
- Displaying, sending or forwarding sex-related images, emails, text messages or similar items can also be considered sexual harassment.
- Make no mistake, anytime a manager, supervisor or other person with authority over an employee offers advancement, job security or a positive performance review in exchange for sexual favors, that is considered sexual harassment.

HOW TO RESPOND TO UNWELCOME BEHAVIOR

- All workers need to understand what action they should take when they are a witness to, or a victim of, unwelcome harassing behavior.
- When you feel harassed or witness harassment, stand up for yourself and your co-workers. Don't ignore it or tolerate it; instead, explain to the person exhibiting the unwelcome behavior that you are offended by their comments or actions.
- Express your desire to work in a professional, respectful workplace. It may be hard to believe, but harassers often don't realize their conduct is offensive until somebody spells it out for them.

AVOIDING HAVING YOUR OWN BEHAVIOR INTERPRETED AS HARASSMENT

- When you display unwelcome behavior, even if it was not your intention to do so, it is still unwelcome behavior. Once someone objects to your conduct, and that conduct is repeated, it may be interpreted as harassment.
- If anyone informs you that your behavior is unwelcome, no matter what your feelings are on the matter, stop it immediately.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. c

3. a

4. b

5. b

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REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. Any disparaging remarks about an individual's gender can be construed as harassment.
 - a. True
 - b. False

2. Making negative comments about a co-worker's age when referring to people over _____ years old is a form of harassment.
 - a. 30
 - b. 35
 - c. 40

3. Anytime a person in authority offers benefits in exchange for sexual favors, it is considered sexual harassment.
 - a. True
 - b. False

4. If you witness a co-worker being harassed, you should ignore it and walk away.
 - a. True
 - b. False

5. If your conduct is not intended to offend anyone, it cannot be considered harassment.
 - a. True
 - b. False