



DIRIGO SAFETY, LLC

PUBLIC SAFETY ADVOCATES

Course Title: Harassment Prevention for Employees (Includes Sexual Harassment)

Time: 1 hour

Course Description: Discrimination and harassment in the workplace not only pose significant risks for employers but can also harm employee morale and hinder efforts to recruit and retain talent. This training is designed to equip you with essential knowledge and skills to:

- **Prevent Discrimination and Harassment:** Understand the impact of these issues and how to foster a respectful workplace.
- **Recognize Harassment:** Gain insights into harassment and sexual harassment, including relevant laws and definitions.
- **Report Incidents:** Learn the proper procedures for reporting harassment if it occurs.
- **Know Your Rights:** Be informed about your right to protection against retaliation when reporting incidents of discrimination and harassment.

Learning Objectives:

- Understand the importance of a respectful workplace and how it's everyone's responsibility.
- Recognize how fostering respect improves morale, enhances comfort, and reduces harassment.
- Gain clarity on behavioral expectations at work.
- Know when and how to report incidents to your supervisor or Human Resources.
- Become familiar with federal and state laws that protect against workplace harassment.
- Learn the definitions of harassment and sexual harassment under state and federal laws, including the Maine Human Rights Act and the Civil Rights Act of 1964.



DIRIGO SAFETY, LLC

PUBLIC SAFETY ADVOCATES

- Understand the illegality of sexual harassment and review real-life examples for clarity.
- Know your company's internal reporting and complaint procedures.
- Learn about external legal resources and the complaint process through the Maine Human Rights Commission.
- Be informed of your protection against retaliation for reporting harassment.

Course Outline Sections:

- Harassment Prevention for Employees
 - Culture of Respect
 - Examples of Respectful and Professional Behavior
 - Workplace Behavioral Expectations
 - Manage Conflicts Professionally
 - Respect Differences
 - Follow Policies
 - Address Issues Appropriately
 - Promote Collaboration
 - Lead by Example (for Supervisors)
 - Stop Disrespectful Behavior
 - Avoid Disruptive Conduct
 - A Respectful Workplace is Everyone's Responsibility
 - Supervisors Lead by Example
 - Employees Own Their Behavior
 - Supervisors Address Issues
 - Reporting Inappropriate Conduct
 - Prevention & the Impact of a Respectful Workplace
- It's the Law
 - Employment Laws You Should Know
 - Title VII of the Civil Rights Act of 1964
 - Maine Human Rights Act (MHRA)



DIRIGO SAFETY, LLC

PUBLIC SAFETY ADVOCATES

- Equal Employment Opportunity Commission (EEOC)
- Equal Employment Opportunity Commission Definitions
 - Discrimination
 - Harassment
 - Retaliation
- Harassment
 - Notes About Harassment
 - Sexual Harassment
 - Important Considerations
 - What is Sexual Harassment?
 - Forms of Sexual Harassment
 - Quid Pro Quo
 - Hostile Work Environment
 - Quid Pro Quo
 - Definition
 - Description
 - Example
 - Hostile Work Environment
 - Definition
 - Legal Criteria
 - Unwelcome Conduct
 - Pervasiveness
 - Severity
 - Sexual Harassment Examples
 - Persistent Unwanted Advances
 - Verbal Abuse or Comments
 - Objectification
 - Inappropriate Display
 - Unwanted Physical Contact
 - Employment Threats or Promises
 - Scenario



DIRIGO SAFETY, LLC

PUBLIC SAFETY ADVOCATES

- Response & Prevention
 - Liability Considerations
 - Prevention is Key
 - Additional Preventative Measures
 - When and How to Report Workplace Issues
 - Addressing Inappropriate or Harassing Behavior
 - Response to Workplace Harassment
 - What will happen if I report harassment?
 - What if the harassment continues?
 - What should I do if I witness prohibited behavior?
 - Maine Human Rights Commission
 - Who Can File
 - When to File
 - Where to File
 - How to Start the Process
 - Contact Information
 - Maine Whistleblower Protection
- QUIZ: Harassment Prevention for Employees