

HARASSMENT AT WORK



Four Principals To Promote Workplace Harmony

✓ Respect the Dignity of all Persons

✓ Respect the Rights and Property of Others

✓ Promote Empathy & Learn from Differences in People, Ideas, and Opinions

✓ Promote a Healthy and Safe Work Environment



Living These Principles

Imagine employees are not only expected to embrace these principles and to act accordingly, but also to take responsibility to confront, challenge and respond to or report inappropriate behaviors whenever and wherever they are encountered.



What exactly is harassment?

Who do I tell?

What do I do?



What is Harassment?

Harassment is....

- Derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- Derogatory and/or sexually-oriented posters, photos, cartoons, drawings or gestures.
- Unwanted touching, assault, blocking normal movement or interfering with work because of gender, race, or other.
- Threats and demands to submit to sexual requests as a condition of employment or employment benefits.
- Retaliation for reporting or threatening to report harassment.
- Communication via any form of electronic media of the above.



How to recognize sexual harassment.

Confidentiality

- If you report an incident of harassment, or ask for help on a question of discrimination, harassment, or retaliation, you are entitled to confidentiality within certain limits.
- When an investigation is conducted, those involved will need to be interviewed.
- This investigation will be conducted in a manner that protects the privacy of all involved to the greatest extent possible.
- When you are involved in an investigation, you are asked to refrain from discussing the investigation with your fellow employees.



What do you do?

Who you gonna call?



What if you are accused of Harassment?

- If a co-worker directly accuses you of harassment, listen carefully to understand what that person is feeling and why he or she feels your behavior was inappropriate or offensive, and apologize for making that individual feel uncomfortable.
- Tell him or her that you will avoid similar conduct in the future and then keep your word.
- If you feel your behavior was acceptable or that you are being falsely accused, immediately discuss the situation with your supervisor.

What if you are accused, continued:

- If a formal complaint is filed against you, understand that a thorough investigation must take place. Though it may be an unpleasant experience, cooperate fully with the investigator by being honest when questioned about the alleged conduct. You may also choose to seek professional, outside advice.
- Once either you or the other party has discussed the issue with a supervisor or other resource within Imagine, you must cease any attempt to discuss the situation directly with the complainant.

What if you experience harassment?

Persons who consider the behavior of others unwelcome need to take reasonable steps to stop the behavior. Staff may find it difficult, under certain circumstances, to speak up; however, Imagine encourages everyone to take action against harassment in our organization.

Here are some additional guidelines should you encounter harassment:

1. Consider **firmly, clearly and directly** telling the harasser to stop.
2. If the behavior continues, document the conversation or offending behavior and contact your supervisor, the Executive Director, or the Administrative Coordinator.
3. Follow Imagine's complaint procedures. Your Imagine Employee Handbook is a great resource for policies regarding Harassment and how and when you should report.