



## DISCLAIMER

*The presentation in which you are about to participate contains dramatizations of workplace harassment/discrimination situations. These dramatizations are an illustration for teaching purposes and are not intended to offend any participants in this session. These dramatizations are in no way indicative of the opinions or beliefs held by anyone involved in this training.*



## “THE OFFICE”



## AREAS OF CONCERN

- ▶ Discrimination
- ▶ Harassment
- ▶ Workplace Bullying
- ▶ Retaliation





## WHY DISCUSS?

- ▶ Everyone is exposed to it
- ▶ Everyone does it
- ▶ It's ILLEGAL

A small, circular logo is located in the bottom left corner of the slide. It features a stylized, abstract design with a central figure that resembles a person or a symbol, surrounded by a circular border.

## WHO IS THE EMPLOYER?

As a Supervisor, Team Leader, Manager or Director you are!

A Manager or Director's *INTENT AND ACTIONS* will be attributed to the employer.



## SUPERVISOR'S RESPONSIBILITY?

As Supervisors, Team Leaders, Managers and Directors, *YOU* are the employer

*YOUR* acts, omissions and words can legally bind the employer

*YOU* have an individual obligation to abide by employment laws, for example, preventing discrimination and harassment, just as the employer does — it is part of your job

- This obligation applies to all activities of your job, including supervision of the employees on your team



## DISCRIMINATION

▶ *Prejudicial treatment of an individual based on their membership in a certain group or category.*

- Failure to employ or promote
- Wrongful termination
- Wrongful disciplinary actions
- Stereotyping



## DISCRIMINATION: PROTECTED CLASSES

- ▶ Race
- ▶ Religion
- ▶ Service in the Armed Forces
- ▶ Disability
- ▶ Age
- ▶ Gender
- ▶ National Origin / Citizenship
- ▶ Pregnancy / Genetic Information / Family Medical History
- ▶ Sexual Orientation
- ▶ Everyone is in a protected class and some are in multiple!



## HARASSMENT

- ▶ *Wide range of offensive behavior*
  - Unwelcome/unsolicited
  - Ethnic slurs and/or racial jokes
  - Inappropriate flirting
  - Unwanted physical contact
  - Intimidation/bullying
  - Threats of violence
  - Defacement of personal property
  - Displaying offensive pictures and/or drawings
  - Figures of speech



## SEXUAL HARASSMENT

- ▶ *Intimidation, bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors.*
  - ▶ Suggestive/offensive remarks
  - ▶ Leering
  - ▶ Gestures
  - ▶ Inappropriate touching/invading personal space



## SEXUAL HARASSMENT



## HARASSMENT

- ▶ Victim & harasser may be any gender
- ▶ Harasser doesn't have to be in authority position
- ▶ Victim doesn't have to be the person harassed
- ▶ Harasser may be completely unaware behavior is offensive
- ▶ Harasser's conduct must be unwelcome
- ▶ Harasser doesn't have to be a co-worker
- ▶ Harassment isn't limited to the workplace



## WORKPLACE BULLYING

*Defined as a persistent pattern of mistreatment from others in the workplace that causes either physical or emotional harm.*



## STATISTICS

- ▶ 70% of workplace bullies are male
  - Target 65% female/35% male
- ▶ 30% of workplace bullies are female
  - Target 67% female/33% male
- ▶ 19% of Americans are bullied
- ▶ 19% of Americans witness it





## TYPES OF BULLIES\*

- ▶ The Screaming Mimi
- ▶ The Two-Headed Snake
- ▶ The Constant Critic
- ▶ The Gatekeeper
- ▶ The Attention Seeker
- ▶ The Wannabe
- ▶ The Guru
- ▶ The Sociopath



\*from Anton Hout, founder of OvercomeBullying.org

## RETALIATION

- ▶ *Retaliation occurs when an employer takes an adverse action against a covered individual because he or she engaged in a protected activity.*
  - ▶ Illegal
  - ▶ Fastest growing discrimination complaint
  - ▶ Arguably the most dangerous complaint



## WHAT TO DO

- ▶ Consider telling the offending party
- ▶ Listen to the complaint
- ▶ Have the victim document the complaint
- ▶ Assure the victim it will be investigated
- ▶ Report witnessed behaviors
- ▶ Be discreet
- ▶ No retaliation!



## SUMMARY

- ▶ Discrimination, harassment, workplace bullying & retaliation defined
- ▶ Understand your employer's policies
- ▶ Know who to report incidents to
- ▶ NO retaliation!!!

