

## INTRODUCTION

### Building a Respectful Workplace

- A fundamental right
- Defining respect
- Respect is in the eye of the beholder
- What does a respectful workplace look like?
- The benefits of a respectful workplace
- Building a respectful workplace in four steps

## RECOGNIZING HARASSMENT AND DISCRIMINATION

### Understanding Harassment and Discrimination

- A healthy environment
- What is discrimination?
- Intention vs. Impact
- Limited exceptions to the rule
- What is harassment?
- 4 types of harassment
- A self-assessment

### 4 Workplace Anti-Discrimination Laws

- A discrimination-free workplace
- An employer's obligation
- 4 workplace anti-discrimination laws
- The Equal Pay Act
  - Is There an Illegal Pay Gap?
- Title VII of the Civil Rights Act
  - Protected characteristics
  - Ensuring compliance
- The Age Discrimination in Employment Act
  - Ensuring compliance
- The Americans With Disabilities Act
  - Ensuring compliance
- State and city anti-discrimination laws
- Is it illegal discrimination?
- The right to a discrimination-free workplace

### What Is Sexual Harassment?

- A terrible reality
- What is sexual harassment?

- Unlawful sexual harassment
- What sexual harassment isn't
- Sexual harassment examples
- 2 types of illegal sexual harassment
- Quid Pro Quo
  - An exchange
- Hostile Work Environment
  - An abusive workplace
  - What makes a workplace hostile?
- Apply your understanding
- The psychological and professional impact of sexual harassment
  - The impact of Lilia's experience

#### 4 Forms of Sexual Harassment and Their Consequences

- A serious issue with serious consequences
- 4 forms of sexual harassment
- The bottom line
- Sexual harassment is bad for business
- Consider this
- Potential consequences for the harasser
- Increase your self-awareness
- Have I ever?
- What do you do?

#### PREVENTING AND RESPONDING TO SEXUAL HARASSMENT

#### What To Do if You're Being Sexually Harassed at Work

- The dreaded question
- What is retaliation?
- What retaliation looks like
- What can you do if you're harassed?
- Documenting harassment
- Check your understanding
- Recovering from harassment

#### Bystander Intervention

- What should you do?
- What is bystander intervention—and why is it important?
- Reasons people don't intervene
- 3 stages of intervention
- How to intervene safely and effectively

- What do you do?
- A unique responsibility

### Next Steps

- Progress check

## ADDITIONAL SUPERVISOR TRAINING

### Preventing Sexual Harassment as a Supervisor

- Start at the beginning
- The importance of prevention
- 5 tips to prevent sexual harassment
- A supervisor's role

### Responding to Sexual Harassment Complaints

- Your legal responsibility
- Imagine this
- What's considered a complaint?
- The dos and don'ts of responding to complaints
  - Do this:
  - Don't do that:
- Dealing with the alleged harasser
- A final note on personal liability

## CONCLUSION

### Summary

- Key takeaways
- It doesn't stop here

## FINAL QUIZ