

# Preventing Workplace Harassment

Workplace and sexual harassment are “people issues” that often involve decent people acting in ways that make others feel disrespected, vulnerable and psychologically unsafe.

This course:

- Engages learners with emotionally provocative scenes featuring relatable, realistic characters
- Shows learners how their perceptions compare with others
- Allows them to see other learners’ questions on the topic
- Gives learners a system for universally categorizing actions so people are referencing the same or similar actions and you have a system and a process for behavior change.

Our course meets all training requirements related to sexual harassment and bullying, including those in California (AB1825, AB2053, SB396, and SB1343), New York State (NYHRL/§201-G), New York City (Local Law 96), Illinois (IHRA/§§2-109, 2.110), Connecticut (§46A), New Jersey, Delaware (SB 360/§711A) and Maine (§807).

Our content was reviewed and edited by top subject matter state and federal law authorities, including domain experts who testified before the California legislature on harassment training, wrote the regulations on AB 1825 and enforced training requirements as head of the DFEH.

## Course Versions

- CA Manager – 120 mins
- CA Employee – 60 mins
- CT Manager and Employee – 120 mins
- NY Manager & Employee – 60 mins
- IL Manager and Employee – 60 mins
- Standard U.S. Manager – 60 mins
- Standard U.S. Employee – 35 mins

## Admin Optional Timer

## Required Course Elements

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

## Included Resources

- Workplace Color Spectrum infographic
- Checklist: Retaliation
- Checklist: Dating
- Checklist: After Hours Conduct

## Languages

English and Spanish



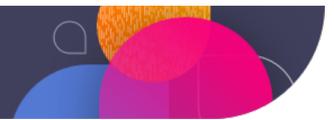
# Content Summary

Lesson Title	Lesson Content	Course Version				
		CA/CT 120	CA 60	NY/IL 60	US 60	US 35
1. Developing Your Workplace Respect Skills	An introduction to the purpose and goals of this course.	✓	✓	✓	✓	✓
2. What Gets in the Way of Respect?	Examining four root causes that can lead to disrespect in the workplace: power disparity, tribalism, low social radar, and unhealthy work culture.	✓	✓	✓	✓	✓
3. The Workplace Color Spectrum® Tool	Explaining what the Workplace Color Spectrum® is and how it can help managers and employees understand and categorize their conduct - and the conduct of others.	✓	✓	✓	✓	✓
4. What's Unlawful Harassment?	Workplace harassment and sexual harassment are terms that people often throw around. But what are their actual definitions?	✓	✓	✓	✓	✓
5. What Are Protected Characteristics?	Workplace harassment always involves conduct or comments relating to "protected characteristics." But what are "protected characteristics?" Where do they come from? Which ones apply in my workplace?	✓	✓	✓	✓	✓
6. 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?	✓	✓	✓	✓	✓



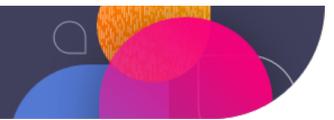
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7. What Makes Conduct Unwelcome?	A hostile work environment always involves "unwelcome conduct." What is it and how do you know when your words or actions are "unwelcome?"	✓	✓	✓	✓	✓
8. What Makes a Culture Toxic and Red?	A hostile work environment always involves words or actions that are either "severe" or "pervasive." What does that mean? How do you know when your conduct crosses the line? And aside from harassment issues, how does that kind of conduct impact work culture?	✓	✓	✓	✓	✓
9. Who Can Be a Harasser?	Explaining the reach of workplace harassment laws, who is protected, and who can be an offender.	✓	✓	✓	✓	
10. Forms of Disrespectful and Harassing Conduct	Giving examples of the kinds of verbal, visual and physical conduct that violate laws and impact a healthy workplace culture.	✓	✓	✓	✓	
11. 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?	✓	✓	✓	✓	✓
12. 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.	✓		✓	✓	



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13. A Digital Divide	Exploring how digital communications can keep us connected and efficient - or create divides and lead to problems.	✓				
14. Shifting Your Point of View	Sometimes we take actions or make assumptions without thinking about the impact on others - and whether they might involve protected characteristics. But these situations have consequences. The key is to shift our point of view. Examples: age and family status.	✓				
15. Mistaken Identity	Matters relating to our personal lives - including sexual orientation - are bound to come up from time to time at work. But undue or unwanted attention to them can create conflict and lead to problems.	✓	✓	✓	✓	
16. The Son	Comments and actions relating to someone's race and ethnicity can be particularly difficult. They can create harassment issues - and, as importantly, destroy trust, camaraderie and inclusion.	✓	✓	✓	✓	
17. Eyes Wide Open: Manager Relationships	Intimate relationships are surprisingly common at work. But what are the rules - and risks - when it comes to dating a manager or someone higher up in your chain of command?	✓				
18. Eyes Wide Open: Co-Worker Relationships	Intimate relationships between co-workers are surprisingly common at work. Sometimes they end happily ever after - and sometimes they create serious personal and professional problems. That's why it's really important to understand the risks and rules in this area.	✓				



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19. My Name Is Jennifer	Issues related to transgender co-workers have hit the news and are new to some people. But the basics of respect are the same and help create a healthy workplace for everyone.	✓	✓	✓	✓	
20. Awkward Missteps	Everyone eventually puts their foot in their mouth. That's human. But knowing you did it and knowing how to fix it can stop a misstep from creating conflict and harassment claims.	✓	✓	✓	✓	✓
21. Reacting to Scary Times?	Harassment issues - and accusations - have made the news and are more visible than ever before. Some people figure the best way to avoid a claim is to avoid contact. But does that work? And isn't the real solution finding a way to be respectful of everyone?	✓				
22. The Dancing Machine	After hours or offsite work events can be a great way to build teams and celebrate success. But they are still work events - and forgetting that can lead to conflict and change the way your co-workers view you.	✓	✓	✓	✓	✓
23. Speaking Out - and Up - at Work	Everyone is entitled to their own opinions - but can employees state their opinions at work? What happens when a "personal opinion" relates to a protected characteristic? Are you just stating an opinion or throwing a grenade?	✓				
24. The Bully at Work	Bullying behavior is different from harassment - but can really hurt our ability to work together. What is bullying - and what does it do to our work culture?	✓	✓	✓	✓	



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25. 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?	✓	✓	✓	✓	✓
26. Reporting, Investigations and Workplace Policies	Discussing reporting and investigation procedures, as well as presentation and acknowledgement of harassment policy.	✓	✓	✓	✓	✓
27. Post-course Survey	Asking for learner feedback on the usefulness of the course.	✓	✓	✓	✓	✓

*Note: While all harassment prevention courses share core learning content, content for state-specific courses reflect local laws and requirements. We also shorten the treatment of topics in some lessons in order to meet timing goals for shorter course versions.*