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# Creating a Respectful Workplace: Harassment Prevention Workshop

Welcome to our comprehensive workshop on harassment prevention and fostering a respectful workplace environment. Today we'll explore how to recognize, prevent, and address workplace harassment.

# The Reality of Workplace Harassment

44%

## Experience Harassment

Almost half of all employees face some form of workplace harassment

75%

## Witness Bullying

Three-quarters of workers have observed workplace bullying

60%

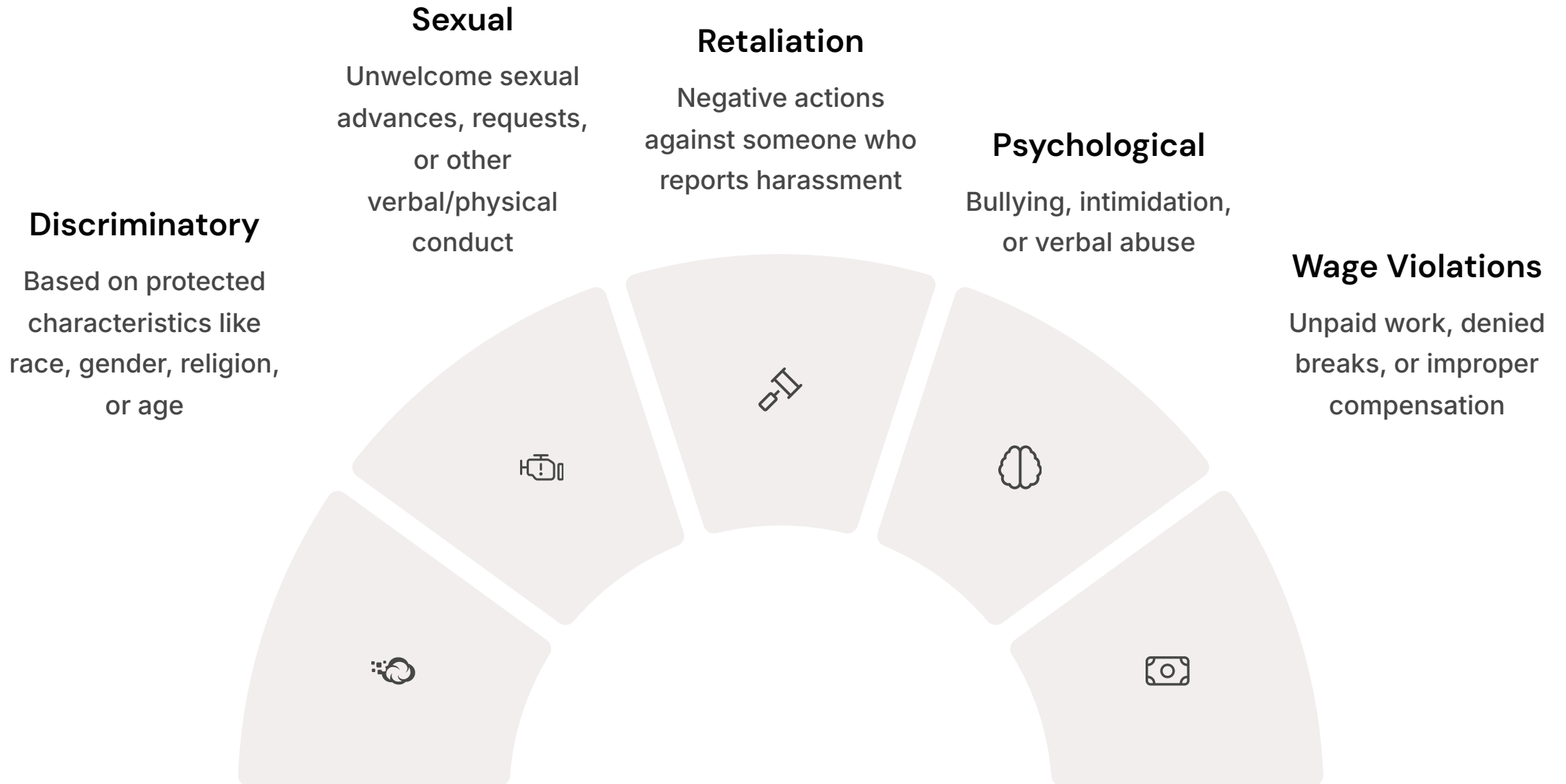
## Cleaning Industry

Majority of cleaning staff report dangerous working conditions

These statistics reveal an alarming reality. Harassment affects productivity, morale, and well-being. In our industry, the risks are even higher.



# Types of Harassment



# Sexual Harassment in the Cleaning Industry

## Industry Statistics

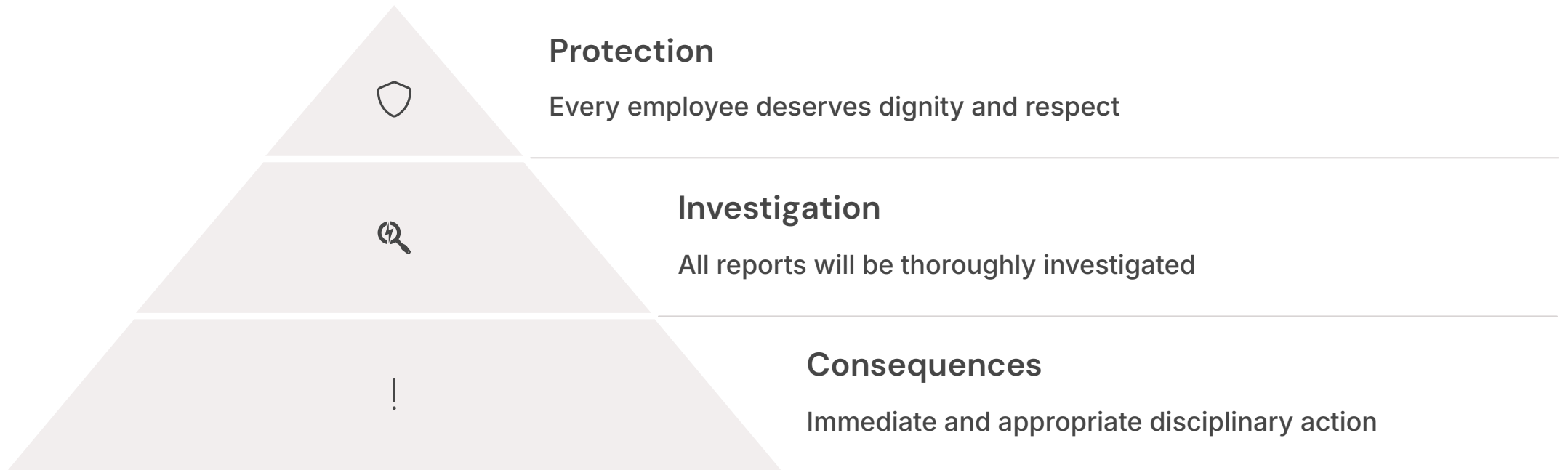
33% of cleaning staff experience sexual harassment. Most incidents go unreported due to fear of job loss.

Women face 72.5% of nonfatal workplace violence cases in the cleaning sector.

## Common Forms

- Inappropriate comments about appearance
- Unwanted touching or physical contact
- Pressure for dates or sexual favors
- Sexual jokes or displaying offensive material

# Our Zero-Tolerance Policy



Question: What does "zero-tolerance" mean for our workplace?

# Recognizing Harassment

## Unwelcome Conduct

Actions that are uninvited, unwanted, and unwelcome by the recipient.

- Offensive jokes or slurs
- Intimidating behavior
- Unwanted touching

## Hostile Environment

Conduct that creates an intimidating, hostile, or offensive work atmosphere.

- Pervasive unwelcome comments
- Displayed offensive materials
- Exclusion based on characteristics

## Multiple Sources

Harassment can come from anyone in the workplace.

- Supervisors and managers
- Coworkers and colleagues
- Clients and customers

Question: Can you give an example of conduct that creates a hostile environment?





# Reporting Procedures



## Submit Report

Report to supervisor, HR, or anonymous hotline



## Documentation

Incident details recorded with date, time, and witnesses



## Investigation

HR or designated team conducts confidential investigation



## Resolution

Appropriate action taken based on findings

Question: What information should you include when reporting an incident?



# Bystander Intervention



## Recognize

Identify harassment situations



## Speak Up

Safely intervene if possible



## Support

Offer assistance to the victim



## Report

Alert management to the situation

Question: What would you do if you witnessed a coworker being harassed?



# Creating a Respectful Workplace



## Professional Communication

Use appropriate language and tone. Consider how others might interpret your words.



## Respect Boundaries

Be aware of personal space. Ask permission before touching others, even casually.



## Embrace Diversity

Value different perspectives. Learn about other cultures and experiences.



## Practice Empathy

Consider how your actions affect others. Apologize if you unintentionally cause harm.

Question: How can you show respect for coworkers from different backgrounds?



# Key Takeaways

## Zero Tolerance

Our company prohibits all forms of harassment, without exception

## Shared Responsibility

Everyone must help prevent harassment and promote respect

## Prompt Reporting

Report all concerning behaviors immediately through proper channels

## Safe Environment

Together, we will create a workplace where everyone feels valued

Question: What is your most important role in preventing workplace harassment?