

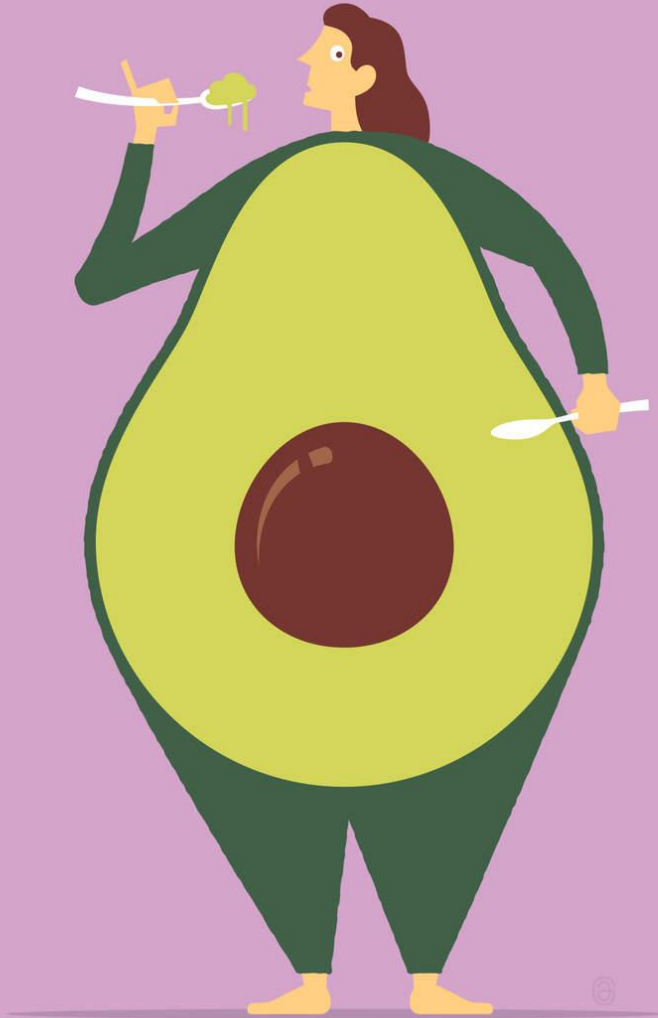


TEAMWORK MAKES THE DREAMWORK

**A PRESENTATION ON HEALTH, SAFETY, AND
ANTI-HARASSMENT TRAINING**



HEALTH & SAFETY



Stay hydrated!
Wear sunscreen!
Bundle up!
Be smart!
Communicate!

AETNA RESOURCES FOR LIVING

6 Free Counseling Session

(choice between face-to-face or televideo)

Legal Services

Financial Services

(advice on debt/budgeting, tax planning, identity theft, and more)

Telephonic Worklife Services

(assistance finding work-life resources: child care, elder care, school/college planning, convenience services, and more)

**100% FREE AND
CONFIDENTIAL**



PO HARASSMENT/BULLYING POLICY

Public Outreach is committed to providing a working environment for employees that is free of abusive conduct and harassment and in which all employees are treated with respect and dignity.



ABUSE VS. HARASSMENT

- **Abusive Conduct**
language/actions/behavior that is intentionally meant to be demeaning humiliating or harmful.
- **Harassment**
language/actions/behavior that is demeaning humiliating or harmful.
- All abusive conduct is harassment. Not all harassment is abusive conduct.
- We have a zero-tolerance policy against abusive conduct

ABUSIVE CONDUCT

- “conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests.”
- Supervisors are still meant to provide constructive criticism for business purposes

WHAT IS HARASSMENT?

- Conduct, verbal comments, Actions or Gestures:
 - that demean, belittle, humiliate, or harm

INTENTION IS IRRELEVANT

- This can show up in subtle ways

SEXUAL HARASSMENT

Sexual harassment is any unwelcome sexual advances, request for sexual acts, and other verbal or physical conduct of a sexual nature.

Such as...

- Invading body space
- Offensive or disrespectful terms
- The lovesick puppy syndrome – doesn't take 'no' for an answer
- Unwanted flirting



RELATIONSHIPS

- Disclosure, disclosure, disclosure!
- We don't need to tell everyone – but we need a record of all relationship so that you are protected!

ON TURF

- If harassed on turf...
 - ANY time your safety is a concern, LEAVE!
 - There is never, ever a good reason not to report harassment. Tell your coach or FM so they can help.
- Never ever place a pac, a handheld, a binder, a vest above your personal safety

WHAT WE DO AFTER WORK...

- What we do after work can come back to work
- Travel Trips = still work – after hours can have an impact
- Never assume people are okay with your behaviour

HOW TO IDENTIFY: IS IT HARASSMENT?

- Harassment can be repeated or one-time incidents
- Your personal comfort is what matters most

Red Flag Moment:

I'm still thinking about the incident
from two days ago

DEALING WITH HARASSMENT

- Talk F2F first
- Call them in (don't call them out)

If you can't:

What to expect from PO –

- The Complaint Procedure