



Compliance Training

Diversity at Work
Preventing Harassment
Avoiding Workplace Violence

Diversity at Work

Objectives

- Understand what is meant by “diversity”
- Realize the importance of diversity at work
- Know how values play a role
- Understand how stereotypes are harmful





Diversity at Work

What is Diversity?

Diversity defined

- Those things that make us different (seen or unseen)
- Examples include:
 - Race
 - Age
 - Religion
 - Education level
 - Ethnicity
 - Gender
 - Values
 - Personality
 - Marital status
 - Disability
- What are some other examples?

Diversity at work means:

- Including all people
- Respecting what makes people different
- Understanding that differences don't make some people right and others wrong
- Meeting the different needs of all people
- Helping people succeed on the job

Diversity is NOT

- Lowering standards
- An excuse for treating people unfairly
- Blaming white males
- Favoring women and minorities unfairly
- Treating all people the same
- Affirmative Action

All people must be able to do their job duties.

Affirmative Action

- **Affirmative Action is not the same as Diversity**

Affirmative Action means:

- Increasing numbers of employees from certain groups
- Focusing on specific characteristics such as race, gender, and / or disability

Why is diversity important?

- Good for business
- Brings new ideas, creativity, ways to solve problems, etc.
- Population of workforce is changing to include an increase in
 - Hispanic employees
 - people over the age of 50
 - women

What are values?

- Deeply held beliefs
- Determine a person's actions or comments
- Help people judge right from wrong, good from bad, fair from unfair, etc.

Why are values important?

- Make up diversity
- Help us to understand people
- Can cause conflicts at work when not understood

Why are stereotypes harmful?

- Can cause anger and conflicts
- Provide only limited information about a person
- Don't see who the individual really is

How can stereotypes be avoided?

- Look at the individual, not the group
- Do not assume
- Listen to person
- Get to know the person



Questions?

Preventing Harassment

Objectives

- Understand what is meant by “harassment”
- Identify inappropriate behaviors
- Understand how harassment can be prevented
- Know what to do if experiencing or witnessing harassment



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Preventing Harassment

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What is Harassment?

Harassment defined

- It is inappropriate behavior based on groups protected by the law.
- Groups include:
 - Gender / Pregnancy
 - Race
 - Religion
 - Marital status
 - Disability (physical or mental)
 - Color
 - Age (40 or older)
 - Sexual Orientation
 - National Origin / Ancestry

Inappropriate behavior

Conduct that is:

- Unwelcome
- Severe or constant
- Unfair
- Focused on protected groups
- Creating bad work settings
- Based on sexual favors

Examples of inappropriate behavior

- Improper pictures
- Sexual suggestions or comments
- Improper gestures
- Vulgar language
- Improper jokes, comics, stories, etc.
- Racial or homophobic slurs
- Giving or taking away job actions based on sexual favors
- Improper song lyrics, lines from movies, etc.

Not all harassment is sexual in nature.

How can harassment be prevented?

- Treat all employees with respect
- Communicate
- If it is mean or demeaning, don't say or do it
- Even if talking to friends, comments can offend anyone else who overhears it
- Conduct okay out of work, may not be okay at work
- Ask, "What would my mother think?" If not appropriate around her, chances are not meant for the workplace either
- If in doubt, do not do or say it

Harassment can occur...

- Between or among people regardless of gender
 - Men harassing women
 - Men harassing other men
 - Women harassing men
 - Women harassing other women
- Between or among people of the same group
 - Same race
 - Same religion
 - Same ethnic group
 - Etc.

Why is harassment serious?

- It is a form of abuse
- There are laws that prohibit this conduct - Penalties can be harsh
- It hurts the work and personal lives of all people involved

Feel you are experiencing / witnessing harassment?

- If you are comfortable, talk to the individual(s) involved
- Follow company policies on reporting it
- Remember, retaliation against employees for reporting harassment is not tolerated



Questions?

Avoiding Workplace Violence

Objectives

- Understand what is meant by “workplace violence”
- Recognize warning signs
- Know ways to prevent workplace violence



Avoiding Workplace Violence



What is Workplace Violence?

Workplace violence defined

Violent acts often involve people the victims know

- It begins with a conflict
- It can range from name calling to murder
- It can be any conduct that makes a person feel scared or unsettled

The Company's goal is to prevent violent acts at work by keeping a safe workplace free from bullying, threats, violent acts, etc.

Examples of violence

- Name calling
- Shoving, pushing, kicking, throwing objects, etc.
- Making threats (verbal, written, by telephone, or electronic)
- Harassing or stalking – constant, unwelcome, and / or frightening contact or pursuit
- Damaging property

Offenders

- Can be male or female
- Can come from many
 - backgrounds
 - levels within the company
 - age groups

It is important to focus not on the person, but on the **conduct** of the person.

Warning signs

- Making threats
- Planning harmful actions
- Holding grudges
- Blaming others constantly
- Bringing weapons to work
- Threatening conduct
- Harassing conduct
- Making bizarre statements

Warning signs, continued

- Showing a pattern of anger or bullying
- Stalking
- Making suicidal statements
- Ignoring security rules
- Being very upset or desperate
- Making statements that support violent acts as a way to solve problems

What can you do to prevent violence in the workplace?

- Be aware of the warning signs
- Report any possible signs right away; do not ignore them
- Do not put yourself in danger or unsafe situations; allow the experts to get involved
- Trust your gut feeling; your fear or the fear you see in others is enough to report a situation

What can you do to prevent violence in the workplace?

- Do not simply hope that things will get better if ignored
- Get help for yourself if you are having trouble with too much anger or too much stress at work or outside of work

What happens after a report is filed?

- It will be looked into
- People involved will be treated with respect - Rights will be protected
- A careful review and understanding of the situation will take place
- Correct action will be taken based on the findings

A respectful workplace

- A place where all people are treated respectfully by each other and the managers
- Always follow the Company's policy on Workplace violence



Questions?