



## RESPECT AND FAIR TREATMENT IN THE WORKPLACE

**Course Number: ETH 102**

**Course Length: 1 Hour**

**Description:** This course introduces participants to the ethical principles surrounding harassment (both sexual and nonsexual), diversity, and bullying in the workplace. The focus of this course is how to solve ethical and build respect between people. It includes ethical decision-making strategies as well as specific information on workplace harassment and diversity issues.

### **Objectives:**

- Know how to approach and solve various kinds of ethical dilemmas using specific ethical tests and problem-solving strategies.
- Understand the moral and ethical principles behind respect and fair treatment.
- Identify the key components of a harassment policy.
- Define diversity and identify the kinds of diversity in the workplace.
- Learn what the law says about discrimination in the workplace.
- Know the difference between assimilation, acculturation, and multiculturalism.
- Learn strategies to resolve cultural conflict and build harmony in the workplace.
- Know the various forms of harassment.
- Identify the kinds of sexual harassment and their degrees of severity.
- Know the Reasonable Person Standard
- Learn strategies to avoid and deal with sexual harassment.
- Understand the parameters and issues surrounding jokes, innuendos, and banter at work.
- Identify bullying behavior.
- Learn strategies to avoid and deal with workplace bullying.
- Learn proactive strategies to prevent harassment and bullying.



- Learn how to report harassment and discrimination incidents and how to get help.

## **Course Outline:**

### Part 1: Respect and Ethics Basics

- A fair and equitable workplace
- What is respect?
- The basics of respect
- Treating people right
- Your professional perspective
- Ethical tests
- Character connection

### Part 2: Workplace Diversity

- What is diversity?
- Kinds of diversity
- Goals of diversity
- Assimilation, acculturation, and multiculturalism
- What do we do about diversity?
- What the law says about discrimination
- A company's responsibility
- Advantages of diversity in the workplace
- Diversity as an asset
- Profitability case for diversity
- Six ways you can promote harmony at work
- Challenges to diversity programs
- Challenges from society and individuals
- Resolving cultural conflicts

### Part 3: Harassment Policies

- Discrimination and harassment policy

### Part 4: Workplace Harassment



- What the law says about harassment
- Facts about harassment
- A harassment policy
- Forms of harassment

#### Part 5: Sexual Harassment

- What is sexual harassment?
- Characteristics of sexual harassment
- Facts about sexual harassment
- Quid pro quo harassment
- Hostile work environment
- Examples of hostile work environment
- Verbal sexual harassment behaviors
- Nonverbal sexual harassment behaviors
- Physical sexual harassment behaviors
- Degrees of sexual harassment
- What to do about sexual harassment: the target/victim
- What to do about sexual harassment: avoidance tips
- What to do about sexual harassment: the harasser
- What to do about sexual harassment: the observer

#### Part 6: Non-sexual Bullying

- The cost of harassment: the victim
- The cost of harassment: the harasser
- The cost of harassment: the organization
- Jokes, innuendos, and banter
- Cautions with banter
- Bullying
- Examples of obvious workplace bullying
- Examples of subtle workplace bullying
- Bullying or not?
- Effects of bullying on the individual
- Effects of bullying on the workplace
- What to do about bullying



- Proactive company strategies
- General tips

#### Part 7: Reporting

- Myths about coming forward
- Who and where to report
- Reporting tips
- Being courageous