

# HARASSMENT PREVENTION FOR CA EMPLOYEES (SB1343)

**LEARNING FORMATS:** CLASSROOM (ONSITE ONLY), ONLINE COURSE, DO IT YOURSELF FACILITATION KIT

Every California employer with 5 or more employees must provide at least 1 hour of compliant harassment prevention training to employees and 2 hours of compliant harassment prevention training to supervisory employees every 2 years. This employee-level course focuses on the basics of harassment prevention, abusive conduct, and how to respond to and report inappropriate, offensive or abusive conduct.

The organization's policy on harassment prevention serves as a fundamental portion of the training along with Employers Group-provided handouts.

## DO YOU FACE ANY OF THESE ISSUES?

- > Are employees being respectful of others?
- > Do employees understand their role in identifying and preventing harassment from occurring?
- > Is your organization in need of this training to mitigate risk and create a culture of mutual respect?
- > Do employees have the skills to respond to inappropriate behaviors they are uncomfortable with?

## PERFORMANCE OBJECTIVES

### Helps employees:

- > Identify unlawful conduct
- > Steps to take when inappropriate behaviors occur personally and as a bystander
- > Understand organizational requirements dealing with harassment

## PRIMARY COMPETENCY DEVELOPED

- > Complying with organizational policies

## SECONDARY COMPETENCIES DEVELOPED

- > Being Respectful

## COURSE OVERVIEW

- > **Protected Characteristics:** Working as a class, learners identify California-specific protected characteristics along with definitions of many terms, statutory framework, and employer policies regarding harassment, including policy requirements, reporting harassment, and employer investigative obligations.
- > **Fundamental Practices (part 1):** Through interactive discussion, participants learn about (1) behaviors that contribute to sexual harassment, (2) negative effects of abusive conduct, (3) conduct that constitutes sexual harassment.
- > **Fundamental Practices (part 2):** Participants understand their role as in identifying, responding to, reporting, and preventing harassment and illegal discrimination. Included is what to do if they are personally accused and the limited confidentiality of complaints.
- > **What Would You Do?** Using the content covered, the facilitator poses "what would you do" practical situations to participants for classroom discussion, including what to do if you are a bystander. Individuals work as teams to identify the correct answer themselves and share with the class.
- > **Preventing Harassment, Illegal Discrimination and Retaliation:** Facilitator leads a classroom discussion on prevention tactics.
- > **Wrap-Up:** Instructor summarizes the day's learning and answers any questions that may have surfaced.

## VIDEO SEGMENT SUMMARIES

- > No video segments are planned for this module. If requested, Employers Group can integrate segments into this module.

## COURSE DETAILS

- > **Target audience:** Employees
- > **State-Fundable:** No
- > **Course length:** 1.0 to 1.5 hours (on-site).
- > **Delivery Modes:** On-site, Public Event, Online Module, eTrainingPortal.com
- > **Facilitator certification:** Employers Group Training Specialist required.
- > **Prerequisites:** None.
- > **Series:** Suitable for all environments.
- > **Optimal group size:** 10 to 20. 40 recommended maximum with 1.5 hours.
- > **Course Prep:** None.

## RELATED COURSES

- > Working as a High Performing Team
- > Valuing Differences