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How to Avoid Sexual Harassment & Protect Your Employees



Tip Sheet



How to Avoid Sexual Harassment and Protect Your Employees

Public allegations of sexual harassment are a daily occurrence now. What should organizations be doing right now to avoid misconduct in the workplace and keep their employees safe? Use this tip sheet as a guide to effectively prevent harassment in your workplace.



1

Have effective harassment training for everyone

The keyword here is EFFECTIVE. While addressing legal topics helps make sure everyone understands legal nuances, the most effective training will drive behavior change. Training showing scenarios that resonate with employees and managers will encourage mutual professional respect, give learners a glimpse into how others perceive the same scenarios, spark a real discussion about those differences, and provide answers to FAQs.



2

Give access to other training and micro-learning opportunities

While providing information about harassment and behavioral do's and don'ts is critical, it's also important to take the opportunity to teach other ways to create a respectful workplace. Consider training on conflict resolution, communication, dealing with difficult employees, and unconscious bias, among others. In addition to supplemental brief training sessions, other micro-learning forms include infographics, summaries, checklists, flowcharts, short video scenarios, and Q&A.



3

Develop a positive cycle of reporting-investigating-fixing that increases employee trust

Ensure independent and unbiased investigations for your organization. When someone takes a step to report harassment, please treat them with deeper respect and understanding. The accused person has the same right to be heard, and his/her perceptions to be understood. Aim for a swift resolution. A fair process will build a cycle of trust.



Focus on developing a healthy workplace culture, not on a culture of legal compliance

Make sure harassment prevention training isn't just a check-the-box compliance chore. The savviest companies are working top-down to build a healthy workplace culture. When respectful behavior is part of the culture and part of the expectation, it drives behavior change and reduces inappropriate behavior and misconduct.



Create a new shared language that everyone can understand

Teach employees and managers to communicate problematic conduct before it escalates safely. For example, use the [Workplace Color Spectrum™](#), which gives employees and managers a common language to neutrally share potentially harmful workplace conduct using green, yellow, orange, and red colors.

If you'd like to learn about Emtrain's compliance training and preventing workplace harassment solutions, check out the Course Catalog or [reach out to us!](#)