



# Anti-Harassment and Discrimination



**integrity**  
Ethics & Compliance Training

## *Topic 1 – What Is Harassment?*

1. **Video:** Definition of harassment. Examples of real-life stories that illustrate the impact of harassment.
2. **Interactive Screen:** What harassment includes, when harassment becomes unlawful conduct, and what constitutes a hostile work environment.
3. **Interactive Screen:** Affirmative Defense – under federal law, an employer can avoid liability for discrimination if it can show three things.
4. **Scenario:** Jokes based on an individual's nationality.
5. **Key Learning:** Even if someone doesn't intend any harm, if the target of the jokes is hurt by the jokes and this is happening on a regular basis, this could create a hostile work environment.
6. **Scenario:** Risqué emails that sometimes contain jokes on religion and sexuality.
7. **Key Learning:** Jokes that offend some colleagues could contribute to an offensive, hostile work environment.
8. **Scenario:** Friendly conversation offering dating advice.
9. **Key Learning:** Intent and perception are key to determining if a statement could be considered harassment.
10. **Assessment:** Five-question quiz on the content presented in this topic.

## *Topic 2 – What Is Discrimination?*

1. **Interactive Screen:** Definition of discrimination. Examples of real-life stories that illustrate the impact of discrimination. Discrimination is never acceptable.
2. **Interactive Screen:** Laws and enforcement. Title VII of the Civil Rights Act of 1964. US Equal Employment Opportunity Commission (EEOC). State-Specific Laws.
3. **Scenario:** Time off for a religious holiday.
4. **Key Learning:** Religious accommodation laws allow employers to engage in discussion about these kinds of issues.
5. **Scenario:** Promoting when pregnant.
6. **Key Learning:** It is never acceptable to discriminate against anyone because of pregnancy.
7. **Scenario:** Age considerations when promoting someone.

8. **Key Learning:** You cannot decide against promoting or hiring someone because they are too old.
9. **Assessment:** Five-question quiz on the content presented in this topic.

### *Topic 3 – What Is Retaliation?*

1. **Interactive Screen:** Retaliation, protected activity, and adverse actions. Retaliation is never acceptable.
2. **Interactive Screen:** Real-life examples of retaliation and the impact they have.
3. **Text & Image Screen:** Definition of a 'covered individual.'
4. **Scenario:** Senior colleague verbally abusing a junior colleague.
5. **Key Learning:** If you witness harassment or discrimination, you should report what you see and hear without fear of retaliation.
6. **Scenario:** What constitutes retaliation?
7. **Key Learning:** Any targeted action taken in response to being reported may be considered an act of retaliation.
8. **Scenario:** Action to take if subjected to retaliatory practices.
9. **Key Learning:** Speak to the individual. If actions continue, report them.
10. **Assessment:** Five-question quiz on the content presented in this topic.

### *Topic 4 –Protected Groups*

1. **Interactive Screen:** What do we mean by protected groups? Examples of protected groups. Types of discrimination.
2. **Scenario:** Drafting a job advertisement without discriminating against any protected groups.
3. **Key Learning:** Discriminatory conduct is prohibited in all aspects of the employment process, including recruitment.
4. **Scenario:** Candidate for an interview is in a wheelchair.
5. **Key Learning:** Unless it causes an employer undue hardship, refusing to accommodate an applicant or employee with a disability is discrimination.
6. **Scenario:** Consequences of rejecting a candidate because they might become pregnant.
7. **Key Learning:** Pregnancy is a class that is protected under both federal and state law. Marital status is a class that is protected under certain state anti-discrimination laws.
8. **Assessment:** Ten-question quiz on the content presented in this topic.

## Topic 5 – Intent vs. Perception

1. **Interactive Screen:** The difference between intent and perception. The burden of proof. The importance of perception.
2. **Scenario:** Proof of general discrimination.
3. **Key Learning:** Employees who assert discrimination claims must show that they suffered an adverse employment action because of their protected class or trait. Proof of this “causal connection” is at the heart of employment claims.
4. **Scenario:** Proof of age discrimination.
5. **Key Learning:** It’s important that a manager can show that they hired a candidate because they were the best candidate for the job.
6. **Scenario:** Legitimate non-discriminatory reasons for not offering a promotion.
7. **Key Learning:** If required, you must be able to present a legitimate, non-discriminatory reason why a candidate didn’t get promoted.
8. **Scenario:** Perception of a joke about nationality.
9. **Key Learning:** You might not intend a comment to be offensive, but it may be perceived in that way. The impact of a perceived offense can be given greater weighting in law than the original intent.
10. **Assessment:** Five-question quiz on the content presented in this topic.

## Topic 6 – Speaking Up

1. Summary screen that wraps up the module and provides details of where to go to speak up.
2. Attestation screen where learners attest that they will always adhere to anti-harassment and discrimination policies.