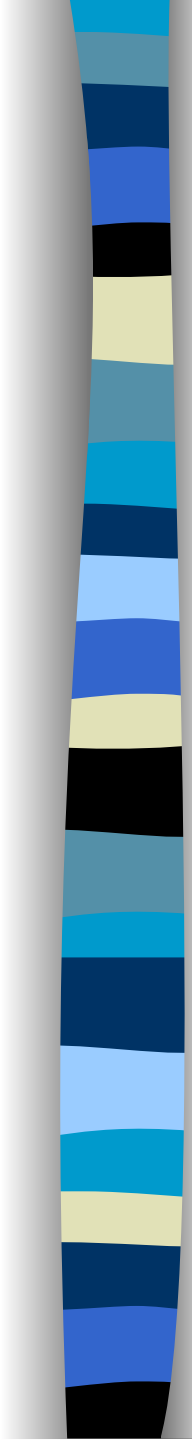




UNLAWFUL WORKPLACE HARASSMENT

Administrative Office of the Courts
Human Resources Division

May 20, 2005



Pre-Test

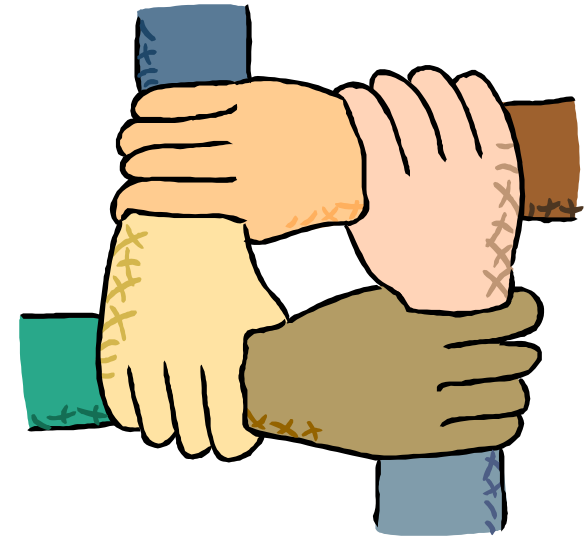
WORKSHOP OBJECTIVES



- ✓ Ensure that each employee, supervisor, & manager understands the meaning of unlawful workplace harassment
- ✓ Promote the concept that harassment is a type of discrimination and it will not be tolerated in the workplace
- ✓ Help employees, supervisors, & managers understand the Unlawful Workplace Harassment policy and procedures
- ✓ Provide examples of unlawful workplace harassment by viewing a video
- ✓ Help employees, supervisors, & managers understand their responsibilities

PROTECTED CLASSES

- ✓ Age
- ✓ Color
- ✓ Creed
- ✓ Disability
- ✓ National Origin
- ✓ Race
- ✓ Religion
- ✓ Sex/Gender



All People belong to at least one protected class.



HARASSMENT DEFINED

UNLAWFUL WORKPLACE HARASSMENT:

Unwelcome or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, or handicapping condition as defined by G.S. 168-A-3 that creates a hostile work environment or circumstances involving quid pro quo. Harassment in the workplace includes all forms of harassment and abuse of authority.

HARASSMENT IS DISCRIMINATION!

HOSTILE WORK ENVIRONMENT



A hostile work environment is one that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all of the circumstances including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it reasonably interferes with an employee's work performance.



ABUSE OF AUTHORITY



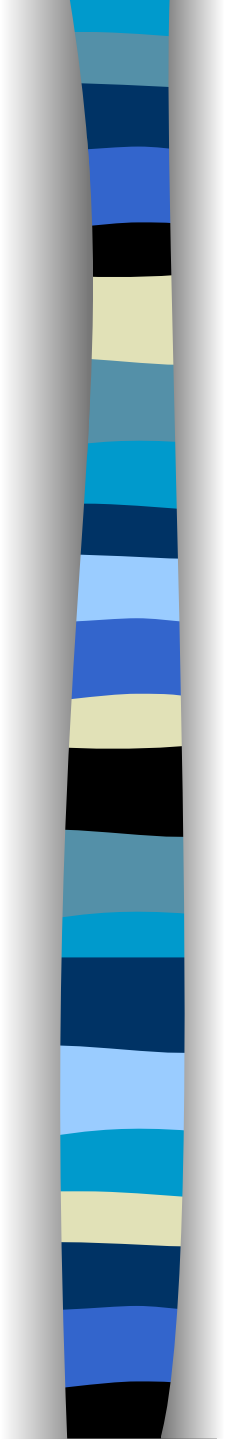
Abuse of authority is an individual's use of power and authority inherent in the position held in a manner which serves no legitimate work purpose and which ought reasonably to be known to be inappropriate. It includes misuse of power in a manner that is intimidating, coercive, or demeaning.



Quid Pro Quo

Harassment consisting of unwelcome advances, requests for favors, verbal or physical conduct when:

- (1) submission to such conduct is made explicitly or implicitly a term or condition of employment, or
- (2) submission to or rejection of such conduct is used as the basis for employment decisions.



Video



Responsibilities of Managers/Supervisors

- Maintain a high standard of personal conduct when dealing with all employees or other persons
- Ensure that all employees are advised of their rights and responsibilities under this policy
- Take immediate action to report or deal with alleged incidents of unlawful workplace harassment that come to their attention, regardless of a complaint having been made



Responsibilities of Employees

- Become fully aware of policy provisions and nature of unlawful workplace harassment
- Treat persons in the workplace in a way that is free of unlawful workplace harassment
- Change behavior when given indications that the behavior is offensive or harassing to others
- Take appropriate action, where possible, when subjected to unlawful workplace harassment
- Cooperate fully with those responsible for dealing with a complaint of harassment

REDRESS / GRIEVANCE PROCEDURES



- ✓ Report any misconduct to your immediate supervisor unless he or she is involved in the misconduct, then report it to his / her supervisor; or
- ✓ Report the misconduct to the EEO Officer/ Employee Relations Specialist in the Human Resources Division
- ✓ Request for review by the AOC Director



Any Questions??



For More Information.....

Contact: Russ Eubanks

Administrative Office of the Courts

Human Resources Division

Post Office Box 2448

Raleigh, North Carolina 27602

Phone: 919-571-4784

Email: Russ.V.Eubanks@nccourts.org