

Introduction – Creating a Respectful Workplace: Harassment Prevention Workshop

A workplace should be safe, inclusive, and free from harassment. This guide will help employees understand what constitutes harassment, how to address it, and how to contribute to a respectful work environment.

1. Understanding Workplace Harassment

Definition

Workplace harassment includes any unwelcome conduct that creates an intimidating, hostile, or offensive work environment based on race, gender, age, religion, disability, or other protected characteristics.

Types of Harassment

- **Verbal Harassment:** Insults, slurs, offensive jokes, or derogatory comments.
- **Physical Harassment:** Unwanted touching, threats, or intimidation.
- **Visual Harassment:** Display of offensive materials, inappropriate gestures, or suggestive images.
- **Sexual Harassment:** Unwanted advances, requests for favors, or sexually explicit comments.
- **Cyber Harassment:** Inappropriate messages, social media bullying, or digital threats.

Examples

- Spreading rumors or making offensive jokes about a coworker.
 - Sending inappropriate messages through email or text.
 - Making unwanted physical contact or invading personal space.
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2. Respectful Workplace Behavior

Professionalism

- Treat colleagues with dignity and respect.
- Avoid engaging in gossip or inappropriate conversations.
- Speak up against inappropriate behavior.

Communication

- Use respectful language in all interactions.
- Be mindful of tone and non-verbal cues.
- Listen actively and address concerns professionally.

Inclusivity

- Encourage diversity and inclusion.
- Avoid stereotypes and biases in interactions.
- Respect cultural and personal differences.

3. Handling Harassment

If You Experience Harassment

1. **Document the Incident:** Note dates, times, locations, and witnesses.
2. **Speak Up:** If safe, inform the harasser their behavior is inappropriate.
3. **Report the Incident:** Contact **CEO & Owner Victor Rodriguez at (862) 571-0076** and he is not reachable call **Administrative Manager Ivan Ortiz at (201) 736-4041**. If neither is available at the moment, **call the office phone at (201) 925-7175** and leave us a detailed message so we may follow up with the appropriate parties to address the issue timely with importance and urgency.

If You Witness Harassment

1. **Support the Victim:** Offer assistance and encourage them to report.
2. **Report It:** If comfortable, intervene or notify a supervisor.
3. **Lead by Example:** Foster a culture of respect and accountability.

Employer Responsibilities

- Investigate all complaints promptly and fairly.
- Take corrective action when necessary.
- Provide ongoing training and resources.

4. Prevention Strategies

- **Set Clear Expectations:** Communicate company policies and consequences.
- **Foster Open Communication:** Encourage employees to report concerns.

- **Encourage Bystander Intervention:** Employees should speak up against inappropriate behavior.
 - **Provide Training:** Regular workshops reinforce respectful workplace culture.
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5. Case Scenarios & Discussion

1. **Scenario: Inappropriate Jokes**
 - A coworker frequently makes jokes about another's appearance.
 - Discuss: How should employees respond? How should management handle it?
 2. **Scenario: Unwanted Advances**
 - An employee persistently asks a colleague out despite being rejected.
 - Discuss: What actions should the employee and employer take?
 3. **Scenario: Online Harassment**
 - An employee receives offensive messages from a colleague outside of work.
 - Discuss: Should this be reported? What are the company's responsibilities?
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6. Conclusion & Resources

- Creating a respectful workplace benefits everyone.
- Employees are encouraged to report concerns without fear of retaliation.
- Who to Contact In Case of Emergency Information:

CEO & Owner Victor Rodriguez at (862) 571-0076 Call/Text Available

Administrative Manager Ivan Ortiz at (201) 736-4041 Call/Text Available

Office Hotline Phone at (201) 925-7175
