



### INTRODUCTION

#### Topics:

- Definition of sexual harassment
- Organization's anti-harassment policy
- Conduct Guidelines
- Roles and responsibilities of the organization, managers, and employees in preventing sexual harassment
- Where to *Speak Up* in the organization

#### Learning Points:

- Sexual harassment is a serious business issue.
- Everyone plays a role in helping minimize harassing workplace behavior.
- Employees should use the Conduct Guidelines to help prevent inappropriate behavior.

### CASUAL CONVERSATIONS

#### Topics:

- Mutual banter
- The workplace environment
- Retaliation

#### Learning Points:

- Harassment and retaliation may occur between co-workers.
- Mutual banter is inappropriate joking that is disruptive to workplace productivity and morale.
- The workplace environment is anywhere business is conducted.

### OFFSITE CONDUCT

#### Topics:

- Expectation for offsite conduct

#### Learning Points:

- Involvement in offsite conversations where sex is referenced can damage reputations.
- Questionable behavior (e.g., excessive alcohol consumption) is not suitable for business meetings.
- Employees should consider individuals involved, location and purpose of the meeting, and behavior being displayed when interacting with co-workers outside the workplace environment.

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