

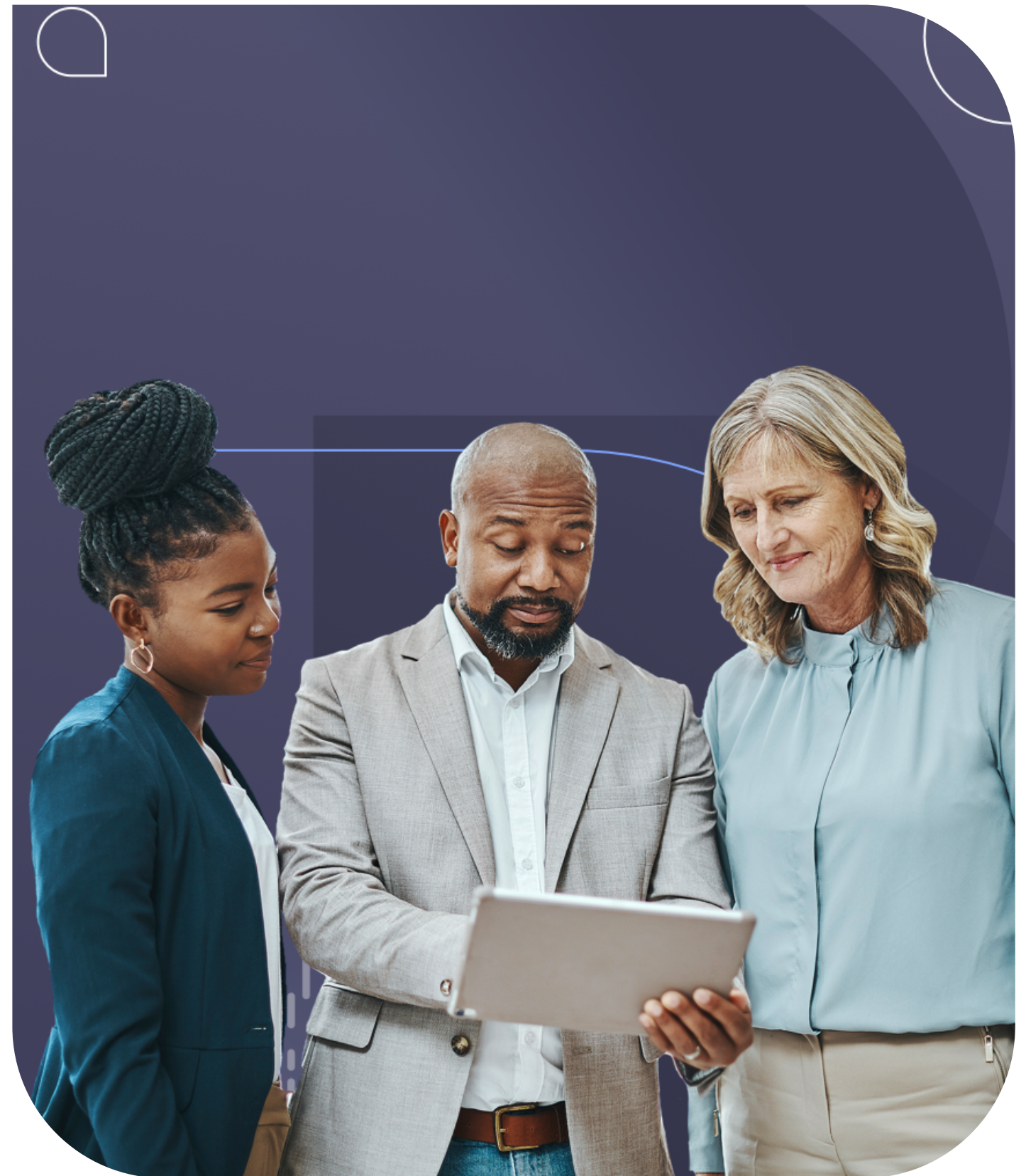
# Preventing Workplace Harassment Global

What does it mean to be respectful? Some conduct is obviously disrespectful. But many times, how people evaluate conduct is influenced by their life experiences and their established norms of behaviour. Given our varied workforces today, that leaves a lot of ambiguity in the type of conduct that people consider to be “harassment.”

## This course teaches:

- The definition of harassment and bullying behaviour
- Using the Workplace Colour Spectrum as a shared language
- Protected grounds
- Understanding when conduct is unwelcome
- Bystanders to Upstanders
- Victimization and the Manager’s Role
- How to report a complaint

Interactive survey questions in the course give employers real insight into strengths and vulnerabilities in the company regarding respect issues. Emtrain’s innovative Ask the Expert feature gives learners direct access to course experts.



## Course Version

- 60 and 45 minutes (Manager and Employee)

## Languages

- British English and 50 Machine Translation options.

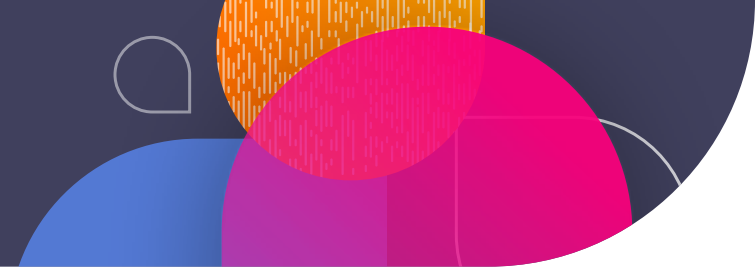
## Required Course Elements

- A PDF of, or link to, your written harassment policy for acknowledgment

## Included Resources

- Workplace Colour Spectrum Infographic
- Complaint Decision Tree to Characterize Conduct
- Checklist: Victimization

## Admin Optional Timer

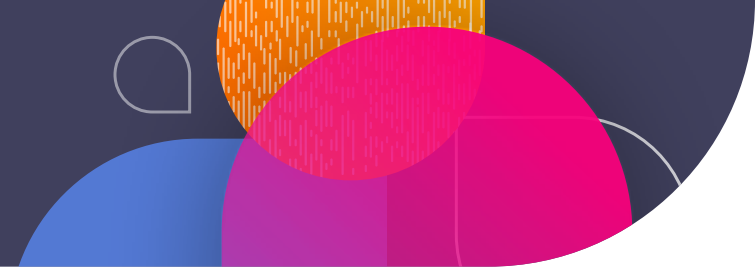


| Lesson                              | Description  | 45 | 60 |
|-------------------------------------|--|----|----|
| What is Respect?                    | An introduction to the purpose and goals of this course.   | ✓  | ✓  |
| The Workplace Colour Spectrum® Tool | Explaining what the Workplace Colour Spectrum is and how it can help managers and employees understand and categorise their conduct — and the conduct of others.   | ✓  | ✓  |
| What's Unlawful Harassment?         | How do you know if behaviour qualifies as harassment? Review the legal definition and elements of harassment, including "protected grounds". What are protected grounds? Where do they come from? Which ones apply in your workplace?  | ✓  | ✓  |
| Bullying and Vexatious Behaviour    | This lesson helps the workforce understand, identify, and measure vexatious and bullying behaviour in the workplace.   | ✓  | ✓  |
| Different Forms of Harassment       | Workplace Harassment always involves conduct that meets certain legal criteria and is unlawful. What kind of conduct is that? Review the different forms of harassing conduct.   | ✓  | ✓  |
| What Makes Conduct Unwanted?        | A hostile work environment always involves "unwanted conduct." What is it and how do you know when your words or actions are "unwanted?"   | ✓  | ✓  |
| What Makes Conduct Red and Toxic?   | Red conduct is almost always illegal and always negatively impacts work culture. What does it look like? And how do you know when your conduct crosses the line?   | ✓  | ✓  |
| Who Can Be Involved in Harassment?  | Explaining the reach of workplace harassment laws, who is protected, and who can be an offender.   | ✓  | ✓  |
| Common Situations                   | There are a few common situations that seem to find their way into harassment situations (or employee conflicts) on a regular basis. Proactively knowing which situations tend to create employee conflicts and potential harassment can help all of us maintain a more healthy workplace culture. |    | ✓  |





| Lesson                              | Description  | 45 | 60 |
|-------------------------------------|--|----|----|
| <b>Bystanders to Upstanders</b>     | In most harassment situations, someone outside the situation knows what's going on. What is the role of the bystander? And how do you go from being a passive bystander to someone who takes action?   | ✓  | ✓  |
| <b>Respect in the Chat App</b>      | As more and more people are working remotely, digital communications have become a crucial tool. Learn the best practices for digital communications whether email, instant messaging, etc.  |    | ✓  |
| <b>Pronouns and Gender Identity</b> | Being trans, nonbinary, or gender non-conforming is a new concept for many people. But the basics for showing respect remain the same, even when navigating unfamiliar situations. In this lesson, we give the best practices for learning your co-workers' pronouns, and how to treat trans and non-binary people with respect. |    | ✓  |
| <b>Mental Health and Respect</b>    | Issues related to mental health and not shaming or embarrassing someone because of mental health issues that they have.  |    | ✓  |
| <b>Victimisation</b>                | Employees have a right to raise a concern or complaint without fear of victimisation. But what is victimisation — and when do work decisions cross the line?   | ✓  | ✓  |
| <b>The Manager's Role</b>           | Managers play a key role in ensuring a healthy work culture. They set the tone. They are the eyes and ears of the employer. And they are the ones who often navigate tricky people and harassment issues.  |    | ✓  |



| Lesson   | Description  | 45 | 60 |
|--|--|----|----|
| <b>Reporting, Investigations, and Workplace Policies</b> | Per the legal training mandates in several states, all employers must educate their employees on their workplace policies that prevent harassment, how to report concerns of harassment, and the employer's investigation when concerns are reported. All employers must have their own harassment prevention policy to highlight in this lesson. For employers who lack a policy, Emtrain provides a harassment prevention policy template that can be used to create an employer policy. | ✓  | ✓  |
| <b>Provide Your Feedback</b>                             | A post-programme survey on the learning experience.  | ✓  | ✓  |