

SCS

S.C. SWIDERSKI LLC

WORKPLACE
HARASSMENT



SESSION OBJECTIVES

YOU WILL BE ABLE TO

- Understand company policy against harassment & discrimination
- Identify different types of harassment
- Know who to report harassment & discrimination to
- Understand the importance of preventing sexual harassment in the workplace

COMPANY POLICY

- S.C. Swiderski has a ZERO tolerance policy against harassment & discrimination
- Harassment & Discrimination training will be conducted on a yearly basis

WHAT IS HARASSMENT IN THE WORKPLACE?

- Malicious or exploitive behavior that alienates or damages an individual to the point of affecting employment conditions
 - It is degrading to the victim and can be the cause of many personal and performance issues
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FORMS OF HARASSMENT

- General Harassment
- Discriminatory Harassment and Bullying
- Sexual Harassment
 - Quid Pro Quo
 - Hostile Work Environment



DISCRIMINATORY HARASSMENT AND BULLYING

- Race
- Ethnicity
- Disability
- Gender and gender identity
- Sexual orientation and preference
- Religion
- Age
- Veteran status

GENERAL HARASSMENT

- Biases
- Favoritism
- Bullying

SEXUAL HARASSMENT

- Unwelcome advances, jokes, photos, texts, snaps
- Requests for sexual favors
- Verbal or physical conduct that affects an individual's employment and/or work performance or creates an intimidating, hostile or offensive work environment
- Quid pro quo - ("this or that" / "something for something") = involves monetary loss or change in job
- Hostile work environment = speech or conduct that is severe and/or pervasive enough to create an abusive or hostile work environment (i.e. inappropriate posters, texts or emails)

SEXUAL HARASSMENT (CONT.)

- **Who Can Commit Sexual Harassment?**
 - Any employee
 - Customers, vendors, subcontractors, tenants
 - Members of the same or opposite sex
- **Who Can Be a Victim of Sexual Harassment?**
 - Individual or individuals targeted by statements or actions
 - Bystanders or witnesses not directly targeted

SEXUAL HARASSMENT (CONT.)



- **Why is it Important to Prevent Sexual Harassment in Our Workplace?**
 - **Sexual harassment harms us all**
 - **Ensures all employees are treated with respect & dignity**
 - **Engaging in, condoning, or not reporting sexual harassment is in direct conflict with our values**
 - **We must remain in compliance with civil and state fair employment laws, which prohibits sex discrimination including**
 - **gender identity**
 - **sexual orientation**
 - **change of sex and/or transgender status**
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WHAT TO DO IF YOU OR SOMEONE ELSE FEELS THAT THEY ARE A VICTIM OF HARASSMENT OR DISCRIMINATION?

- Contact your manager and/or Human Resources
 - All allegations must be properly documented (who, what, where, when) and submitted to Human Resources immediately.
 - A confidential investigation of the complaint will be conducted with NO repercussion to the affected employee.
 - Any employee found guilty of harassment and/or discrimination will be subject to the corrective disciplinary policy, up to and including termination, according to the employee handbook.
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HARASSMENT AND DISCRIMINATION VIDEO

Please watch this short video on workplace harassment & discrimination

<https://www.youtube.com/watch?v=Rmo2VotE7QA>



KEY POINTS TO REMEMBER

- S.C. Swiderski has a ZERO tolerance policy against harassment & discrimination
- Contact your manager and/or Human Resources if you or someone else feels that they are a victim of workplace harassment or discrimination