

Preventing Harassment in the Workplace

Objectives

Upon completion of this course, participants will be able to:

- Define, understand and recognize workplace harassment
- Understand the implications of harassment at their work site
- Interpret the company harassment policy and expectations for employees
- Know who to turn to for assistance
- Take reasonable and responsible steps to prevent harassment claims

What is Workplace Harassment?

According to the Equal Employment Opportunities Commission (EEOC), sexual harassment is sexual attention that is:

- Unwelcome and unwanted**
- Harmful to the person's health and ability to do a good job**
- Illegal**

This conduct may be:

- Male to female
- Female to male
- Male to male
- Female to female

Between

- Non management employees
- Managers
- Supervisors
- Coworkers
- Vendors
- Customers

Examples of Harassment - This conduct may be:

- Touching
- Off color jokes/remarks or suggestive comments
- Sexual propositions and innuendos
- Verbal or non-verbal innuendos
- Derogatory nicknames, slurs or stereotyping
- Whistling or Cat Calls
- Elevator Eyes
- Gestures
- Staring
- Degrading or negative visuals (magazines, emails or screensavers)
- Inappropriate conduct directed to an individual or group

Harassment is also any behavior directed toward an individual on the basis of that individual's *sex, race, sexual preference and/or religious beliefs* that is not welcome, is offensive and/or interferes with the work performance and effectiveness of its victim.

A Workplace Free of Harassment

...will benefit in many ways including:

- Improved morale
- Increased productivity
- Avoided liability, termination and loss of benefits
- Reduced turnover

Workplace Harassment Hurts Everyone

Harassment in the workplace costs everyone.

Employers lose:

- Talented employees
- Productivity
- Teamwork
- Morale
- Sales and profits
- Clients and customers
- Legal fees
- Reputation

Supervisors lose:

- Jobs
- Authority
- Respect
- Teamwork

Employees lose:

- Dignity
- Privacy
- Confidence in their work
- Health
- Promotions

Basic Employment Policies: Harassment/Sexual Harassment

ADP TotalSource is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment.

Harassment of any employee based on any protected status (e.g., race, color, national origin, sex, religion, age, physical or mental disability or any other personal attribute protected by federal, state or local law) is prohibited. While it is not easy to define what is harassment, examples include verbal (including improper joking or teasing) or physical conduct that denigrates or shows hostility or aversion toward any employee because of his or her protected status.

If you believe that someone has violated this policy (whether or not that person is a coworker, manager, vendor, client or customer), you should bring the matter to the attention of your supervisor and call the ADP TotalSource Human Resources professional listed on the label at the back of these policies. If, however, your supervisor is the person toward whom the complaint is directed or if you don't feel comfortable complaining to your supervisor, then take your complaint to the next

higher management level and/or call the ADP TotalSource Human Resources professional listed at the back of these policies.

Your concerns will be promptly investigated. All harassment complaints will be kept confidential to the extent possible, consistent with the conduct of a full and fair investigation. Communications will be made to others only on a limited "need to know" basis. If you make a complaint under this policy and have not received a satisfactory response, you should contact the Employee Service Center at ADP TotalSource at 1-800-554-1802.

Upon completion of the investigation, all necessary corrective measures will be taken. These measures may include, but are not limited to training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through investigation to have engaged in improper harassment will be subject to discipline up to and including discharge. If the investigation is inconclusive, ADP TotalSource and your Worksite Employer may still provide counseling or take other appropriate steps.

ADP TotalSource and your Worksite Employer prohibit any form of discipline or retaliation for reporting in good faith the incidents of harassment in violation of this policy, pursuing any such claim or cooperating in the investigation of such reports.

Workplace Behavior

Directions: Listed below are some actions/behaviors that could take place at work. As the trainer reads them aloud, decide if each is a red light, a green light or a yellow light.

Red Light – Stop.

Green Light – Go.

Yellow Light – Stop. (If you proceed, you may create a problem.)

1. _____ Asking a coworker on a date after he or she has said 'No'.
2. _____ Describing the sex scene in a movie to a coworker who is interested.
3. _____ Telling a coworker, "You have a nice smile."
4. _____ Looking at a pornographic website at your desk.
5. _____ Making sexual comments about a coworker who isn't present.
6. _____ Giving a coworker a back rub.
7. _____ Touching the belly of a pregnant coworker.
8. _____ Telling a coworker, "You look sexy."
9. _____ Telling a coworker, "You look nice today."
10. _____ Forwarding emails with nude photos or sexual jokes.
11. _____ Commenting to an engaged coworker that his sex life will change right after the wedding.
12. _____ Playing a radio station at work desk, with a controversial DJ who uses sexual epithets.
13. _____ Discussing a newsworthy court case involving a love triangle.

- 14._____ Telling a sexual joke to a coworker who has previously told you a sexual joke.
- 15._____ Telling a sexual joke to coworkers after work at happy hour where all the coworkers meet immediately after work on a regular basis.
- 16._____ Putting up a calendar of "The Women of Florida State"/not nude, but suggestive.
- 17._____ Discussing your wedding plans with a coworker.
- 18._____ Using elevator eyes (obvious looking at a person's body from head to toe) on a coworker.
- 19._____ Asking a coworker to tell you about the stripper at a bachelor party he recently attended.
- 20._____ Telling a coworker about the sexual preferences of another coworker you used to date.