



WORKPLACE HARASSMENT AND DISCRIMINATION

Duration: 1 day

Objective

To sensitise employees to the risks involved in workplace harassment (including bullying, racism and sexual harassment) and the rights and obligations of the employer and employees.

Design

- **Forms of harassment**
 - Sexual
 - Racial
 - Other
- The legal framework
- What constitutes “harassment”?
- The employer’s duties
- Consequences of harassment for the victim, employer and harasser
- The victim’s options
- Dealing with complaints of harassment: formal and informal processes
- Harassment and culture
- Harassment and company values
- **Bullying**
 - What constitutes “bullying”?
 - The employer’s duty to provide a safe working environment
 - Using internal grievance mediation to resolve complaints
 - When to institute disciplinary procedures
- The Code of Good Practice on the Prevention and Elimination of Harassment in Workplaces

Target group

- Managers, supervisors and all employees.

