

# Harassment Prevention for Supervisors

## *Supervisor Takeaway & Reflection Guide*

*As supervisors, we are held to a higher standard. This session is designed to help leaders recognize, prevent, and respond to harassment and discrimination (partnering with HR) while creating a respectful workplace culture.*

### Key Supervisor Reminders

- Nothing is truly “off the record.”
- What supervisors ignore can become accepted workplace culture
- Supervisors should vent horizontally or upward — not downward to staff
- You are responsible for taking concerns seriously and acting appropriately
- Silence or ignoring an issue can be treated by the courts as “agreeing” with the statement or action
- Understand your organization’s policies and processes on harassment and reporting
- There is always one right answer when unsure: Call HR

### Protected Classes & Harassment (taken from <https://www.eeoc.gov/harassment> )

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, transgender status, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history).

Harassment becomes unlawful where:

- 1) enduring the offensive conduct becomes a condition of continued employment, or
- 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

### What Supervisors Should Do

- Address inappropriate behavior immediately
- Encourage employees to speak up when uncomfortable
- Never retaliate or allow retaliation
- Document concerns and involve HR quickly
- Remember that training is only effective if put into practice
- Model the behavior you expect from others

### Some Possible Questions to Ask Self Before Speaking or Acting

- Would I say or do this if my family were present?
- How would I react if this was said to me?
- Is this building someone up or tearing them down?
- Does this comment really need to be said at all?
- Could this create discomfort, embarrassment, or exclusion?

### Final Takeaway

As a supervisor there are two things you GET to do:

- Protect your Organization
- Grow your Employees

***Harassment prevention is not just about compliance — it is about creating a THRIVING culture built on respect, accountability, and intentional leadership.***