



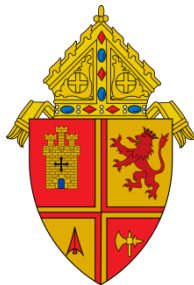
ROMAN CATHOLIC DIOCESE OF
ST. PETERSBURG

WELCOME!

Thank you for taking time out of your busy day to
attend this important meeting!



WALLACE WELCH & WILLINGHAM
INSURANCE AND RISK MANAGEMENT SINCE 1925



ROMAN CATHOLIC DIOCESE OF
ST. PETERSBURG

Anti-Harassment Training

For Employees

Presented by:

Steve Farmer, CBC, GBDS, CHRS

Executive Vice President, Employee Benefits Advisor

Rob Haddad, CBC, GBDS

Vice President, Employee Benefits Advisor

WALLACE WELCH & WILLINGHAM



Understanding Your Insurance Needs
& Surpassing Your Expectations



Definition

Webster's Dictionary defines "Harassment" as:

har•ass *verb* to annoy persistently or to create an unpleasant or hostile situation for especially by uninvited and unwelcome verbal or physical conduct —**har'ass•ment** *noun*

"By LAW" Harassment is defined as:

"being subject to a work environment that is intimidating, hostile, offensive or unreasonably interferes with job performance."



Two Basic Types

- Quid Pro Quo
 - “This for That”
- Hostile Work Environment





Perception



PERCEPTION IS KEY



Wallace Welch & Willingham is providing this information solely as general guidance on the subjects covered and should not be considered as legal advice. We are only offering assistance from a risk management perspective to help reduce your exposure and limit your liability. Any legal issues should be reviewed by your legal counsel to apply the laws to the particular facts of your situation.



Policies

Equal Opportunity Employment ANTI HARASSMENT NOTICE

It is the long established policy of the Company to extend equal employment and advancement opportunities to all qualified individuals regardless of their race, color, age (40 and over), sex, pregnancy, gender, disability, religion, national origin, ethnic background, military service or citizenship.

All personnel are reminded that each employee is at all times to be treated courteously by fellow employees, so that he or she is free from harassment or interference based on factors such as those mentioned above.

Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct which interferes with an employee's job performance or which creates an intimidating, offensive or hostile work environment. Examples of what may be considered harassment, depending on the circumstances, are:

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off color or sexual remarks, jokes, slurs or propositions or comments that disparage a person or group on the basis of race, color, age (40 and over), sex, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, or gestures.
- Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.
- Unsolicited sexual advances, requests, or demands, explicit or implicit, for sexual favors.

Anyone who feels that he or she has been discriminated against or harassed should report such incidents to: _____ OR _____

The Company will promptly investigate all charges of violation of this policy. The confidentiality of persons reporting violations will be respected so far as practicable in conducting an investigation of such claims. There will absolutely be no retaliation against persons filing such complaints.

Sexual Harassment Sample Policy

It is the policy of this Company that all employees shall have the right to work in an environment free from any form of unlawful discrimination. Sexual Harassment is prohibited in this environment and is prohibited by state and federal laws. Therefore, it is the policy of this Company that sexual harassment will not be tolerated. It is a violation of Company policy for any supervisor or employee, and/or third party, to engage in sexual harassment defined below. Such conduct will result in disciplinary action up to and including dismissal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Quid Pro Quo - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature conditioned upon a person's response to such conduct, or conduct which interferes with a person's ability to perform his or her job, or creates an intimidating, hostile, or offensive work environment.

Hostile Environment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is severe or pervasive enough to create an intimidating, hostile, or offensive work environment.

Some examples of sexual harassment include but are not limited to:

- Unwelcome sexual advances
- Offense or sexual harassment in exchange for sexual favors
- Making sexual remarks, requests for sexual favors, or sexual advances
- Visual conduct such as leering, staring, sexual gestures, or displaying sexually suggestive pictures, drawings, or posters
- Verbal conduct such as making derogatory comments, remarks, slurs, sexually explicit remarks or comments about an employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse or sexual remarks, graphic verbal comments about an employee's body, sexually derogatory remarks or slurs, or sexual remarks or comments about an employee's appearance
- Physical conduct such as touching, pinching, grabbing or blocking an employee's movement
- Retaliation for reporting harassment or discrimination

Any employee who believes he or she has been sexually harassed by another employee, supervisor, or third party should report such incidents to the Company. The Company should investigate all such complaints and take appropriate action. If the Company determines that the employee has been sexually harassed, the Company will take appropriate action to prevent such harassment from recurring.

This company prohibits retaliation against any employee who reports sexual harassment or who participates in an investigation. All employees of the company who violate this policy will be disciplined accordingly. Harassment, in any form, is prohibited.

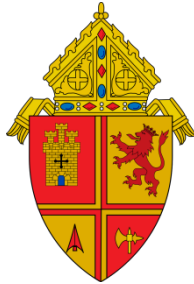
All incidents of prohibited harassment shall be reported to the Company. The Company's policies and procedures will be enforced. The Company's policies and procedures will be enforced. The Company's policies and procedures will be enforced. The Company's policies and procedures will be enforced.

By my signature below, I acknowledge that I have read the above sexual harassment policy and will comply with all of its provisions.

Employee Signature: _____ Date: _____



Harassment



ROMAN CATHOLIC DIOCESE OF
ST. PETERSBURG

The Diocese of St. Petersburg prohibits harassment of its employees by other employees or outside parties.

Harassment is illegal and is prohibited by Title VII of the Civil Rights Acts of 1964.



The Law

- Harassment violates federal law if it involves discriminatory treatment based on:
 - race,
 - color,
 - sex (with or without sexual conduct),
 - religion,
 - national origin,
 - age,
 - disability,
 - genetic information,
 - because the employee opposed job discrimination or
 - participated in an investigation or complaint proceeding under the EEO statutes.



Perception

PERCEPTION Is Everything

How do you feel,
when you don't "fit"
in with the "group"?





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Harassment Examples

- Questions or comments that unnecessarily infringe on:
 - personal privacy or
 - offensive sexist, off color or sexual
 - remarks
 - jokes,
 - slurs
 - propositions
 - comments
- that disparage a person or group.



Think Before You Speak or Act!



Harassment Examples



- Derogatory or suggestive posters
- Cartoons
- Photographs
- Calendars
- Graffiti
- Drawings
- Gestures



Harassment Examples



- Inappropriate touching
- Hitting
- Pushing
- Other aggressive physical contact
- Or threats to take such action



Harassment Examples



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Harassment Examples

Unsolicited sexual advances, requests, or demands, either explicit or implicit, for sexual favors.





Knowledge of Harassment

- Alerted Authority
- Authority Awareness





Responsibility

Victim - **It is NOT your Fault that this happened**

- **Understand** your rights
- **Confront** the harasser immediately
 - Tell or write him/her that you find that type of attention offensive (if written - keep a copy)
 - Tell harasser that behavior affects you negatively and affects your work performance
- **Document all incidents**—record date, time, location, who, eyewitnesses, save any correspondence from the harasser
- **Contact** your supervisor, manager, trainer or the Human Resource office for assistance.



Responsibility of bystander

Bystander interprets others' conduct to create a hostile work environment:

- **Understand** your rights to a hostile-free work environment.
- **Document all incidents:** record date, time, location, who (aggressor and intended recipient), other eyewitnesses.
- **Contact** your supervisor, manager, trainer or the Human Resource office and report what you observed.



Welcoming Environment

Take these 4 STEPS

To help the company create a workplace that is free from HARASSMENT:

1. **Be AWARE** of and try to correct your biases.
2. Make sure **YOU are RESPECTFUL** and open to others.
3. **REACH OUT** and invite others to join you.
4. **DO NOT CARRY GRUDGES**, deal with conflicts immediately.





Responsibility

Employees must also:

- Assume an active role in preventing sexual harassment
- Be familiar with the law and the company's policy on sexual harassment
- Make sure your behavior is in keeping with the law and the company's policy
- Be aware and conscious of engaging in behaviors which could be considered sexual harassment at work, or at company-sponsored events or activities



Reporting

Retaliation for reporting harassment is prohibited.

We ask that our employees who are or become aware of any instances of Harassment report the alleged act immediately to his/her supervisor, the Human Resources Department or any member of Management.



If you are uncomfortable discussing the matter with your supervisor or if your supervisor is not available, report the alleged act immediately to your supervisor's superior or to the Human Resources Department.



Reporting

All complaints will be investigated promptly, impartially and discreetly.



Retaliation for reporting harassment is prohibited.



Workplace Bullying

More common than sexual harassment or verbal abuse

Workplace bullying is the

- deliberate,
- hurtful,
- negative,
- repeated mistreatment of one or more employees
driven by a desire to control





Workplace Bullying

Some of the forms it takes are:

- constant and unfair criticism
- social bantering
- teasing
- yelling
- insults
- behind-the-back put-downs
- malicious gossiping
- texting
- hostile glares
- intimidating gestures
- aggressive behavior
- monopolizing supplies and other resources
- aggressive e-mails or notes
- overt threats
- aggression
- violence



Workplace Bullying

What can you do if you think you are being bullied?

- **FIRMLY** tell the person that his or her behavior is not acceptable and **ask them to stop**.
 - You can ask a supervisor or union member to be with you when you approach the person.
- **KEEP** a factual journal or diary of daily events. **Record**:
 - The **date, time and what happened** in as much detail as possible
 - The **names of witnesses**
 - The **outcome** of the event



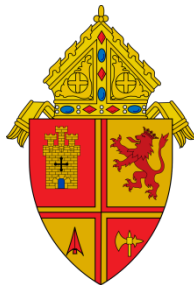


Workplace Bullying

- Remember, it is not just the character of the incidents, but the **number, frequency, and especially the pattern** that can reveal the bullying or harassment.
 - **KEEP** copies of any letters, memos, e-mails, faxes, etc., received from the person.
- **REPORT** the harassment to the person identified in your workplace policy, your supervisor, or a delegated manager.
 - If your concerns are minimized, proceed to the next level of management.



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