

7 ESSENTIAL TIPS

to Strengthen Your Sexual Harassment Prevention Training



1

Conduct engaging and interactive training with talented, experienced trainers.

Engaging and interactive training may be more costly, but many employees find traditional training methods boring, which may be part of the problem. Employers must assure that training is interactive, effective, and able to capture and keep the trainees full attention.



2

Ensure that top managers participate in the live training and model appropriate behavior.

If your CEO and other top managers don't buy into a culture of respect and zero tolerance, your company will constantly be fighting an uphill battle.



3

Put your anti-discrimination policy in writing, give every employee a copy of it, and make sure they've actually read it.

Highlight your zero-tolerance policy, and verify that everyone knows to whom reports of sexual harassment should be made.



4

Enforce your zero tolerance policy.

That means you have to investigate each and every complaint, no matter how suspicious or trivial it seems, and you must do it as soon as possible. Every complaint must be addressed in the same timely, impartial, and rational manner.



5

Communication is vital.

Although a victim of sexual harassment may need the protection of confidentiality, you must still communicate your findings. You should inform the victim what your investigation revealed and what the consequences are going to be. Talk to the enablers of sexual harassment, and warn them of your zero-tolerance policy, or perhaps impose consequences. You'll also have to communicate your findings to top management so appropriate actions will be taken.



6

If your investigation reveals that there has been an incident of sexual harassment, you must impose consequences, no matter who the harasser, or the victim, may be.

In some companies, certain employees may have been given a "pass" in the past because they were so valuable to the company. One observer has suggested that companies should begin treating sexual harassment as seriously as they would treat embezzlement. An embezzler would be fired immediately, of course. Would your company impose the same consequences if the harasser happens to be a member of top management?



7

HR must insist on a place at the management table.

This may not be the normal practice in your company or industry, but CEOs need to learn to value the importance of incorporating HR expertise into management decisions. You need access to top managers, and their respect, so you can resolve employment problems quickly with the full knowledge and approval of management.



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