

Discrimination & Harassment: Practices for Mitigating Risk

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| Intended Audience | Mid-Level | Delivery Option | 1-Day In-Person (Onsite) |
| HR Competencies | <ul style="list-style-type: none">• Ethical Practice• HR Expertise (HR Knowledge)• Relationship Management | Recertification* | <ul style="list-style-type: none">• SHRM: 7.25 PDCs |

Program Overview

Learn the fundamentals of discrimination and harassment in the workplace. Explore the laws addressing discrimination and harassment and the issues around bullying. Review policy, procedure, and handbook development. Gain insight around conducting investigations, establishing and enforcing of codes of conduct, and conducting employee discipline in a non-discriminatory manner.

Program Objectives

This program is designed to provide you with the knowledge and skills necessary to:

- Apply federal laws dealing with harassment and discrimination.
- Recognize and address bullying.
- Develop policies, procedures, and handbooks that address discrimination, harassment, and bullying.
- Conduct an internal investigation.
- Recognize basic concepts related to establishing and enforcing codes of conduct and conducting employee discipline.
- Identify the best practices in avoiding discrimination in establishing and enforcing codes of conduct and conducting employee discipline.

Program Modules

This program includes the following modules:

- Module 1: Discrimination
 - Discrimination background
 - Discrimination and the law
 - Affirmative action, equal opportunity, and diversity
 - The fostering of an anti-discrimination environment in the workplace

- Module 2: Harassment
 - Harassment background
 - Harassment and the law
 - Sexual harassment
 - Workplace safety
 - The fostering of an anti-harassment environment in the workplace
- Module 3: Bullying
 - Bullying background
 - Bullying and the law
 - Bullying and HR
- Module 4: Policies, Procedures and Claims
 - Policies and procedures background
 - Anti-discrimination and anti-harassment policies and procedures
 - Claims
 - Resources and application
- Module 5: Investigations
 - Investigations background
 - Process for investigations
 - Evidence and statements
 - Documentation for investigations
 - Outcomes of investigations
- Module 6: Codes of Conduct and Employee Discipline
 - Codes of conduct
 - Performance management and discipline
 - Termination
 - HR's role