

## What Makes *The Respectful Workplace Seminar* Unique?

- ▶ **It is short:**  
2 hours for general employees  
3 hours for managers
- ▶ **It is no-nonsense and non-threatening:**  
The motto is:  
**Be vigilant without being vigilantes.**  
  
There is no role-playing.  
  
The goal is to understand and comply with EEOC guidelines, not to point fingers or make people uncomfortable.
- ▶ **It is clear and specific:**  
I use real examples that people relate to.  
  
I answer questions according to what the courts would consider.

### Instructor's note:

I've delivered hundreds of these seminars to all kinds of audiences, some hostile, some weary of "just one more policy," and some relieved that they can finally define harassment.

Experience allows me field the toughest questions and handle sensitive situations. Participants leave the class relieved and enlightened.

**Call and let me design a presentation that addresses your organization's specific concerns and issues.**

# Title VII Compliance The Respectful Workplace

*It's about more than sexual harassment.*

Your only protection against costly lawsuits is prevention through education.

### *Did you know that*

- ◆ Your company can be sued for what "it should have known," whether or not it knew of harassing behaviors?
- ◆ Title VII compliance covers all protected classes, including race, religion, age, and disability.
- ◆ A company is always liable in *quid pro quo* harassment cases?
- ◆ Supervisors and managers can now be sued as individuals?
- ◆ In cases of hostile work environment, a company may avoid a lawsuit if it can show two things:
  - The employer exercised reasonable care to prevent and correct promptly any harassing behavior.
  - The employee unreasonably failed to take advantage of any preventive or corrective opportunities provided by the employer.

### *Course Content*

- ◆ List of groups protected under Title VII.
- ◆ Definition of *quid pro quo* and *hostile environment* harassment.
- ◆ Court cases that have shaped EEOC guidelines.
- ◆ Examples of appropriate and inappropriate workplace conduct.
- ◆ Definition of *reasonable person standard*.
- ◆ Guidelines to distinguish harassment from friendly teasing.
- ◆ Strategies for confronting harassing behavior.
- ◆ Guidelines for setting boundaries and preventing inappropriate behavior.
- ◆ Review of company policy and procedures.
- ◆ Question and answer



**It's the Law!!  
ACT NOW.**

Contact Jennifer at  
360-699-4636  
[jennifer@jennifersohn.com](mailto:jennifer@jennifersohn.com)