

CREATING A “SAFE” WORKPLACE: Civility, Tolerance & Harassment Under The NEW EEOC Guidelines

by

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CLASS SCHEDULE

18 page handout

**CREATING A “SAFE” WORKPLACE:
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ALL EMPLOYEE GENERAL SESSION: 2 HOURS

- I. CREATING A SAFE WORKPLACE
 - A. Is Civility Dead?
 - B. TRUST: Is It “SAFE”?
 - C. Symptoms v. Root Cause
 - D. The DIAGNOSTIC DIAMOND
 - E. Emotional Intelligence
 - F. Three Styles of Communication: Attacking, Retreating & Honest Respectful Communication
 - G. Attackers
 - H. Retreaters
 - I. Bystander Intervention
 - J. Tolerance
 - K. EPR: *Empathic Listening, Parroting & “Rewards”*
 - L. Defining “TRUST”

- II. WHY ARE WE HERE?
- III. BULLYING vs. HARASSMENT
- IV. WHAT I DO ON MY OWN TIME IS MY OWN BUSINESS
- V. HARASSMENT QUIZ
- VI. LEGALLY DEFINING HOSTILE ENVIRONMENT
- VII. QUID PRO QUO (Tangible Employment Action)
- VIII. WHAT IS “REASONABLE”?
- IX. HOSTILE ENVIRONMENT REASONABLE PERSON STANDARD
- X. DO YOU HAVE CLEAN HANDS?
- XI. BYSTANDER HARASSMENT
- XII. NON-EMPLOYEE HARASSMENT
- XIII. RETALIATION

INDIVIDUAL CLASSES

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|-------|--|------------|
| I. | CREATING A SAFE WORKPLACE | 30 minutes |
| II. | WHY ARE WE HERE? | 7 minutes |
| III. | BULLYING vs. HARASSMENT | 6 minutes |
| IV. | WHAT I DO ON MY OWN TIME IS MY OWN BUSINESS | 18 minutes |
| V. | HARASSMENT QUIZ | 18 minutes |
| VI. | QUID PRO QUO (Tangible Employment Action) | 6 minutes |
| VII. | HOSTILE ENVIRONMENT REASONABLE PERSON STANDARD | 20 minutes |
| VIII. | DO YOU HAVE CLEAN HANDS? | 5 minutes |
| IX. | BYSTANDER HARASSMENT | 3 minutes |
| X. | NON-EMPLOYEE HARASSMENT | 3 minutes |
| XI. | RETALIATION | 3 minutes |
| XII. | SAME SEX SEXUAL HARASSMENT | 5 minutes |
| XIII. | SEXUAL ORIENTAITON | 7 minutes |

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| XIV. | PERSONAL LIABILITY | 2 minutes |
| XV. | BEWARE OF THE WIFI | 3 minutes |
| XVI. | PUBLIC RECORDS LAWS | 2 minutes |
| XVII. | RIGHT OF FREE SPEECH | 4 minutes |
| XVIII. | SAME SEX SEXUAL HARASSMENT | 5 minutes |

ADDITIONAL SUPERVISOR MATERIALS: 22 MINUTES

13 Page handout

- I. NEW RETALIATION STANDARD
- II. PARTICIPATING IN INVESTIGATIONS IS A PROTECTED ACTIVITY
- III. RETALIATION AGAINST THIRD PARTIES COUNTS
- IV. HARASSMENT BY ASSOCIATION COUNTS
- V. EMPLOYER'S RESPONSE TO THE ILLEGAL HARASSMENT CHARGE

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- How can you attain and maintain a **CIVIL and SAFE WORKPLACE**?
- What is the difference between “**BULLYING**” and “**HARASSMENT**”?
- What is “**QUID PRO QUO**” harassment ... and how does it differ from “**HOSTILE ENVIRONMENT**”?
- What is “**ILLEGAL HARASSMENT**” ... and what **ISN’T**?
- What are the **TWO TYPES** of illegal harassment ... and how do they differ?
- What are **EMPLOYEES REQUIRED** to do when they feel they have been harassed ... and what are **EMPLOYERS REQUIRED** to do?
- What does it mean to be “**HYPERSENSITIVE**” according to the U.S. Supreme Court?
- When are employers responsible for the “**OFF DUTY ACTIVITIES**” of employees?
- What court decisions have **INCREASED** employee protection from **RETALIATION**?
- What did the court say in the famous “**SNIFFING**” Case?
- What is “**GENDER STEREOTYPING**” ... and how is it viewed by the courts?
- Is it legal to discipline a man for wearing a **DRESS, MAKE UP and NAIL POLISH** to work?
- Which employers are covered by “**SEXUAL ORIENTATION HARASSMENT**” ... and which are NOT?
- Why are employers **RESPONSIBLE** for what their employees do **OFF THE JOB** ... and what do you need to do about it?
- How should employers handle **EMPLOYEE DATING**?
- What constitutes “**RETALIATION**” under the law ... and how did it all change in **2006**?
- How should you define “**TOLERANCE**”?
- Why should you **NEVER** require your employees to be “**ACCEPTING**” of each other?

...and MUCH, MUCH more...

Join Scott Warrick, one of Ohio's most popular speakers, as he reviews Bullying & Sexual and Illegal Harassment law ... including the most recent and most important developments in this area of the law in his own unique, practical, entertaining and humorous style. Scott will not only inform you of what the law requires, but he will use ALMOST 40 years of Human Resource and Employment Law experience to tell you how to use this information IMMEDIATELY!

Learning Objectives

In this session you will learn ...

- **How to attain and maintain a CIVIL AND SAFE WORKPLACE.**
- **The difference between “BULLYING” and “HARASSMENT.”**
- **The difference between HOSTILE ENVIRONMENT and QUID PRO QUO.**
- **What constitutes RETALIATION.**

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Scott Warrick, JD, MLHR, CEQC, SHRM-SCP (www.scottwarrick.com & www.scottwarrickemploymentlaw.com) is both a practicing Employment Law Attorney and Human Resource Professional with almost 40 years of hands-on experience. Scott uses his unique background to help organizations get where they want to go, which includes coaching and training managers and employees in his own unique, practical, entertaining and humorous style.

[Scott Trains Managers & Employees ON-SITE in over 50 topics](#), all of which can be customized **FOR YOU!**

LET SCOTT DESIGN A PROGRAM FOR YOU!

Scott combines the areas of law and human resources to help organizations in “Solving Employee Problems **BEFORE** They Start.” Scott’s goal is **NOT** to win lawsuits. Instead, Scott’s goal is to **PREVENT THEM** while improving **EMPLOYEE MORALE**.

Scott’s book, **“Solve Employee Problems Before They Start: Resolving Conflict in the Real World”** is #1 for New Releases on Amazon for Conflict Resolution books!

Scott’s **“[MASTER HR TOOL KIT SUBSCRIPTION](#)”** is a favorite for anyone wanting to learn Employment Law and run an HR Department.

Scott has been named one of Business First’s 20 People To Know In HR, CEO Magazine’s 2008 Human Resources “Superstar,” a Nationally Certified Emotional Intelligence Instructor and a SHRM National Diversity Conference Presenter in 2003, 2006, 2007, 2008 and 2012.

Scott has also received the Human Resource Association of Central Ohio’s Linda Kerns Award for Outstanding Creativity in the Field of HR Management and the Ohio State Human Resource Council’s David Prize for Creativity in HR Management.

Scott’s academic background and awards include Capital University College of Law (Class Valedictorian (1st out of 233) and Summa Cum Laude), Master of Labor & Human Resources and B.A. in Organizational Communication from The Ohio State University.

For more information on Scott, just go to www.scottwarrick.com & www.scottwarrickemploymentlaw.com.



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