# WORKPLACE HARASSMENT POLICY

#### Policy

Our anti-harassment policy expresses our commitment to maintain a workplace that's free of harassment, so our employees can feel safe and happy. We will not tolerate anyone intimidating, humiliating or sabotaging others in our workplace. We also prohibit willful discrimination based on age, sexual orientation, ethnicity, racial, religion or disability.

#### Scope

This workplace harassment policy applies to all employees, contractors, public visitors, customers and anyone else whom employees come into contact with at work. Workplace harassment is any unwelcome behavior that humiliates, intimidates or creates a hostile or offensive work environment. This includes written (including electronic), verbal or physical harassment.

#### Definition

What is the definition of harassment in the workplace?

Harassment encompasses bullying, intimidation, direct insults, malicious gossip and victimization. We cannot provide an exhaustive list, but here are some examples of what we consider to be harassment:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumours about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.

Sexual harassment is a serious offence and any allegations will be thoroughly investigated. If an employee is found guilty of sexual harassment, they will be immediately dismissed.

#### How to address harassment

You can talk to any of the following people if you are being harassed by a colleague, customer or vendor:

Offenders. If you believe that the offender is unaware that they are guilty of harassment, you could talk to them directly to try to resolve the issue. This tactic is appropriate for cases of minor harassment (e.g., colleagues making inappropriate jokes with each other). Do not use this approach with customers or stakeholders.

Your manager. If customers, stakeholders or team members are involved in your claim, you should reach out to your manager. Your manager will assess your situation and contact HR if appropriate.

# **Sexual Harassment In The Workplace Managing Corporated Policy**

Laura L. O'Toole, Jessica R.
Schiffman, Margie L. Kiter Edwards

#### **Sexual Harassment In The Workplace Managing Corporated Policy:**

Sexual Harassment in the Workplace Julie M. Tamminen, 1994 AAA Handbook on Employment Arbitration and **ADR** American Arbitration Association, 2010-12-01 Assembled from Dispute Resolution Journal the flagship publication of the American Arbitration Association the chapters in the Handbook have all where necessary been revised and updated prior to publication The book is succinct comprehensive and a practical introduction to the use of arbitration and ADR written by leading practitioners and scholars This work begins with a general introduction to employment ADR discussing such topics as where plaintiffs can better vindicate their rights general employment law strategies how to assess workplace disputes and conflicts and options for resolution Employers are offered valuable advice on how to implement a successful employment arbitration program with real life examples to work from Mediation of employment conflicts and employment arbitration are explored and a comparison of the two is provided including with respect to statutory employment conflicts Topics include respectfulness in the workplace bullying racial and cultural conflicts sexual harassment Disabilities Act disputes airline disputes weight discrimination and discrimination based on marriage and pregnancy Lastly this book takes a look at the U S Supreme Court decision 14 Penn Plaza LLC v Pyett where the Court clarified and reaffirmed the use of mandatory arbitration for resolution of workplace disputes The chapters were selected from an extensive body of writings and in the main represent world class assessments of arbitration and ADR practice All the major facets of the field are addressed and provide the reader with comprehensive and accurate information lucid evaluations and an indication of future developments They not only acquaint but also ground the reader in the field **Legal Research and Law Library Management** Julius J. Marke, Richard Sloane, Linda M. Ryan, 2006 This revised edition of Legal Research and Law Library Management retains the best elements of the previous edition while covering the latest in law library management **Gender Violence** Laura L. O'Toole, Jessica R. Schiffman, Margie L. Kiter Edwards, 2007-08 The approach of the year 2000 has made the study of apocalyptic movements trendy But groups anticipating the end of the world will continue to predict Armageddon even after the calendar clicks to triple 0s A Doomsday Reader brings together pronouncements edicts and scriptures written by prominent apocalyptic movements from a wide range of traditions and ideologies to offer an exceptional look into their belief systems Focused on attaining paradise millenarianism often anticipates great cosmic change While most think of religious belief as motivating such fervor Daniels comparative approach encompasses secular movements such as environmentalism and the Montana Freemen and argues that such groups are often more political than religious in nature The book includes documents from groups such as the Branch Davidians the Order of the Solar Temple Heaven's Gate and white supremacists Each document is preceded by a substantive introduction placing the movement and its beliefs in context This important overview of contemporary politics of the End will remain a valuable resource long after the year 2000 has come and gone Proceedings of the 2024 3rd International Conference on Humanities, Wisdom Education and Service Management

(HWESM 2024) Intakhab Alam Khan, Siti Hajar Halili, Vishalache Balakrishnan, Rose Amnah Abd. Rauf, 2024-05-27 This is an open access book About HWESM 2024 2024 3rd International Conference on Humanities Wisdom Education and Service Management Service Management What service management should study is how to manage and succeed in the service competitive environment It includes the analysis of service profit chain the interactive process and quality of service information technology in service quality management and the comparison between service product marketing and manufacturing product marketing Increase customer satisfaction with service Service management comes from many disciplines It is a management activity involving enterprise management production operation organization theory human resource management quality management and other disciplines The practice and theoretical research of service management is of great strategic significance to the development of enterprises The research on this problem has attracted extensive attention of scholars and experts at home and abroad Intelligent Education Intelligent education namely educational informatization refers to the process of comprehensively and deeply using modern information technology to promote educational reform and development in the imp field of Education educational management educational teaching and educational scientific research Its technical characteristics are digitization networking intelligence and multimedia Its basic characteristics are openness sharing interaction cooperation and ubiquitous Promote educational modernization with educational informatization and change the traditional mode with information technology Education itself is providing services creating an environment for users and providing resources It is an industry where people deal with each other so the attribute of service is inevitable Aims and Scope 2024 3rd International Conference on Humanities Wisdom Education and Service Management HWESM 2024 will be held in Wuhan China from March 29 to 31 2024 The purpose of the conference is to provide an international platform for experts scholars engineers and technicians and technical R D personnel engaged in related fields such as humanities wisdom education and service management to share scientific research results broaden research ideas collide with new ideas and strengthen academic research and to explore the key challenges and research directions faced by the development of this field and promote the industrialization cooperation of academic achievements Experts scholars business people and other relevant personnel from universities and research institutions at home and abroad are cordially invited to attend and exchange **Handbook for Conducting Research on Human Sexuality** Michael W. Wiederman, Bernard E. Whitley, Jr., 2012-12-06 Human sexuality researchers often find themselves faced with questions that entail conceptual methodological or ethical issues for which their professional training or prior experience may not have prepared them The goal of this handbook is to provide that guidance to students and professionals interested in the empirical study of human sexuality from behavioral and social scientific perspectives It provides practical and concrete advice about conducting human sexuality research and addresses issues inherent to both general social scientific and specific human sexuality research This comprehensive resource offers a unique multidisciplinary examination of the specific

methodological issues inherent in conducting human sexuality research The methodological techniques and advances that are familiar to researchers trained in one discipline are often unfamiliar to researchers from other disciplines This book is intended to help enrich the communication between the various disciplines involved in human sexuality research Each of the 21 self standing chapters provides an expert overview of a particular area of research methodology from a variety of academic disciplines It addresses those issues unique to human sexuality research such as how to measure sexuality variables how to design studies recruit participants and collect data how to consider cultural and ethical issues and how to perform and interpret statistical analyses This book is intended as a reference tool for researchers and students interested in human sexuality from a variety of disciplines including psychology sociology family science health communication nursing medicine and anthropology Labor and Employment Arbitration Charles J. Coleman, Theodora T. Haynes, Marie T. Gibson McGraw,1997 An extension of Labor Arbitration An Annotated Bibliography this volume intends to provide a larger sense of history of institutional development and of the abiding questions that have been raised in and about labor arbitration The editors focus on substantial professional and academic studies of labor arbitration in the United States and Canada drawing material from books monographs analytical articles in professional and academic journals and selections from the proceedings of the meetings of academic and professional societies In response to the changing demands made upon arbitrators the editors have extended their coverage to include alternative dispute resolution and the Americans with Disabilities Act A large section of the book deals with employment arbitration and matters such as wrongful discharge Coverage of arbitration outside North America is also expanded in the current volume which is based upon computer searches of the most widely used data bases and on cover to cover searches of the twenty leading journals in the field

Sexual Harassment in the Workplace: Law & Practice, 5th Edition Conte, 2019-11-13 Sexual Harassment in the Workplace Law and Practice 
The Routledge International Handbook of Violence Studies Walter S. DeKeseredy, Callie Marie Rennison, Amanda K. Hall-Sanchez, 2018-10-30 Violence is a serious public health problem The number of violent deaths tells only part of the story and many more survive violence and are left with permanent physical and emotional scars Violence also erodes communities by reducing productivity decreasing property values and disrupting social services In recent years scholars have broadened their definitions of violence beyond the realm of interpersonal harms such as murder armed robbery and male to female physical and sexual assaults in intimate relationships to include behaviors often ignored by the criminal justice system such as human rights violations racism psychological abuse state terrorism environmental violations and war Guided by this broader definition of violence this handbook offers state of the art research in the field and brings together international experts to discuss empirical theoretical and policy issues 
The Routledge International Handbook of the Crimes of the Powerful Gregg Barak, 2015-06-05 Across the world most people are well aware of ordinary criminal harms to person and property Often committed by the powerless and poor these individualized crimes are

catalogued in the statistics collected annually by the FBI and by similar agencies in other developed nations In contrast the more harmful and systemic forms of injury to person and property committed by powerful and wealthy individuals groups and national states are neither calculated by governmental agencies nor annually reported by the mass media As a result most citizens of the world are unaware of the routinized crimes of the powerful even though they are more likely to experience harms and injuries from these types of organized offenses than they are from the atomized offenses of the powerless Research on the crimes of the powerful brings together several areas of criminological focus involving organizational and institutional networks of powerful people that commit crimes against workers marketplaces taxpayers and political systems as well as acts of torture terrorism and genocide This international handbook offers a comprehensive authoritative and structural synthesis of these interrelated topics of criminological concern It also explains why the crimes of the powerful are so difficult to control Edited by internationally acclaimed criminologist Gregg Barak this book reflects the state of the art of scholarly research covering all the key areas including corporate global environmental and state crimes The handbook is a perfect resource for students and researchers engaged with explaining and controlling the crimes of the powerful domestically and internationally Corporate Accountability and Ethics Subodh Jain, 2025-01-23 Corporate Accountability and Ethics delves into the critical role of Corporate Social Responsibility CSR in today's globalized business landscape Companies are increasingly expected to align their operations with social and ethical values going beyond profitability to deliver meaningful societal contributions CSR has emerged as a powerful tool for fostering trust empowering stakeholders and addressing public expectations about corporate accountability This book explores the theory and practices of CSR focusing on its significance in emerging markets and its potential to drive sustainable development It examines how CSR initiatives can create opportunities enhance creativity and build a competitive edge while positively impacting communities Students and professionals will gain insights into CSR strategies best practices and the importance of fostering responsible relationships between businesses and the societies in which they operate An essential guide for understanding and implementing CSR this book empowers readers to integrate accountability and ethics into sustainable business models

Handbook of the Psychology of Women and Gender Rhoda K. Unger,2004-04-21 A lively thought provoking exploration of the latest theory and practice in the psychology of women and gender Edited by Rhoda Unger a pioneer in feminist psychology this handbook provides an extraordinarily balanced in depth treatment of major contemporary theories trends and advances in the field of women and gender Bringing together contributions from leading U S and international scholars it presents integrated coverage of a variety of approaches ranging from traditional experiments to postmodern analyses Conceptual models discussed include those that look within the individual between individuals and groups and beyond the person to the social structural frameworks in which people are embedded as well as biological and evolutionary perspectives Multicultural and cross cultural issues are emphasized throughout including key variables such as sexual orientation race

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Managing Business Ethics Linda K. Trevino, Katherine A. Nelson, 2021-03-09 The eighth edition of Managing Business Ethics shows students how the study of ethics is relevant to real life business decisions. This highly regarded text empowers students with the knowledge required to identify understand and solve ethical dilemmas while promoting ethical behavior in themselves in their friends and colleagues and in their organizations Authors Linda Trevino and Katherine Nelson offer a pragmatic approach to prepare students for professional roles as managers compliance officers human resources managers senior executives and others Focusing on the types of problems that students will most likely encounter in their careers this new edition includes carefully revised content that incorporates the latest research on ethics and organizational behavior The authors integrate theory and practice to provide a balanced presentation of both classic and recent business ethics cases examples and approaches Accessible and engaging chapters discuss ethics and the individual managing ethics in an organization the relation between organizational ethics and social responsibility and more Throughout the text a diverse range of examples and case studies bring key concepts to life while practical activities enable students to apply the concepts Mandated Benefits 2017 Compliance Guide The Balser Group, 2016-12-21 Mandated in their own lives and careers Benefits 2017 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with all benefits related regulations It covers key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives across all industries Mandated Benefits 2017 Compliance Guide includes in depth coverage of these and other major federal regulations PPACA Patient Protection and Affordable Care Act HIPAA Health Insurance Portability and Accountability Act Wellness Programs ADA and GINA regulations FLSA final rule on white collar exemptions Mental Health Parity Act Executive Order 13706 Paid Sick Leave for Federal Contractors AAPs proposed and final rules Pay Transparency Act Mandated Benefits 2017 Compliance Guide helps

take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don ts A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company's level of regulatory compliance In addition Mandated Benefits 2017 Compliance Guide provides the latest information on Retirement Savings Plans and Pensions Pay Practices and Administration Life and Disability Insurance Family and Medical Leave Workplace Health and Safety Substance Abuse in the Workplace Recordkeeping Work Life Balance Managing the Welfare Benefits Package And State Crime, Women and Gender Victoria Collins, 2015-10-05 The United Nations has called violence much more against women the most pervasive yet least recognized human rights abuse in the world and there is a long established history of the systematic victimization of women by the state during times of peace and conflict This book contributes to the established literature on women gender and crime and the growing research on state crime and extends the discussion of violence against women to include the role and extent of crime and violence perpetrated by the state State Crime Women and Gender examines state perpetrated violence against women in all its various forms Drawing on case studies from around the world patterns of state perpetrated violence are examined as it relates to women s victimization their role as perpetrators resistors of state violence as well as their engagement as professionals in the international criminal justice system From the direct involvement of Condaleeza Rice in the United States led war on terror to the women of Egypt's Arab Spring Uprising to Afghani poetry as a means to resist state sanctioned patriarchal control case examples are used to highlight the pervasive and enduring problem of state perpetrated violence against women The exploration of topics that have not previously been addressed in the criminological literature such as women as perpetrators of state violence and their role as willing consumers who reinforce and replicate the existing state sanctioned patriarchal status quo makes State Crime Women and Gender a must read for students and scholars engaged in the study of state crime victimology and feminist criminology

Employee Discharge and Documentation Joseph J. Doherty, Mary Moffatt Helms, Gary W. Wright, 2005 **Business**Management and Ethics P. Mary Jeyanthi, Niranjan Rajpurohit, Dieu Hack-Polay, 2025-04-09 Business Management and Ethics Insights from Indian Ethos provides insights in aligning modern day management education with more holistic and eastern perspectives to be used by teachers students and scholars alike **Human Resource Management, 2nd Edition**Seema Sanghi, Human Resource Management 2e presents multifaceted up to date and all inclusive information which will be useful to students and professionals pursuing human resource management HRM Going beyond the coverage of a traditional textbook this book focuses on applied aspects of HRM which capture the evolving challenges in the field Application approach is followed to enrich them with as many examples as possible from not only India but from the world over making

the topics more meaningful Wiley Pathways Human Resource Management Max Messmer, Anne M. Bogardus, 2007-10-05 Wiley Pathways Human Resource Management walks readers through the steps involved in managing the most important component of a company its employees The skills based approach covers everything from designing a new position and the interview process to administering benefits and managing workplace safety so students will be able to apply their knowledge in a professional setting Handbook of Human Resources Management in Government Stephen E. Condrey, 2005-04-18 In this thoroughly updated edition of a classic reference Stephen E Condrey brings together leading experts in public administration and HR management to detail how you can Move beyond your often limited problem solving role as an HR manager and demonstrate how you can play a more strategic role in your organization Deal with crucial issues such as diversity EEO regulations and other legal issues compensation sexual harassment and performance appraisal Expand your ability to maximize productivity efficiency and employee satisfaction Develop budgets use volunteers and employ consultants Also included with purchase is a free supplemental on line Instructor's Manual Order your copy now

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