

# Preventing Harassment and Discrimination in the Workplace | Gateway for Non-Supervisors

Course Outline – Non-supervisors

*Includes pre- and post-surveys*

Module	Learning Objectives	# of Configurable Pages
<b>Building Positive Workplaces: Gateway</b>	<ul style="list-style-type: none"><li>Identify awareness, attitude, and action as three steps toward being an active bystander.</li><li>Recognize the significance of preventing misconduct, even if it's not illegal.</li></ul>	3
<b>Recognizing Discrimination and Developing Awareness</b>	<ul style="list-style-type: none"><li>Define discrimination as unfair treatment toward a person based on certain characteristics.</li><li>Recognize that Title VII protects employees from discrimination on the basis of race, color, sex, religion and national origin. Differentiate disrespect and bullying from harassment and discrimination.</li><li>Identify categories protected under anti-discrimination laws.</li></ul>	2

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<b>Identifying Harassment and Cultivating Positive Attitudes</b>	<ul style="list-style-type: none"><li>• Differentiate harassment and discrimination.</li><li>• Recognize the effects of harassment on the work environment.</li><li>• Define attitude as how you support, encourage, and maintain a professional work environment.</li><li>• Describe barriers that prevent employees from engaging in bystander intervention.</li><li>• Define the bystander effect as the phenomenon by which the more people who witness an incident, the less likely it is that someone will intervene.</li></ul>	2
<b>Spotting Retaliation and Taking Action</b>	<ul style="list-style-type: none"><li>• Define retaliation as when an employee is punished for engaging in an activity that is legally protected.</li><li>• Describe how protected activities and adverse actions relate to retaliation.</li><li>• Recognize legal remedies and penalties for harassment, discrimination, and retaliation.</li><li>• Identify ways to take direct action as a bystander.</li><li>• Identify distract, delegate, and delay as indirect bystander intervention techniques.</li></ul>	2

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Module	Learning Objectives	# of Configurable Pages
Conclusion: Gateway	<ul style="list-style-type: none"><li>Identify awareness, attitude, and action as three steps toward being an active bystander.</li></ul>	8