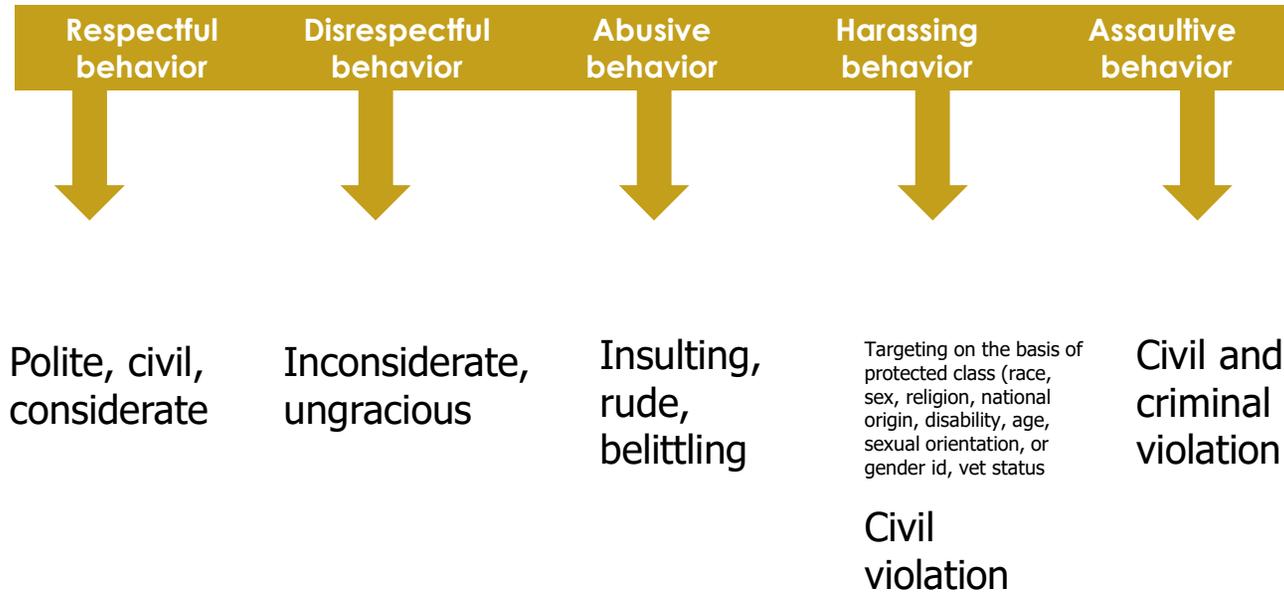


# RESPECTFUL WORKPLACE

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# Continuum approach



# Harassment is:

- ➔ **Behavior, not beliefs**
- ➔ **Illegal harassment targets**
  - Sex
  - Race/Color
  - Religion
  - National Origin/Ethnicity
  - Disability
  - Age
  - Veteran's Status
  - Sexual Orientation
  - Gender Identity
  - Gender expression



## Definition of Harassment

Behavior that is:

1. related to a protected category;
2. unwanted and/or uninvited;
3. and is sufficiently serious to limit or affect a person's employment.

# How To Recognize Harassment

**Verbal** - jokes, racially derogatory comments, unwanted sexual advances, name-calling, rumors.

**Non-Verbal** - racially or sexually explicit pictures, inappropriate use of social media and texts, sexual gestures. Taking someone's work equipment. Following someone.

**Physical** - unwanted touching of any sort: grabbing, tripping, kissing, fondling, blocking someone's way .

- ▶ One time occurrence or a continuing and pervasive pattern.
- ▶ Consider the **context, severity, frequency, pervasiveness**.



# Your responsibilities as a Supervisor

- ▶ DO NOT engage in harassing behavior.
- ▶ Recognize and KEEP appropriate boundaries:
  - ▶ Not dating your staff
  - ▶ Not touching your staff
  - ▶ Not making comments that can be considered flirtatious or rude
  - ▶ Not giving better treatment to some staff than others

# Your responsibilities as the Supervisor

- ▶ **You need to be able to say:**
  - ▶ I understand my role in **harassment prevention**
  - ▶ I am confident in my ability to **recognize possible harassment** at work
  - ▶ I am confident in my ability to **effectively intervene if I witness disrespect** at work
  - ▶ I understand what **action to take if an employee comes to me** to report inappropriate behavior

**Slide 7**

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**MC1**

McCord, Carol, 9/30/2019



## Scenario 1

- ▶ Malcom works in your unit. When he's walking behind someone as he's going by, he often smacks them on the rear. People have been unwilling to say anything to Malcom, but you hear some staff talking about their discomfort at lunch.



## Reasons Employees do not Come Forward

- ▶ They don't want to be ostracized
- ▶ Other people were present
- ▶ The culture is dominated by those in majority
- ▶ They fear retaliation
- ▶ They fear nothing will be done



## Scenario 2

- ▶ You are a supervisor, with staff that work different shifts. You overhear staff talking, making derogatory comments of a sexual and racial nature about the customers.



## Supervisors Responsibility

- ▶ Monitor workplace environment, especially when staff are working different shifts or in other locations.
- ▶ Respond appropriately to concerns brought to your attention (what does that look like?)

## Scenario 3

- ▶ While on break, Charlie shows a couple of his co-workers a sexually explicit picture on his cell phone. None of his co-workers mention it to you, but you overhear other staff talking about it.

## Scenario 4

- ▶ Two supervisors are meeting in the open conference room. Toward the end of the meeting the topic of their conversation turns toward Jeb, a long-time employee. One of the supervisors says loudly so others might hear, "When do you think Jeb is going to retire? I think it's time for him to hang it up and make room for others who can keep up with the pace."

## Scenario 5

- ▶ Jayden is Rosie's supervisor. Rosie asks Jayden if he would like to go out after work. Jayden says, "Sure, that sounds like fun! What time and where do you want to meet?"

## Scenario 6

- ▶ Jayden and Rosie are co-workers. Jayden asks Rosie if she would like to go out after work. Rosie smiles and says, “That sounds like fun! What time and where do you want to meet?”

## Scenario 7

- ▶ Jayden and Rosie are co-workers. Jayden asks Rosie if she would like to go out. Rosie says she already has plans. Jayden then asks about tomorrow night. Rosie says she's busy tomorrow, too. Jayden says "Well, what night are you available?" Rosie says she is not interested in going out. That night Jayden waits for Rosie outside the building and says he wishes she would change her mind.

# Where to report:

## Human Resources

### UIITS Human Resources

[uitshr@iu.edu](mailto:uitshr@iu.edu)

[hr.uits.iu.edu](http://hr.uits.iu.edu)

### IU Human Resources

**(812) 856-1234**

[hr@iu.edu](mailto:hr@iu.edu)

[hr.iu.edu](http://hr.iu.edu)

## Office of Institutional Equity/Title IX Coordinator

Poplars 825

812 855-4889

[titleix@Indiana.edu](mailto:titleix@Indiana.edu)

[Stopsexualviolence.iu.edu](http://Stopsexualviolence.iu.edu)

## Office of Student Conduct

801 N, Jordan Ave

[ethics@Indiana.edu](mailto:ethics@Indiana.edu)

[Studentaffairs.Indiana.edu](http://Studentaffairs.Indiana.edu)