

2 – DAY ANTI SEXUAL HARASSMENT



Introduction

It is vital that your employees understand workplace harassment, the related laws, the appropriate steps of action if unlawful harassment takes place, and how harassment affects both the individuals involved and the organization as a whole. Harassment can put your organization at risk legally and financially as well as cause mistrust with your employees and the public. It is important to take this behaviour seriously and provide courses so that your employees are aware of appropriate behaviour in the workplace. Protect your organization and employees with our workplace harassment courses.

Course Objectives

By the end of this course, you will be able to:

- Educate employees about harassment
- Teach employees their role in fostering a harassment-free environment workplace
- Send a strong message that harassment will not be tolerated within your organization
- Explain the necessity of reporting potential harassment promptly
- Educate all employees on how to recognize and report potential harassment early

Methodology

- Case Study
- Videos
- Others

Who Should Attend?

- Human Resource
- Heads of Department
- Parents
- Teachers
- NGOs

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Course Outline

MODULE 1: WHAT IS SEXUAL HARASSMENT?

- Common Definition of sex harassment
- Theories of Sexual Harassment
- Types of Sexual Harassment
- Who is a Harasser?
- Who can be Harassed?
- Sexual Harassment is Unwelcome Conduct of a Sexual Nature
- Severity and Frequency of Sexual Harassment in Working Environment
- Is Sexual Harassment about Sex or Power?
- Prevalence, causes, effect and strategies for protecting and prevention
- Effects and Consequences

MODULE 2: EMPLOYER RESPONSIBILITIES

- Aim
- Rationale
- Employer Liability
- Clear Written Definition of Sexual Harassment
- Outlines of In-house Prevention Mechanism to Combat Sexual Harassment in the Workplace
- Anti-Harassment Policy Statement, Policies and Strategies
- Promotional and Educational Programmes
- Harassment-free guidelines, rules and regulation, investigation process and disciplinary action
- Handling Complaints/Grievance Procedure – Report, Actions and Records

MODULE 3: EMPLOYER & EMPLOYEES' RESPONSIBILITIES

- Understand
- Observe
- Identify and Examine
- Report and Confront
- Resolve
- Support

MODULE 4: LAW & POLICY - INTERNATIONAL & MALAYSIAN SEXUAL HARASSMENT LAW

- List of Law and Policy in Sexual Harassment
- Legally-protected categories
- Who the law covers, including 3rd parties?
- Provides specifics on retaliation and whistleblower protections
- Defines what constitutes as unlawful harassment

MODULE 5: CASE STUDY

- General Resources - Articles, Research, and Reports
- Websites on Sexual Harassment
- Real Life Harassment Cases - Internationally and Court of Malaysia
- Key legal concepts from Court cases related to harassment

