



Sexual Harassment and Diversity Awareness Training

General Session: Length: 45 minutes

During this session, we will:

- Review definitions of harassment, sexual harassment and diversity
- Discuss employee right to work laws
- Explain why any kind of harassment is not accepted in the workplace
- Describe company policy and procedures for responding and reporting incidents of harassment
- Explain employee responsibilities under the company policy and procedures.

Following this training, participants will be able to:

- Explain what an diverse and inclusive work environment means
- Define what harassment and sexual harassment is
- State why it is important to prevent harassment and sexual harassment in our workplace
- Describe steps to take to respond and report harassing behaviors
- Practice their responsibility in creating a positive work environment for others

Supervisor and Manager Sessions: Length: 45 minutes

To supplement the General Session training above, the Supervisor and Manager session focuses on individuals who are in leadership roles. This training provides supervisors additional information on their role and responsibilities in responding to harassment claims.

Following this training, participants will be able to:

- Take appropriate action when harassment is suspected
- Determine whether or not to investigate
- Explain company policy for investigating claims
- Identify steps for conducting an investigation
- Implement corrective actions to take when harassment is suspected
- Describe appropriate and inappropriate leadership behaviors in an inclusive workplace
- Discuss ways they can promote a respectful inclusive worksite