



**Course Title:** Sexual Harassment: Supervisor Roles and Responsibilities

**Time:** 2 hours

**Learning Objectives:**

- Define sexual harassment, statutory regulations, and offensive behaviors that can be considered harassment.
- Understand why it is important to prevent harassment of any kind in the workplace and steps to creating a respectful workplace.
- Understand Equal Employment Opportunity Laws.
- Explain your responsibilities as a supervisor.

**Course Outline Sections:**

- Legal Background
  - Title VII of the Civil Rights Act of 1964
  - Civil Rights Act of 1991
  - Title V Human Rights
- Step 1: Be Aware
  - Prevention of Harassment
    - Why it is important
    - Employer Liability
    - Supervisor Liability
  - Equal Employment Opportunity Laws
  - Protected Characteristics
  - Terms and Conditions of Employment
  - Unlawful Discrimination
    - Disparate Treatment
    - Disparate Impact
    - Harassment
    - Retaliation



- Sexual Harassment
  - What is Sexual Harassment?
  - Quid Pro Quo
  - Hostile Work Environment
  - Who can commit Sexual Harassment?
  - Who can be a victim of Sexual Harassment?
- Types of Sexual Harassment
  - Verbal Harassment
  - Physical Harassment
  - Written Harassment
  - Visual Harassment
  - Quid Pro Quo
- Hostile Environment
- Workplace Bullying
- Maine Whistleblower's Protection Act: Retaliation
- Role as Supervisor
- Step 2: Model Appropriate Behavior
  - Lead by Example
    - Respectful Interactions
    - Addressing Issues Promptly
    - Avoiding Gossip
    - Sharing Information
    - Avoiding Favoritism
    - Listening to Employees
- Step 3: Take Action
  - Complaints and Investigations
    - What happens next?
    - What should I do if an employee comes to me with a complaint?
    - Escalating the Matter
  - Role as a Supervisor
    - Identify Problematic Behavior



# DIRIGO SAFETY, LLC

PUBLIC SAFETY ADVOCATES

- Utilize Internal Resources
  - Facilitate Training
  - Embody the Three A's
    - Awareness
    - Appropriate Behavior
    - Action
  - Handle Complaints
- Conclusion
  - QUIZ: Sexual Harassment: Supervisor Roles and Responsibilities