

Respectful Workplace Agenda

- I. Introduction
- II. Learning Objectives

Part 1

Respect and Civility

- a) What is it?
- b) Video
- c) Why is it important?
- d) How can I set an example?

Part 2

Harassment in the Workplace

- a) The Workplace – Where is it?
- b) Recognizing Harassment & Examples
- c) Unwelcome vs. Welcome Conduct
- d) Effect not Intent

Harassment and the Law

- a) Liability and Responsibility
 - i. Employer
 - ii. Supervisors/Managers
 - iii. Employees
 - iv. Unions (if applicable)
- b) Types of Harassment
 - i. Bullying (psychological harassment)
 - o What is not Bullying
 - ii. Sexual Harassment
 - o What is not Sexual Harassment

Part 3

Violence in the Workplace

- a) Statistics
- b) Examples of Behaviours that Constitute Violence
- c) Domestic Violence and Effects on the Workplace

Part 4

Discrimination

- a) Examples of Discrimination
- b) Self-awareness
 - i. Unconscious bias
 - o Vigilance and Awareness
(bias free language; conscious communication)

Part 4

Discrimination (cont.)

- o Exposure and Experience
(learning/teaching tolerance)
- o Conversation and Feedback
(resistance and change)
- o Managers: Fair vs. Same Treatment

Part 5

Impact of Harassment

- a) Psychological Impact
- b) Victim Impact
- c) Workplace Impact

Importance of Harassment-free Workplace

- a) What to do
- b) Reprisal
- c) Bystander Intervention

Part 6 - Company Policy

Part 7 - Tips and Warning Signs

Part 8

- a) Conclusion
- b) Key Takeaways

Manager Add-ons

Building and Maintaining a Respectful Workplace

- o Model Respect
- o Take Action
- o Encourage Employees
- o Preventative Measures

