

Sexual Harassment for Employees

Prerequisites: None

Length: Half Day

Summary: You will develop a working knowledge of how to prevent sexual harassment for non-management employees.

Course Content

UNDERSTANDING THE ISSUE

- Know What the Law Says
- Identify Instances of Sexual Harassment
- Know Your Company's Policies
- Assess the Work Environment
- Recognize Your Own Responsibility

EXERCISING RESPONSIBILITY

- Examine Your Own Attitude and Behavior
- Dating in the Workplace
- Accept Personal Responsibility
- Share Your Knowledge
- Take All Complaints Seriously

MAINTAINING AWARENESS

- Keep Current in Education and Information
 - Continue to Improve
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