

# **With All Due Respect**

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**Promoting a Respectful Workplace**

**Leader's Guide**

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# Introduction

A respectful workplace starts with each one of us. We must be able to acknowledge that all people have an equal right to work in a respectful environment. We also must be able to accept differences and appreciate diversity. Harassing behavior is bad for everyone, including us as individuals. Such behavior can have severe legal and financial consequences for us personally. Therefore, we all must do our part in creating a harassment-free workplace where each person in the workplace is treated with the respect he or she deserves.

## Program Objectives

*We recommend that you write these on flipchart paper and place them in a location for all to see during your training session.*

Upon completion of this program, you will:

- Realize the importance of familiarizing yourself with your organization's policies and the law.
- Acknowledge that all people have an equal right to work in a respectful environment.
- Examine your attitudes, beliefs, and actions towards those who are different.
- Know the different types of sexual harassment (Quid Pro Quo, Hostile Environment, Same-Sex, Non-Employee, and Third Party).
- Understand whose job it is to STOP harassment (Source, Target, Observer, Person in Authority).
- Understand what is expected of you when harassment occurs.
- Find ways to deal with harassment when it happens.

## **Preparation**

To have a respectful work environment, each employee must understand the policies your organization has in effect to prevent, and react to, harassment. It is essential that you carefully review your organization's policies concerning harassment and discrimination so that you can train your participants appropriately. If possible, make copies of pertinent sections of your organization's policy for each participant.

Your training participants should also be familiar with the legal consequences of discrimination and harassment. Therefore, you should help participants review laws about harassment and discrimination. Look up the EEOC guidelines and relevant sexual harassment laws. If appropriate, make copies of pertinent sections and give them to your participants.

In addition, the topics covered in this training session may elicit strong emotions. It is important that you, as the trainer, be prepared to handle these issues by staying objective rather than becoming defensive or choosing sides. Watch out for questions that begin with, "Don't you think," asking you to agree or disagree. The best response for a question like this would be to ask the participant how he or she feels about the issue. Another tool to use for heated discussion is to reflect back or paraphrase what the participant says to you in order to make the participant accountable for his or her own feelings and beliefs. In any event, if things start to get out of hand, take a break so that your participants can calm down.

Finally, there are some key steps and important ideas presented in the video. You may want to make overhead transparencies or write key points out on the flipchart.

# The Training Session

*Below is a suggested script for the facilitator. These are suggestions only. Please customize this script for your organization and for your personal training style.*

## Introduction

**Say:** Disrespectful behavior serves no useful purpose and often interferes with the work our organization is doing. If we are respectful in our workplace, we are more productive. The more productive we are, the more valuable we are as employees. Respectful behavior is required, not only by our organization's policies, but by the law. A respectful workplace starts with each one of us. It is essential that we learn what we can do in order to make our workplace more respectful

We are going to watch a video titled, *With All Due Respect*. Before we watch the video, however, I'd like each of you to take a short quiz.

Hand out the Assessment instrument and give each participant time to fill it out. You may want to refrain from discussing it at this point, and wait until after you watch the video.

**Say:** Now we are going to watch the video *With All Due Respect*, about promoting a respectful work environment.

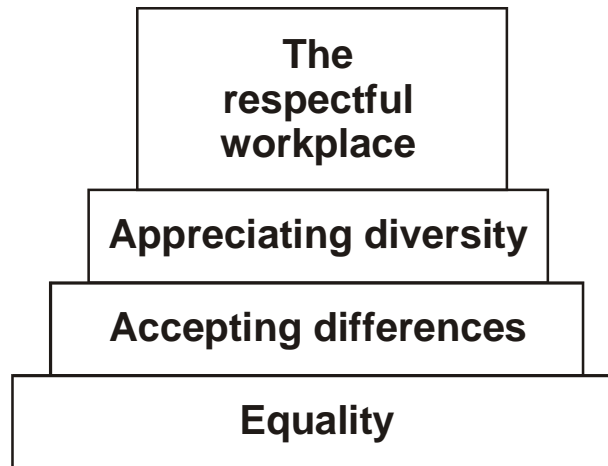
Play *With All Due Respect*.

**Say:** Now that we have watched the video, look at your Assessment instruments. I'd like you to make a notation beside any questions that you would change the answer to now that you have watched the video.

At this point you can divide the participants up into subgroups of 4 or 5 people. Have them discuss any answers they may have changed. After they have discussed their results, you may want to review each question and the answer with the participants.

## 1. Building Blocks of the Respectful Workplace

(At this point you may want to have a copy of the following diagram up for all participants to see.)



**Say:** Our workplace should be a respectful workplace, and, as has already been stated, respect starts with each one of us. In order to have a respectful workplace we must first acknowledge that all people have an equal right to work in a respectful environment regardless of their race, sex, religion, national origin, or any other characteristic. If we acknowledge our equality, then it is easier to treat others with respect—the way we would want to be treated ourselves.

We must also be able to accept differences. To do this we must examine our own beliefs and attitudes about those who are different from us. Then we must examine our actions that stem from our beliefs and attitudes. It is important that these actions show respect for those around us. Harassing behavior can have severe consequences for us personally, including legal and financial consequences. Therefore, our actions must not be actions that create a hostile or harassing environment.

In order to have a respectful workplace, we must fully appreciate the diversity that exists in our workplace. Each person is different, and we must accept and appreciate those differences.

Let's do the following exercise: In your subgroups, list the benefits to our workplace of differences in people. Consider differences in culture, race, sex, age, etc. An example would be that differences help us be creative when coming up with solutions to problems.

Give each group several minutes to complete the exercise, and then allow the groups to present their results to the rest of the participants.

**Say:** If we acknowledge equality, accept differences, and appreciate diversity, then we create a workplace where there is mutual respect for all employees.



## 2. Harassment Serves No Productive Purpose in the Workplace

**Say:** Harassment is unacceptable behavior, and it serves no productive purpose in the workplace. It is important that we understand the types of harassment and that harassing behavior will not be tolerated.

In your subgroups, please list examples of harassing behavior that might occur in a workplace. An example is “telling offensive jokes.”

Again, give each group several minutes to complete the exercise, and then allow the groups to present their results to the rest of the participants.

(Before this next section, you may want to write the types of sexual harassment on flipchart paper or an overhead transparency, and post them for the participants to see while going over this material.)

**Say:** During this training session we will look at ways to stop these harassing behaviors, but first I'd like to make sure we all understand the types of harassment. When we hear the word “harassment” most of us first think of sexual harassment. Sexual harassment is forbidden by our organization's policies and by Title VII of the Civil Rights Act of 1964, and may carry severe consequences. The main types of sexual harassment are:

- Quid Pro Quo Harassment
- Hostile Environment Harassment
- Same-Sex Harassment
- Non-Employee Harassment
- Third-Party Harassment

There are also other forms of illegal harassment, such as harassing behavior based on race, religion, national origin, age, disability, sexual orientation, political affiliation, physical appearance, or any other such characteristic.

This would be a good time to pass out copies of your organization's policies and any EEOC guidelines that you may have obtained. Go over these policies with your participants and make sure that there are no questions.

Again, before the next section you may want to write and post the following acronym:

**S**ource  
**T**arget  
**O**bserver  
**P**erson in authority

### **3. Whose Job Is It to STOP Harassment at Work?**

#### *Source*

**Say:** The first person with a responsibility to stop harassment at work is the source of the harassment. The source must examine his or her actions, and stop those that might be offensive to others.

#### *Target*

The second person with the responsibility to stop harassing behavior is the target. We must tell our co-workers or others when their behavior is offensive to us. Most of us are afraid of confrontation, but it is essential that we let others know, even if it is in writing, when their behavior is making us uncomfortable.

Let's take a moment, and in our subgroups, list the things that a target of harassment might be afraid of, for example, "retaliation." Beside each item that the target might be afraid of, list possible solutions. For example, "make sure the person in authority that was told about the harassment will enforce policies preventing retaliation."

Give each group several minutes to complete the exercise, and then allow the groups to present their results to the rest of the participants. After the discussion you may want to add any that have not been mentioned.

**Say:** If you are the target of harassment, and you have already informed the source that this behavior offends you, what should you do next?

At this point you may want the participants to respond to this question, or you may want to give them the information based on your organization's policies. Please include the name(s) and number(s) of the appropriate person to report to as well as reporting procedures.

#### *Observer*

**Say:** In addition to the source and the target, observers of harassment have a responsibility to stop the harassing behavior. A person who observes harassment should not "stay out of it." A respectful workplace is everyone's business, and we all have a responsibility to call attention to disrespectful behavior when we see it.

#### *Person in Authority*

**Say:** Finally, any person in authority has a responsibility to keep the workplace harassment-free. Our organization's leaders should seriously investigate reports of harassment and take action.

### **Close**

**Say:** No one wants to work in a hostile environment where they feel harassed. We must all do our part to create a comfortable work environment where everyone is treated equally.

# You Call That Respect?

## Vignette #1 – The Performance Review

*A male supervisor suggests to his female subordinate that she come to his office for her performance review meeting about 20 minutes early so she can “review his performance first.” When the subordinate hesitates in answering, the supervisor threatens her, saying he can make things easy for her on the job, or he can make them hard. If she “plays along” with him, he will make things “real good” for her.*

1. **Is this sexual harassment?**
  
  
  
  
  
  
  
  
  
  
2. **What type of sexual harassment would this be? Why?**
  - **Quid Pro Quo Harassment**
  - **Hostile Environment Harassment**
  - **Same-Sex Harassment**
  - **Non-Employee Harassment**
  - **Third-Party Harassment**
  
  
  
  
  
  
  
  
  
  
3. **How should the subordinate in this situation respond?**
  
  
  
  
  
  
  
  
  
  
4. **Should she report this incident? Why or why not? To whom should she report?**

## **Vignette #2 – That’s More Than I Want to Know**

*Jeff happens to find a lingerie catalog in Jan’s mail. He launches into a description of the nightwear his wife now chooses to wear and the current state of his love life at home. Jan does not want to hear about any of this. Jeff’s discussion of his personal sexual details makes her very uncomfortable.*

- 1. What’s wrong with Jeff’s behavior? He’s not making any sexual advances on Jan or making any lewd comments about *her* appearance. Could his behavior still be considered sexual harassment if he fails to stop it? Why, or why not?**

- 2. What should Jeff do now?**

- 3. What should Jan do if Jeff does not stop his behavior?**



## **Vignette #4 – Special Delivery**

*A package delivery vendor continuously tries to talk the receptionist into posing for photographs to be placed on a website. He suggests to her that she could make a lot of money, especially if she's willing to take more of her clothing off in the pictures. He tells her that with her body and face she'd make a ton of money. This is obviously not the first time he's tried to coerce her into posing, and, just as obviously, it will not be the last time he asks her about it.*

- 1. This man doesn't even work for the same company the receptionist does. He's an outside vendor. Can this still be considered sexual harassment?**

- 2. What should the receptionist do in this situation?**

- 3. Assume that the receptionist decides to report this incident to her supervisor. What should her supervisor do?**



## **Vignette #6 – Believe It or Not!**

*Jordan keeps putting religious tracts where Monica will find them. When Monica confronts Jordan and asks her to stop doing so, Jordan tells Monica that Monica’s religious beliefs are “leading her away from the truth.” Jordan then attempts to sway Monica to her way of believing, ignoring Monica’s attempts to end the conversation. Jordan accuses Monica of being intolerant toward her on the subject of religion.*

1. **Is Monica being intolerant of Jordan’s religious beliefs? Or is Jordan out of line for trying to convert Monica to her way of believing at work?**
2. **Do any boundaries exist between our personal religious life and our work life? Or should Jordan be free to express her beliefs to her fellow employees? Where would you draw the line?**
3. **What if the issue was not about religion, but rather about political affiliation? Would this make any difference in whether Jordan’s behavior was appropriate or not?**

(Note for Trainer: Some participants have made the comment that this vignette “makes the Christian lady look bad.” If this comment is raised, ask the participant to which lady they are referring. The script is written in such a way that no particular religion is identified by either character. It might be helpful, if this comment is raised, to replay the vignette and tell the participants to imagine that Monica is herself a devout Christian, and that Jordan has been repeatedly attempting to convert her to the unusual, cult-like religion to which Jordan ascribes. This will help the participants see the vignette in a new light and focus on the behavior involved, not on their perceptions of the religious beliefs being promoted.)



# Assessment

Answer each of the following questions based on what you know about workplace harassment.

1. Sexual harassment is only illegal if your company has a policy forbidding it.

\_\_\_\_\_ True                      \_\_\_\_\_ False

2. If you observe harassment taking place in the workplace, it is best to let the people involved deal with it between themselves. It's none of your business.

\_\_\_\_\_ True                      \_\_\_\_\_ False

3. Men can sexually harass other men, and women can sexually harass other women.

\_\_\_\_\_ True                      \_\_\_\_\_ False

4. If someone lets you know that your behavior makes them uncomfortable, you should stop that behavior immediately and not engage in that behavior again.

\_\_\_\_\_ True                      \_\_\_\_\_ False

5. If you honestly do not intend to offend anyone, your behavior cannot be considered harassment.

\_\_\_\_\_ True                      \_\_\_\_\_ False

6. Sexual harassment is only illegal if a supervisor is harassing a subordinate.

\_\_\_\_\_ True                      \_\_\_\_\_ False

7. It's okay to ask a fellow employee out on a date, as long as you do not persist in pursuing them if they say no.

\_\_\_\_\_ True                      \_\_\_\_\_ False

8. Employees can only report harassment to their direct supervisor.

\_\_\_\_\_ True                      \_\_\_\_\_ False

9. You could be held personally liable in court for certain harassment claims.

\_\_\_\_\_ True                      \_\_\_\_\_ False

10. If a customer or other non-employee is harassing you, there's nothing your organization can be expected to do about it.

\_\_\_\_\_ True                      \_\_\_\_\_ False

## Answers to Assessment

- 1. False.**  
Sexual harassment is always illegal. Title IV of The Civil Rights Act of 1964 and the 1991 Amendments clearly prohibit any type of sexual harassment.
- 2. False.**  
If you observe harassing behavior in your workplace you should report it as soon as possible to the proper authorities. Harassing behavior should not be allowed to continue in your workplace, and it is each person's responsibility to prevent it.
- 3. False.**  
In 1998 the Supreme Court stated that same-sex harassment is illegal and will not be tolerated any more. Sexual harassment laws protect against all types of sexual harassment, and it is no more acceptable to harass those of the same sex than it is to harass those of the opposite sex.
- 4. True.**  
Continuing harassing behavior not only can cause you to lose your job, it is illegal. You may find yourself in court, and end up losing a lot more than just your job.
- 5. False.**  
Intent is important, but if your behavior is offensive and creates a hostile environment for someone in your workplace, it may still be considered harassment. Err on the side of caution when you consider telling sexual or racist jokes, or engaging in behavior that may be offensive to someone in your workplace.
- 6. False.**  
A study by the American Management Association found that 50% of sexual harassment cases alleged that co-workers or peers were the harassers, while only 26% of the cases involved direct supervisors. Co-workers and peers are just as likely to be sued for sexual harassment as a manager or supervisor.
- 7. This might be true or false.**  
For the answer to this question you need to familiarize yourself with your organization's policies. It is not illegal to ask a fellow employee out on a date as long as you do not harass him or her if he or she declines, but sometimes it is against organizational policy. In certain cases it may not be a good idea even if your organization's policy allows it. You need to use your judgment.
- 8. False.**  
Again you need to check your organization's policy concerning reporting harassment, but many organizations have a human resource department or an office manager available to report harassment to. Harassment should be reported as soon as possible to a person in authority who may be able to do something to alleviate the situation.
- 9. True.**  
If your behavior is found to be unwelcome, severe, and pervasive enough to alter the conditions of the victim's employment and such that it creates an abusive working environment, you may be held personally liable in court for that behavior. Also, if you are in a position of authority, and abuse that authority to obtain sexual favors, you may be held personally liable. Obviously this may have severe legal and financial consequences for the harasser. You would be wise to avoid any behavior that may be offensive or harassing to others.
- 10. False.**  
You need to report *any* harassing behavior to a person in authority as soon as possible. Your organization is required by law to respond to this report appropriately regardless of who the harasser is.