

#### **VERSIONS**

All Employees (60 min)

#### WHAT'S COVERED

- Bullying
- <u>Bystander To Upstander</u>
- Causal Connection
- Forms Of Harassment
- Gender Identity
- Hostile Work Environment
- Investigations
- Manager's Duty To Report
- Negative Job Action
- Off-Duty Conduct
- Office Romance
- PoSH (Prevention Of Sexual Harassment Act)
- Protected Activity
- Protected Grounds
- Psychological Harassment
- Quid Pro Quo
- Reprisal
- Severe & Pervasive
- Sexual Orientation
- Toxic Workplace
- <u>Unwelcome Conduct</u>

# **Preventing Workplace Harassment — India**

11th Edition





# Designed for India's PoSH Statutory Requirements for Harassment Training

The comprehensive training Course delves into important topics such as bullying, harassment, and workplace violence. It equips employees with practical and effective strategies to proactively maintain a respectful workplace. Additionally, the Course guides learners to thoroughly review and acknowledge their employer's policies and reporting procedures.

By prioritizing respect and investing in this training program, organizations can pave the way for a more cohesive, respectful, and productive working environment for all.In individuals from various generations, races, and ethnicities, it is crucial to recognize that "respectful" behavior can mean different things to different people. To foster an inclusive environment, we highly recommend implementing an annual respect training program. This program aims to cultivate a shared language and establish clear behavioral standards that promote respect among your workforce.

# **Course Description**

The Preventing Workplace Harassment India training course supports all employers with employees in India and helps organizations create a consistent, global message about their workplace culture. The training course addresses sexual harassment as well as other forms of harassment, bullying, and unhealthy workplace behaviors. Discrimination, harassment, bullying, and disrespect show up slightly differently in India, which should be reflected in the video scenes. The course should be rolled out annually to all employees to guide them on how to be their most respectful selves and how to navigate the most pressing social issues impacting co-worker interactions.

# **Key Concepts**

- Defining respect and what gets in the way of respect.
- The different types of harassment, include unlawful harassment and disrespectful conduct.
- Understand, identify and measure aggressive, bullying behavior in the workplace.
- How employees can go from being bystanders to taking action (upstander)
- Who Can Be a Harasser or a Victim?
- How to use workplace policies and report misconduct defined by The PoSH Act.

# **Course Features**

- Access to our Anonymous Ask the Expert tool
- Rich video scenarios based on real-world events
- 50+ Machine Translation Options
- Optional program timer

COURSE EXPERTS

#### **Janine Yancey**

Emtrain Founder & Employment Law Expert

#### Allison Colgin Hubbard

Emtrain Expert & Employment Counsel

• Built-in employee sentiment surveys

- Policy acknowledgement tool
- Extensive customization options

## Lessons

# What is Respect?

An introduction to the purpose and goals of this course, and an overview of how the meaning of respect varies from person to person.

## What Gets in the Way of Respect?

Examining four root causes that can lead to disrespect in the workplace: power disparity, us vs. them, low social radar, and unhealthy work culture.

## The Workplace Colour Spectrum® Tool

Explaining what the Workplace Colour Spectrum is and how it can help managers and employees understand and categorize their conduct - and the conduct of others.

#### What's Unlawful Harassment?

Workplace harassment and sexual harassment are terms that people often throw around. But what are their actual definitions?

#### **Bullying and Aggressive Behaviour**

This lesson helps the workforce understand, identify and measure aggressive, bullying behaviour in the workplace.

#### Types of Harassment

Workplace Harassment always involves conduct that meets certain legal criteria and is unlawful. What kind of conduct is that? What is Quid Pro Quo harassment? What is a Hostile Work Environment?

#### 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 or in violation of our organisation's policy, and always negatively impacts work culture. What does it look like? And how do you know when your conduct crosses the line?

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Explaining the reach of workplace harassment laws, who is protected, and who can be an offender.  Forms of Disrespectful Conduct and Harassment  Giving examples of the kinds of verbal, visual and physical conduct that violate laws and impact a healthy workplace culture.  Retaliation  Employees have a right to raise a concern or complaint without fear of retaliation. But what is retaliation — and when do work decisions cross the line?  Bystanders to Upstanders  In most harassment situations, someone outside the situation often 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?  The Manager's Role  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.  The POSH Act: Reporting, Investigations, and Workplace Policies  Remedies, policies, and reporting procedures.  Provide Your Feedback  A post-program survey on the learning experience.	Who Can Be a Harasser or a Victim?
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