



JOB BOX TALK INSTRUCTOR GUIDE

Preventing Harassment, Bullying and Hazing

1. DEFINE THE TOPIC AND GIVE EXAMPLES

Harassment is any behavior that demeans, humiliates or embarrasses a person that a reasonable person should have known would be unwelcome.

EXAMPLE: Leering, staring or touching someone inappropriately

Bullying is the repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which is intended to intimidate, degrade or humiliate a person (or a group of people). EXAMPLE: Commenting negatively about someone's skin color or other racial/ethnic characteristics, sexual orientation

Hazing is the practice of rituals, challenges and other activities involving harassment, abuse or humiliation used as a way to initiate a person into a group.

EXAMPLE: Assigning a menial task to someone due to sexual orientation, race or seniority

IMPACT

2. EXPLAIN THE IMPACT OF THE TOPIC

If you or those around you are expressing any of these behaviors, the work site may begin to feel like an unpleasant or unsafe place for those being harassed or bullied as well as other workers. Here are some of the possible impacts:

People who are harassed, bullied or hazed may:

- Find it hard to focus and get work done
- Feel low, depressed or anxious which can result in loss of sleep and/or physical illness
- Experience strain in their relationships with coworkers, friends and family

People who harass, bully or haze may:

- Be removed from the worksite
- Face legal action






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Expectations

3. DESCRIBE EXPECTATIONS FOR ACCEPTABLE BEHAVIOR.

All work site should be free from harassment, hazing and bullying. Any worker who violates this policy may be removed from the worksite permanently. When witnessing any of these behaviors you are expected to:

-  **IDENTIFY** the issue or behavior.
-  **ADDRESS** the behavior that you are witnessing.
-  **RESOLVE** the issue by working in partnership to make sure that the situation is addressed and solved.



4. ASK REFLECTION QUESTIONS

What can you do to minimize harassment, bullying and hazing at work?

5. END WITH KEY TAKEAWAYS

Harassment, bullying and hazing take on a variety of forms and are not tolerated on this worksite. Complaints of harassment, bullying or hazing will be investigated and action will be taken to reasonably ensure that the behavior stops.