

# Workplace Harassment Prevention for Supervisors and Managers

Introduction: The Importance of Professional Workplace Conduct

Sexual Harassment Law Has Evolved and Expanded Over Time

- Title VII Arrives
- Title VII Expanded—Jury Trials and Increased Awards
- Defining Sexual Harassment
- Important Terms to Understand

What Is Sexual Harassment?

- The Legal Definition
- *Quid Pro Quo* Sexual Harassment
- Hostile Work Environment
- Who Can Be Guilty of Sexual Harassment?

Recognizing Sexual Harassment

- Physical Conduct that Could Be Sexual Harassment
- Verbal Conduct that Could Be Sexual Harassment
- Non-Verbal Conduct that Could Be Sexual Harassment
- Non-Sexual Conduct that is “Harassing” in Nature Can Be Considered Unlawful “Sexual Harassment”
- Other Forms of Prohibited Harassment
- Sexual Harassment That Occurs Outside of the Office
- Sexual Harassment of Company Employees by Third Parties
- Exercise: Identifying What Is, and What Is Not, Sexual Harassment

Management and Supervisory Training

- You Are Responsible for Preventing Workplace Harassment
- How Harassment Harms Morale and Productivity
- How Harassment Impacts Victims
- How Harassment Impacts Coworkers
- What You Must Do to Prevent and Respond to Harassment Problems
- How Employers Can Defend Against a Claim of Harassment
- General Harassment Prevention Guidance for Managers and Supervisors