

# GIBBONS WORKPLACE TRAINING ACADEMY

## *Prevention of Workplace Discrimination and Harassment Training*

The Gibbons Workplace Training Academy's recently revamped *Prevention of Workplace Discrimination and Harassment Training* sessions are:

- Current, reflecting our national conversation on harassment in the workplace in light of the #MeToo and Time's Up movements
- Tailored, to comply with state and local laws, including, in particular for 2018, New York state and city laws mandating annual anti-harassment training
- Customized, for our client's business-specific needs and concerns
- Specific, taking into consideration the positions and obligations of each group of employees being trained

In each attorney-led interactive session, we start with a discussion of current events highlighting headlines that reflect a continued need to work toward prevention of discrimination and harassment related to all protected characteristics. Each session also includes the following topics:

- The broad applicability of anti-discrimination and harassment laws, including (if relevant) specific state and city legislative mandates concerning third party contractors and other non-employees
- Civility and respect as goals for workplace conduct
- Definitions and descriptions of discrimination and harassment, including examples of acts and conduct that could be considered discriminatory or harassing
- Prohibitions on retaliation and a discussion of what retaliation is and is not
- Overview of company policies and procedures concerning discrimination, harassment, and retaliation
- The types of conduct for which employees should use the complaint processes
- The procedures for making a complaint, including the internal complaint form and reporting processes and persons, as well as external avenues and contact details
- Confidentiality and cooperation with regard to complaints and investigations
- Bystander intervention – that is, how individual employees can help prevent inappropriate conduct
- Repercussions for inappropriate workplace conduct

For managerial and supervisory employees, training also includes:

- Responsibility of supervising/managerial employees for the work environment
- Guidelines for prevention of inappropriate conduct
- Procedures for reporting and addressing complaints made to supervising/managerial employees
- Ways to address instances where a non-employee is engaged in or complains of problematic conduct
- Investigation best practices
- Risks and repercussions of inappropriate workplace conduct, including for those who knowingly permit such behaviors

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In each session, we include multiple hypothetical situations, using scenarios that have occurred in real workplaces, ranging from “bright line” through nuanced conduct. We take questions throughout the program, building in time for conversation that is essential to understanding and continued discourse. Finally, in each presentation we use client policies and complaint forms and obtain executed acknowledgments of understanding and compliance, which can be supplemented with periodic reminders, surveys, and other materials as desired.