

Harassment

Make Sure Its Not You

Objectives

- ❑ What constitutes harassment
 - ❑ Realize who is responsible to prevent harassment and what can be done to prevent it
 - ❑ Learn how to promptly and effectively deal with unacceptable or illegal behavior on the job
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Objectives (cont.)

- ☐ Understand policy and procedural issues
 - ☐ Recognize and be better prepared to deal with incidents of harassment in your workplace
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What Is Harassment?

- ❑ Harassment is
unwelcome behavior
directed at a member
of a *protected* group
 - ❑ Harassment usually
involves a pattern
of behavior
 - ❑ Harassment is a form of
illegal discrimination
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Harassment is....

- ☐ One extremely serious incident
 - ☐ Intimidating, hostile, offensive environment
 - ☐ Unreasonable interference with work performance
 - ☐ Negative affect on an individual's employment opportunities
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Employer Liability For Harassment

- ☐ Supervisors
 - ☐ Co-workers
 - ☐ Nonemployees
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Harassment Prevention Policy – Policy 2.13

- ☐ Defines Harassment
 - ☐ Explains how to report
 - ☐ Explains what will occur
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- ☐ Take a moment to read this policy on the intranet:
 - ☐ <http://www.ci.marshalltown.ia.us/static/intranet/2.13harassmentprevention.pdf>
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Definitions

- ❑ Sexual harassment is a violation of the Civil Rights Act of 1964.
Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature can constitute sexual harassment.
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Definitions Continued....

- ❑ Other prohibited harassment encompasses harassment of subordinate or co-workers based on race, color, national origin, age, religion, disability, gender or genetic information.
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Example of Verbal Harassment

- Include but are not limited to:
 - Threats
 - Offensive words, comments, etc.
 - Jokes
 - Subjecting others to ridicule, slurs or derogatory actions
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Nonverbal Harassment

- Include but are not limited to:
 - Standing over someone in an intimidating manner
 - Displaying or circulating offensive pictures, cartoons, or objects
 - Singling out members of protected groups for unfavorable treatment
 - Refusal to cooperate with others in performing work assignments
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Employee's Reporting Process

- ❑ Any employee who feels that they have been a victim of harassment should report the incident within five (5) working days to their supervisor or any other supervisor.

- ❑ If the director is the one the employee feels has harassed them, the incident should be reported to the City Administrator within five (5) working days.

- Working days is defined as City Hall business days

Employee's Reporting Process (con't)

- The report should clearly state what occurred, when it occurred, by whom, and if anyone witnessed it.
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How Employee Reports will be Handled

- ❑ The supervisor will immediately notify the Department Director and Human Resources Department so an internal investigation can be conducted.
 - ❑ Confidentiality will be respected – understanding there is a balance between the need for confidentiality and the need to investigate
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Next steps

- ❑ If the investigation determines that the complaint is substantiated, appropriate disciplinary action will be taken against the responsible party or parties.
 - ❑ The complaint will be advised of the results of the investigation.
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Next Steps for Supervisors

- ☐ Put process in place to immediately stop the harassment and prevent its recurrence
 - ☐ Follow up to make sure the problem is resolved
 - ☐ Enforce zero tolerance for retaliatory action against an employee who reports harassment
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Summary

- ❑ Harassment is unwelcome behavior directed at a person because of race, national origin, religion, sex, age, or disability.
 - ❑ Harassment is a disturbing problem in the workplace. It interferes with work relationships and hurts employees and the organization.
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