



# HARASSMENT

ONLINE ANNUAL TRAINING

2016

It is the policy of Rutherford County ...

- ▶ To provide a safe and secure work environment in which all individuals are treated with respect and dignity.



# What is Harassment?

- ▶ Harassment consists of unwelcome behavior that is based upon a person's protected class.
- ▶ Protected class includes: sex, race, color, religious or political beliefs, national origin, age (40 or older), sexual orientation or disabilities (mental or physical).

## What is Harassment (continued ...)

- ▶ Harassment includes conduct that demeans or shows hostility or aversion toward an individual because of his or her protected class.
- ▶ Harassment occurs when unwelcome behaviors create an intimidating, hostile, or offensive workplace for a reasonable person.

## Examples of Harassment:

- ▶ Verbal jokes, slurs or insults
- ▶ Posters or calendars containing suggestive or insulting content.
- ▶ Letters, notes, faxes or emails containing suggestive or insulting content.
- ▶ Unwanted touching of any type: hugging, pinching, patting or grabbing.

# What is Sexual Harassment?

- ▶ Unwelcome conduct of a sexual nature.
  - \* Includes unwelcome sexual advances and/or requests for sexual favors.
  - \* May be verbal, nonverbal, or physical conduct of a sexual nature.
- ▶ Sexual harassment can happen regardless of the sex or gender of the parties involved.

# What is Quid Pro Quo?

Harassment that occurs when a superior causes someone to believe that they must submit to unwelcome sexual conduct as a condition of their employment.

# What is Workplace Bullying?

- ▶ Workplace Bullying is repeated mistreatment towards an individual which interferes with their work. Bullying is unrelated to a protected class (age, sex, gender, etc.).
- ▶ Workplace Bullying includes disrespectful verbal abuse such as gossiping or criticizing others.
- ▶ People who bully may be in a higher position of authority and purposely withhold business information or overrule decisions in an effort to sabotage or prevent work from getting done.



# Reporting Harassment

- ▶ If you believe you have been harassed based on your protected class(examples: age, sex, gender):
  - ▶ **DO NOT** remain silent.
  - ▶ You may want to keep a written log of all incidents of harassment, noting the date, time place, persons involved and any witnesses to the event.
  - ▶ Tell the harasser you find their conduct offensive and unwelcome. State clearly that you want the offensive conduct to **STOP** at once.

# Reporting Harassment (Continued ...)

- ▶ If the conduct does not stop after you speak to the harasser, then notify your Elected Official, Director or Department Head.
- ▶ If at any time you feel uncomfortable reporting the incident to the above mentioned individuals, you may report it to the Human Resources Director or County Mayor.
- ▶ **REPORTING THE INCIDENT IS ESSENTIAL** in order to correct the behavior of the harasser.



# WORKPLACE VIOLENCE

## Rutherford County is committed to:

- ▶ Preventing workplace violence and maintaining a safe work environment.

# What is Workplace Violence?

- ▶ Any disruptive behavior at work that is violent, threatens violence, coerces, harasses or intimidates others causing disturbances and interference with normal work.

# Examples of Workplace Violence

- ▶ Verbal threats
- ▶ Physical assaults on persons or property
- ▶ Stalking
- ▶ Aggressive or hostile behavior

# Reporting Workplace Violence:

- ▶ If you observe or experience any workplace violence, **REPORT** it immediately to the Elected Official, Director or Department Head.
- ▶ **DO NOT** place yourself in danger.
- ▶ When reporting a threat of violence to a supervisor, be as specific and detailed as possible (who, what, when, where, and any possible witnesses) when describing the incident.

# Corrective Action:

- ▶ Rutherford County will promptly and thoroughly investigate all reports of harassment, sexual harassment, any threats of violence, actual acts of violence and suspicious individuals or activities.
- ▶ Rutherford County has zero tolerance policies regarding harassment and workplace violence.
- ▶ Employees who are determined to have engaged in these activities may be subjected to formal discipline up to and including termination.

# What You can do to support Rutherford County's work environment:

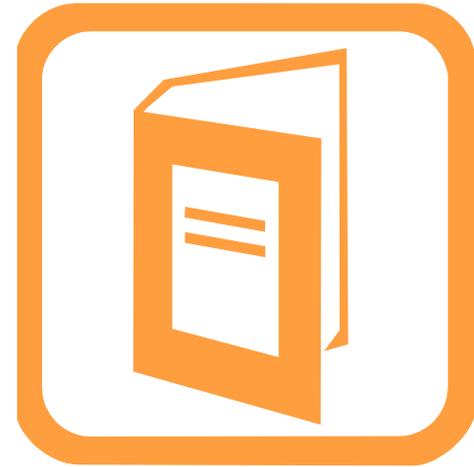
- ▶ Keep a check on your personal behavior:
  - ▶ Put yourself in the other person's shoes.
  - ▶ Would you speak the same way the same thing or appreciate someone speaking to you or someone that you loved in that manner?
  - ▶ Because of our public status, it is **ALWAYS** possible for incidents to be featured in the news.
  - ▶ If there is a possibility of someone's taking offense to what you will say, it is best **NOT** to say it.

# Weapons Policy

- ▶ Employees are prohibited from carrying weapons on County property unless required to do so pursuant to the employee's job description
- ▶ If an employee is required to carry a weapon, he/she must complete training and re-training as required by Rutherford County

# Rutherford County Employee Handbook

- ▶ Go to [Rutherfordcountyttn.gov](http://Rutherfordcountyttn.gov)
- ▶ Click "Employees Only"
- ▶ Click "Documents"
- ▶ Click "Handbooks" folder
- ▶ Click "RCG Employee Handbook"
- ▶ Harassment is section 1016 starting on page 17



# Quiz

<https://secure.rutherfordcountyttn.gov/hrquiz/harassment.aspx>