



# Sexual Harassment & Respectful Workplaces Workshop

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## Objectives

- ▶ Discuss the importance of diversity and inclusion in the workplace.
- ▶ Review media coverage of harassment and how it may have impacted the workplace.
- ▶ Understand the definitions of discrimination and harassment.
- ▶ Understand and practice the concept of 'intent vs. impact' while confronting uncomfortable situations.
- ▶ Determine what to do if there is a situation you need to report in your organization.

## The Diversity Wheel

The John Hopkins Center for Social Concern (University of Medicine)



## Your Reflections about the Diversity Wheel....

*"One of the most sincere forms of respect is actually listening to what another has to say."* Bryant McGill

## Basic Human Needs

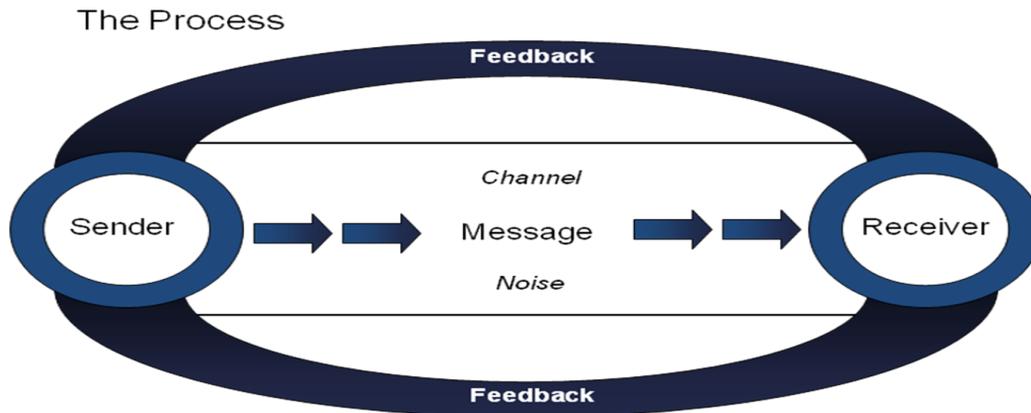
1. The need to be heard and understood
2. The need to feel that we have received a timely response.
3. The need for comfort
4. The need for accuracy and consistency

Others:



## Respectful Workplace: It Starts with You! (Notes/Ideas)

### Communication Process



### Non-Verbal Communication

Verbal \_\_\_\_\_ %  
Vocal \_\_\_\_\_ %  
Visual \_\_\_\_\_ %  
100%

My Non-verbal 'red flags'?
A small icon of a red flag on a silver pole, waving.

### What Communication 'Noise' have you experienced that has caused issues of Respect?

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### Discrimination

Employment opportunities denied or discriminatory work conditions created based on: employees' race, color, national origin, age, religion, disability status, gender, sexual orientation, or marital status.

It is illegal to discriminate on the basis of gender, gender identity or sexual orientation. Requests for sexual favors in exchange for preferential treatment and workplace conditions that create a hostile environment for persons of either gender constitute sexual harassment.

*"Respect yourself and others will respect you." Confucius*

## Harassment

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

Harassment becomes unlawful when

- 1) enduring the offensive conduct becomes a condition of employment, and/or
- 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Sexual Harassment occurs when employment decisions are based on a person's acceptance or rejection of unwelcome sexual behavior. Co-workers, as well as supervisors, can be named in sexual harassment lawsuits. They can be held liable for the situation if they choose to ignore it.

## Two Forms of Harassment

### 1. Quid Pro Quo ('This for That')

- Requests/Demands are expected in exchange for employment benefits

**Notes:**

### 2. Hostile Work Environment

- Unwelcome verbal or physical conduct that is offensive, such that it unreasonably interferes with an employee's ability to do their job, or creates an intimidating, hostile or offensive work environment.
- Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

**Notes:**

## Intent vs. Impact Practice



## Other Forms of Harassment (from Society Human Resource Management SHRM Toolkit)

### Race/Color

- It is illegal to discriminate on the basis of race or color. Slurs or jokes, offensive or derogatory comments, or other verbal or physical conduct based on an employee's race or color constitutes discriminatory harassment if that conduct creates an intimidating, hostile or offensive work environment and prohibits an employee from performing his or her job.

### Religion

- An employer cannot discriminate based on an employee's religious beliefs or practices. Harassment based on religion occurs when an employee is antagonized or ridiculed because of his or her religious, moral or ethical beliefs. Another type of religious harassment occurs when a co-worker or supervisor "preaches" or proselytizes to an employee and the employee perceives that behavior to be unwanted and offensive, amounting to a hostile work environment.

*"Our lives begin to end the day we become silent about things that matter."* Martin Luther King

## National Origin

- It is illegal to discriminate based on an employee's birthplace, ancestry, culture or linguistic characteristics common to a specific ethnic group. For example, it would be discriminatory harassment to require employees to speak only English unless an employer shows that the requirement is necessary for conducting business.

## Disability

- The ADA (American Disability Act) prohibits workplace discrimination on the basis of disability. Illegal harassment occurs when a worker with a disability is constantly subjected to pervasive and severe harassment due to his or her disability, resulting in a hostile work environment for the employee.

## Age Discrimination

- The Age Discrimination in Employment Act (ADEA) protects individuals who are 40 and older from discrimination. An example of harassment based on age would be referring to an older worker as "gramps" or "granny," thus creating a hostile work environment.

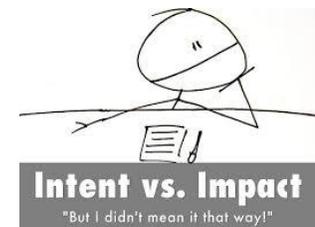
## Pregnancy Discrimination

- Pregnancy, childbirth and related medical conditions must be treated in the same way as other temporary illnesses or conditions and not be used for discriminatory treatment. Harassment for this protected status, for example, would be ridiculing an employee for her appearance during pregnancy.

## How would you respond to the following Scenarios?

1. Hey, it's on the radio... If this happened to you, or your employees, how would you respond?
2. He's big, really big... If this happened to you, or your employees, how would you respond?
3. We don't want him on our team... If this happened to you, or your employees, how would you respond?
4. Did you hear about... If this happened to you, or your employees, how would you respond?
5. It'll change your life... If this happened to you, or your employees, how would you respond?
6. Warning lights... If this happened to you, or your employees, how would you respond?
7. Here's how we do things... If this happened to you, or your employees, how would you respond?

## Intent vs. Impact Practice



*"Give to every other human being every right that you claim for yourself."* Thomas Paine

## Generations in the Workplace

<b>Traditionalists/Veterans:</b> Born before 1946 (74 years or older)	<b>Baby Boomers:</b> 1946 - 1964 (73 - 55 years old)
<b>Generation X:</b> 1965 - 1980 (54 - 39 years old)	<b>Millennials/Y:</b> 1981 - 2000 (38 - 19 years old)
<b>Gen Z:</b> 2001 - 2015 (18 - 4 years old)	

### Shared Experiences & Defining Moments:

- What are some experiences/moments that you can remember that shaped/impacted you?
- Please get into your generation groups, what have you heard about your generation from other generations? True or not?
- What do you need from the other generations?

### Before you Speak/Act....Consider.....

- Is there equal power between myself and the person?
- Would I behave the same way if my significant other, parent, or child were present?
- Would I want someone to do or say such things to me, to my family, or to my friends?
- Would I want to see how I'm behaving or what I'm saying announced on the evening news or printed in the local newspaper? The company newsletter or website?
- Be mindful of the 'water cooler' conversation? Who is within 'ear shot' of your conversation?
- Do I look over my shoulder before I say or do something?
- Others....



*"People resemble their times more than they resemble their parents."* Arab Proverb

## What Should I Do?

- Do not remain silent!
- Make it clear to the person that you find such conduct offensive and unwelcome. Be specific.
- Report it to your District manager and/or Human Resources (HR). Once reported, action will be taken.
- If it is your Manager, report it to your Board chairperson.
- Supervisors: Are responsible to report, investigate... if they don't—they can be held personally responsible in any legal action
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## Action Planning

What actions will you take based on this training?

## Start, Stop & Continue

What could you **Start** doing that would make a positive difference for PACD, my team and for my life?

What could you **Stop** doing that would help us move forward on an even more positive journey?

What can you **Continue** doing what is already working well.

Start	Stop	Continue
EX: Asking my colleagues if they need help when they are in a crunch period.	EX: Stop telling colleagues, 'I'm sure he/she didn't mean that in the way you interpreted it.'	EX: Continue celebrating special moments with our team, like birthdays, life celebrations, different ethnic/cultural lunches.

## NOTES:



*"It starts with respect. If you respect the person as a human being, and truly honor their right to be treated fairly and honestly, everything else is much easier."* Unknown