

# Preventing Harassment Series Content Overview

## 1) Harassment, Discrimination and Retaliation



- Harassment defined
- Effects of harassment
- Recognizing harassment
- Sexual harassment
- Harassment scenarios & knowledge check
- Discrimination categories
- Discrimination scenarios & knowledge check
- Liability
- Prevention strategies
- Reporting harassment
- Confidentiality
- Retaliation
- Final review

**GOAL:** To provide all employees with an in-depth look into the effects of abusive conduct in the workplace as well as how to promote inclusion and respect for everyone who works there.

Seat time: 45 minutes

## 2) Respect, Diversity & Inclusion in the Workplace



- Workplace bullying/abusive conduct
- Effects of bullying/abusive conduct
- Bullying prevention
- Bullying scenarios & knowledge check
- Diversity
- Examining our own biases
- Embracing an inclusive culture
- Building an inclusive culture
- Diversity scenarios & knowledge check
- Final review

**GOAL:** To introduce employees of all levels to the types and adverse effects of harassment and discrimination in the workplace, as well as to teach techniques for reporting incidents and countering retaliation.

Seat time: 35 minutes

## 3) Your Role as A Supervisor



- What defines a supervisor?
- Review of harassment, discrimination and retaliation
- Reasonable care in handling complaints
- Anti-harassment policy
- Knowledge check
- Prevention strategies
- Educating personnel
- Receiving complaints
- Casual comments
- Documentation
- Complaint scenarios & knowledge check
- Investigation & follow up process
- Final review

**GOAL:** To provide supervisors with an in-depth guide of how to identify and deal with any and all incidents of harassment in their workplaces.

Seat time: 40 minutes

## Features and Benefits:

**Complete turn-key compliance solution** in three engaging and interactive modules:

- 1) Respect, Diversity & Inclusion
  - 2) Harassment, Discrimination & Retaliation
  - 3) Your Role as a Supervisor
- Compliant in all 50 states, including state-specific provisions for California, New York, Connecticut and Maine
  - Off-the-shelf convenience yet customizable for branding
  - Automatic course bookmarking
  - Tracking for progress and completion
  - Closed captioning standard
  - High quality media, video scenarios, knowledge checks
  - Individualized pricing and can accommodate most budgets
  - Content delivery SCORM or AICC
  - Inclusive training leads to more satisfied employees and higher productivity
  - Helps boost corporate profitability
  - Reduces costs associated with litigation
  - Improved internal and external relationships

## Consider:

- According to a 2011 survey by CareerBuilder.com, **one in four** employees reported having been bullied at work; other sources report close to 40 percent
- ***Discrimination, harassment and retaliation claims are among the fastest growing claims*** against employers of all sizes
- Negative workplace behaviors are costly, disruptive to business and damaging to an organization's reputation
- According to the U.S. Equal Employment Opportunity Commission (EEOC), more than 75,000 charges of discrimination are filed each year
- Having an anti-harassment policy helps lessen the chance for litigation and can help mitigate damages. Consider:
  - ⇒ Average legal costs for employers who go to trial: \$150K
  - ⇒ Average legal costs with settlement: \$75K

## Effects of Harassment, Discrimination & Retaliation

- Reduced productivity and higher absenteeism
- Increase in stress-induced illnesses
- Harm to brand reputation
- Higher turnover leading to increase in hiring and new training costs
- Decreased quality of work

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## Respect, Diversity and Inclusion

## Harassment, Discrimination and Retaliation

## Your Role as A Supervisor

### High Level Outline

- Introduction
- Abusive Conduct
  - a. Overview
  - b. What is Abusive Conduct?
  - c. How to Recognize Abusive Conduct
  - d. Effects in the Workplace
  - e. Abusive Conduct Prevention
  - f. Knowledge Check (Scenarios)
- Workplace Diversity
  - a. Overview
  - b. Examining Biases
  - c. Building a Culture of Inclusion
  - d. Knowledge Check (Scenarios)
- Wrap-Up & Final Review

### High Level Outline

- Harassment
  - a. About Harassment
  - b. Harassment Scenarios
- Discrimination
  - a. About Discrimination
  - b. Discrimination Scenarios
  - c. Policies and Procedures
- Retaliation
- Wrap-Up & Final Review

### High Level Outline

- Understanding the Law
- Preventing Harassment, Discrimination, and Retaliation
- Complaints
  - a. Receiving
  - b. Investigating & Following Up
- Wrap-Up & Final Review

THE FIRST STEP TO STOPPING  
HARASSMENT IN THE  
WORKPLACE IS  
UNDERSTANDING IT.

anti-harassment eLearning for  
employees & supervisors.



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