

# **Sexual Harassment Awareness and Prevention Initiative**

*Presented by:*

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**Management Committee 4-25-2018**



# Project Objectives

- Participate in Governor's request for statewide review
- Respond to guidance provided by MMB
- Build the Council's workplace culture in terms of inclusivity, safety and respect
- Increase employee awareness of expectations for behavior
- Increase awareness of reporting mechanisms and complaint response
- Improve manager/supervisor knowledge and skill in addressing workplace behavior
- Strengthen complaint process

# Policy and procedure update

- 4-2: Affirmative Action and Equal Opportunity
- 4-2-1: Discriminatory Harassment and Inappropriate Behavior
- Currently reviewing two Investigations Procedures (4-2-1a and 4-6c) :
  - Strengthen process
  - Clear complaint process for employees
  - Conflict resolution resources
  - Improved investigative department collaboration and coordination
  - Clarification of manager/supervisor role to address

# Leadership Training

- Instructor-led training based on MMB sexual harassment content, customized to the Council
- To be scheduled for May
- Audience:
  - Council-members
  - Executive and Senior Leaders

# Training Objectives

- Understand the definition of sexual harassment
- Examine key behaviors constituting harassment
- Review applicable Council policies
- Review responsibilities of Council leadership and management for establishing a culture of respect and keeping the workplace free of sexual harassment
- Review the Council's complaint process

# Manager and Employee Training

- Refresh “Respectful Workplace” training content:
  - Civility and Respect in the Workplace
  - Sexual Harassment Awareness and Prevention (new course)
  - Workplace Violence: Prevention and Incident Response
  - Run, Hide, Fight: Surviving and Action Shooter Event
  - Employee Resilience in the Workplace
- Content delivered via web-based training
- Audience: Managers, Supervisors, Employees
- Completion time frame: May - September

# Other Training Activities

- Bus Operator “Professional Operator Development”
- Training resources available for department-based training upon request next fall
- Bi-annual manager/supervisor training conference 2019
- Content incorporated into:
  - Employee on-boarding
  - New Manager Orientation
  - Learning Institute courses as appropriate

# Leading As Women: Council Resource Group

- Research Employee Resource Group (ERG) best practices
- Build out ERG concept for Council implementation
- Analyze Council data by gender
- Select Executive sponsor and invite participants to the “Leading as Women” resource group
- Engage group members to establish action plan
- 2018 Q2-4



# Other supportive actions

- Develop and implement a comprehensive communication plan
- Develop employee competency around gender and culture to build a more inclusive work culture
- Employee Engagement Survey Questions to measure current environment and perceptions

# Key messages:

- It'll take all Council employees working together to create and maintain a respectful and inclusive workplace environment, where harassment and other disrespectful behaviors are not welcome or tolerated.
- The Council is updating harassment policies, requiring all Council leadership and staff to participate in training that defines expectations around behaviors and protocols for reporting harassment.
- The Council will commit resources to support employees who report harassment and managers who must address harassment issues among their reports.
- Council employees are urged to continue to participate and contribute in their own way to a respectful workplace environment and culture that values inclusion.

## **In a respectful work environment employees:**

- include and value the contributions of all employees
- interact professionally, respectfully and courteously
- meet others with openness and a willingness to cooperate in the course of performing work duties whether in the community or within our facilities - online or in person
- build and use individual conflict management skills and when disagreements arise employ those skills
- raise concerns when differences arise and use appropriate Council channels and resources so that issues can be addressed
- report and treat seriously incidents of policy violation