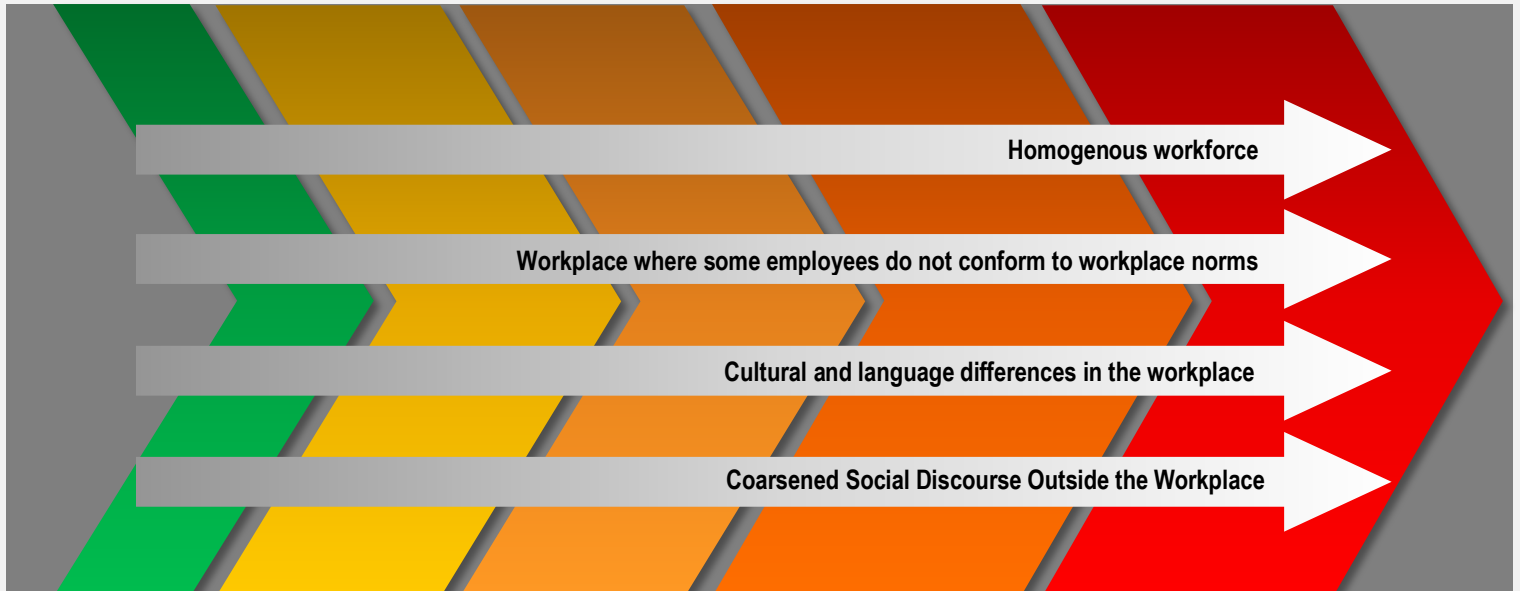


HOW TO REMEDY WORKPLACE HARASSMENT WHEN BEHAVIOR TURNS SERIOUS

Establishing value of healthy workplace psychology is at the forefront of restoring empathic balance to a workforce tremored by the effects of workplace harassment. An organization that advances its prevention efforts benefits from a controlled system of mechanisms, adapted through **leadership, policies & procedures, reporting & investigation, and compliance training** in the identification of work-related risk factors as a disruption to business operations. This further reducing any possible consequence that arises from pressure of workplace harassment exposure. By instilling healthy controls that promote constructive conflict resolution at work, your team may greatly benefit from improved self-esteem to solve conflict at the lowest levels possible, and on their own. Know how to appropriately assess the causes, mitigate with a compliance prevention program, train your staff, keep record with continuous program evaluation, and act under intensive circumstance.

RISK FACTORS

Harassment can show up in homogenous workforces, workforces with many young workers, isolated workspaces, cultural language differences in the workplace, workplaces that rely on customer service or client satisfaction, decentralized workplaces



INTERVENTION & MITIGATION

According to EEOC, percentages to report workplace harassment incidents remain at an all-time low. The following checklist items should be completed by organizations dedicated to implementing holistic approaches to workplace harassment prevention.

AUTHENTIC LEADERSHIP SUPPORT

It is an essential component that effective harassment prevention programs have the support of its leaders. Excellent leadership exudes non-tolerance and risk prevention outcomes that ascend to an organizations front line management and staff. Leaders shall:

- Allocate sufficient **resources** for harassment prevention effort
- Allocate sufficient **staff** for harassment prevention effort
- **Assess harassment** risk factors and take steps to minimize those risks

ANTI-HARASSMENT POLICY & PROCEDURE

Clearly stated policies & procedures set forth the structural framework for harassing behavior that will not be accepted in the workplace, in addition to providing instructional guidelines for how an issue shall be dealt with by the responsible unit. Policy and Procedure shall:

- State the protected characteristics, give description to prohibited conduct, state the methods of a reporting system, and confidentiality
- Require a written statement for investigation, assure the employer will take immediate corrective action, and come to determination
- Assure the individuals protection from retaliation, and provide prompt disciplinary action for retaliatory behavior

REPORTING & INVESTIGATION PROCEDURE

The most vital part of harassment allegations is an organizations system of reporting. An effective system should provide holistic measures by which individuals having experienced harassment can report and file a complaint, along with any witness. Reporting systems shall:

- Include a fully resourced report system that allows prompt response, a safe, impartial, and well-trained professional to take report
- Be assigned a responsible investigator that documents, keeps record, prepares questions, thoroughly written reports, and presentation
- Ensures mechanisms that determine whether individuals who are alleged to have engaged in harassment are not presumed guilty until a complete investigation determines that harassment occurred

COMPLIANCE TRAINING

Trained and well-experienced compliance officers enforce the structural principles of the policy and procedure and demonstrate the proactive ability to intervene and investigate between harassment prevention. An organizations compliance training shall:

- Be supported, repeated, and reinforced regularly and at the highest levels. Be provide for all employees, on all levels of organization
- Include training that is designed to provide active engagement by participants, if live training not available
- Educate employees on their rights and responsibility, both: Compliance content training for 1) Front-line Managers and 2) All employees