

## Harassment and Discrimination Prevention

**ASK:** Who has heard of #METOO? (*Wait for responses*) What have you heard? (*Solicit responses*) Why would be talking about this at [state company name]?

A Study of Harassment in the Workplace conducted by the Equal Employment Opportunity Commission (EEOC) estimated that of the 30,000 harassment complaints they receive each year, only 6% to 13% of individuals who experience harassment file a formal complaint with the EEOC. That means that only **one out of 10** incidents get reported.

**SAY:** I am here today to remind us of the importance of our work environment and how our behaviors impact it.

### Group Activity

The following are workplace scenarios. The purpose is to share the questions with your team members and receive their responses to help them consider your own work environment and how they will respond to harassment and discrimination in your workplace whether observed or experienced.

### Activity Set-up

Based on your group size, you can change the assignment to meet your team's needs:

- Assign one question to one individual
- Assign one question to a small group (3-6 team members)
- Ask the group each question and discuss as a group discussion

### Activity Questions

Start off each question with *"What would you do if,"*:

- Your coworker has a revealing image on his cell phone?
- Your coworker rolled her eyes behind the back of another coworker?
- Your coworker made a racial slur?
- Your supervisor invites you to come back to his home during lunch hour?
- You coworker made a joke about another coworker's religious beliefs?
- You observed a coworker staring at another coworker's backside?
- You overhear another coworker calling another coworker "Jr" or "Sr"?

## Harassment Defined

The EEOC is the federal agency that sets the guidelines and expectations about workplace conduct. To keep your workplace harassment free, here are the **top five** things you need to know about the EEOC's definition of workplace harassment:

### Who can be the harasser?

The harasser can be the victim's supervisor, a co-worker, or someone who is not an employee of the employer, such as a client or customer. The victim and/or harasser can be a woman or a man, and the victim and harasser can be the same sex. **ANYONE!**

### When is it harassment?

Harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision. **Remember it's all about how the other person feels.**

### Types of Harassment Quid Pro Quo

Unwelcome sexual advances or requests for sexual favors, and other verbal or physical conduct when: submission to such conduct is either an expressed or implied condition of an individual's employment or for job advancement. **Essentially, this for that. You do this for me, and I'll do that for you.**

### Types of Harassment Hostile Work Environment

Conduct that is unwelcome and harmful.

Conduct that is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive

### Forms of Harassment

**Verbal**– these are behaviors you would be able to hear  
**Non-Verbal**– these are those behaviors you would be able to see  
**Physical** – this behavior requires another to have physical contact with you or someone else

### Expectations

- Report all incidents you observe or experience.
- If you do not feel comfortable talking to the team member directly report to your leader.
- If you do not feel comfortable speaking to your leader, contact Helpside at (800) 748 - 5102.

## S-T-O-P Script

If you observe or experience harassment or discrimination in any form, give feedback respectfully and ask others to **STOP**

**S** = State out loud what behavior you find offensive. *"when you touch me"*

**T** = Tell them how you feel using "I" statements. *"I feel uncomfortable"*

**O** = Offer a replacement behavior of how you would like to be treated. *"please, don't touch me"*

**P** = Provide next steps of what will happen if the behavior continues. *"If you continue, I will report this"*

Training Name: **Harassment & Discrimination Prevention**

Date of Training: \_\_\_\_\_

**Print Name**

**Sign Name**

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