

# Workplace Harassment Prevention Training

## What is best for your organization?

Implementing and understanding anti-harassment training for your workplace can be a daunting task. With BizLibrary's anti-harassment and compliance training solutions, you can easily meet state requirements, and support a positive company culture that doesn't tolerate harassment.

It is recommended that managers and employees receive anti-harassment training on an annual basis. This can help build an affirmative defense case should your organization ever be involved in a harassment lawsuit. Even more beneficial, providing harassment training to your employees creates a company culture that takes a stand against harassment. This provides residual benefits like lower employee turnover, increased engagement, and high productivity. Various states have also introduced requirements that go beyond federal law. Thus, organizations operating in these states will need a solution to ensure they are meeting these requirements.

BizLibrary's anti-harassment and compliance training solutions offer courses to educate both employees and managers on their role in preventing discrimination and harassment in the workplace.

## BizLibrary's Commitment

BizLibrary provides a variety of content covering the topic area of HR Compliance and frequently works with subject matter experts in the creation and review of this content.

Our Anti-Harassment courses meet state requirements for supervisors and employees for California, Connecticut, Delaware, Illinois, Maine, New York, Texas, and Washington, and undergo a bi-annual review with law firm Ogletree Deakins. We also offer Canadian-specific anti-harassment content that has been reviewed and approved by lawyers at Ogletree Deakins specializing in Canadian employment law. Any changes to state or provincial laws are then incorporated into our video courses to ensure they continue to meet state requirements. In addition to the bi-annual legal review, the BizLibrary Content Team actively monitors for new federal laws that pass and updates content accordingly. Additionally, BizLibrary offers a non-state-specific version for proactive organizations seeking to educate their workforce on anti-harassment best practices.



# Anti-Harassment Courses

BizLibrary Productions offers different compliant courses on anti-harassment, but what are the differences? All anti-harassment training courses cover the same information regarding topics like sexual harassment and complaint procedure guidelines, but they are delivered in different styles to accommodate various learning preferences.

## A Harassment-Free Workplace

- ▶ This anti-harassment training course is compliant with federal laws.
  - ▶ State-specific versions are coming soon for CA, CT, DE, IL, ME, NY, TX, and WA.
  - ▶ An additional industry-specific version is available for our manufacturing clients.
  - ▶ Video lessons include bold graphics, real-life scenarios, multiple narrators, interactivity, and a compassionate, respectful tone.

## Expert Insights: Anti-Harassment with Catherine Mattice

- ▶ Our Expert Insights series brings your workforce one-of-a-kind training from highly successful professionals who are actively working in their fields.
- ▶ This anti-harassment training course is compliant with federal laws.
- ▶ State-specific courses available for CA, CT, DE, IL, ME, NY, TX, and WA.
  - ▶ This state-specific information is integrated throughout the course, appearing at the end of each relevant lesson as well as in the interactive questions.
- ▶ Catherine Mattice, SHRM-SCP, SPHR is the founder and CEO of Civility Partners, an HR consulting firm focused specifically on helping organizations create respectful and positive workplace cultures. She is also an award-winning speaker, blogger, and book author with a focus on workplace bullying and overcoming toxic workplace behavior. Catherine is active in the International Association for Workplace Bullying & Harassment (IAWBH) and one of the four founding members of the National Workplace Bullying Coalition, a nonprofit organization focused on ending workplace bullying.



# Anti-Harassment Courses

## Culture of Civility: Creating a Harassment-Free Workplace

- › This anti-harassment training course is compliant with federal laws.
- › It contains more in-depth information about the different types of workplace discrimination.
- › State-specific courses available for NY, CA, IL, CT, DE, ME, WA, and TX! BizLibrary also offers Culture of Civility content for Ontario and Canada.
  - › This state-specific information is integrated throughout the course as well as in the interactive questions.
- › All video lessons are produced with on-screen talent and modern imagery, text and on-screen graphics to aid the overall learning experience.

## Bystander Intervention for Sexual Harassment

- › This anti-harassment training course is designed to be compliant with the city of Chicago, Illinois but may be applicable to other localities.
- › This course provides specific training on how employees should act when they encounter sexual harassment in the workplace. By the end of this course, learners will know how to define, identify, and intervene in a case of sexual harassment.



## A Harassment-Free Workplace Courses

BizLibrary's anti-harassment courses were designed to comply with state laws, and are sure to capture your engagement while teaching you everything you need to know about workplace harassment. Throughout this course, supervisors and employees will learn what is required regarding workplace harassment, including bystander requirements, complaint procedure guidelines, the EEOC definition of sexual harassment, and more. In addition, leaders will receive training on supervisor and HR responsibilities, warning signs of sexual harassment, and investigation requirements, among other things. In the end, all employees should know just how to deal with harassment situations, and be prepared to prevent harassment from happening in the first place. This program is valid for recertification credit for SHRM-CP, SHRM-SCP and HR Certification Institute.

Courses will be available soon to meet state requirements for supervisors and employees for [California](#), [Connecticut](#), [Delaware](#), [Illinois](#), [Maine](#), [New York](#), [Texas](#), and [Washington](#). Additionally, BizLibrary offers non-state-specific versions for general industry and manufacturing for proactive organizations seeking to educate their workforce on anti-harassment best practices.

### Supervisor course list:

A Harassment-Free Workplace: Introduction to Anti-Harassment for Supervisors

A Harassment-Free Workplace: Addressing Sexual Harassment

A Harassment-Free Workplace: Discrimination & the Protected Characteristics

A Harassment-Free Workplace: Signs of Discrimination

A Harassment-Free Workplace: Eliminating Abusive Conduct

A Harassment-Free Workplace: Sex & Gender Inclusivity

A Harassment-Free Workplace: Bystander Intervention Strategies

A Harassment-Free Workplace: Reporting Harassment

A Harassment-Free Workplace: Practices & Principles for Inclusion

A Harassment-Free Workplace: The Supervisor's Role

### Employee course list:

A Harassment-Free Workplace: Introduction to Anti-Harassment

A Harassment-Free Workplace: Addressing Sexual Harassment

A Harassment-Free Workplace: Discrimination & the Protected Characteristics

A Harassment-Free Workplace: Signs of Discrimination

A Harassment-Free Workplace: Eliminating Abusive Conduct

A Harassment-Free Workplace: Sex & Gender Inclusivity

A Harassment-Free Workplace: Bystander Intervention Strategies

A Harassment-Free Workplace: Reporting Harassment

A Harassment-Free Workplace: Practices & Principles for Inclusion

A Harassment-Free Workplace: Practical Strategies for a Respectful Environment

## Supervisors course list:

A Harassment-Free Workplace: The Organization's Role

A Harassment-Free Workplace: Investigating Complaints

A Harassment-Free Workplace: Understanding Liability

A Harassment-Free Workplace: Recognizing Red Flags

A Harassment-Free Workplace: Practical Strategies for a Respectful Environment

## Expert Insights: Anti-Harassment with Catherine Mattice

BizLibrary's Anti-Harassment Expert Insights course dives into meaningful and impactful harassment prevention training from a consultant who specializes in turning around toxic work environments. This course gives an engaging and approachable insight into the damage that negative behavior has on individuals and the workplace as a whole, starting with incivility. After watching this course, viewers will fully grasp what harassment, abusive conduct, and bullying entail and how to step in when they occur. They will also have an overview of the legal process of filing a complaint. Ultimately, this course will give employees actual strategies to contribute to a healthy and positive workplace environment.

These courses meet state requirements of supervisors and employees for California, Connecticut, Delaware, Illinois, Maine, New York, Texas, and Washington. Additionally, BizLibrary offers a non-state-specific version for proactive organizations seeking to educate their workforce on anti-harassment best practices.

### Course Titles for Supervisors and Employees

Anti-Harassment: Introduction for Employees

Anti-Harassment: If You Feel Harassed

Anti-Harassment: Behavior Spectrum

Anti-Harassment: Filing a Complaint

Anti-Harassment: Bringing It All Together for Employees (CA)

Anti-Harassment: Recognizing Harassment (CA)

Anti-Harassment: Bullying Behavior

Anti-Harassment: Retaliation

Anti-Harassment: The Damage of Bullying and Harassment (CA)

Anti-Harassment: Everyone's Responsibility for a Positive Workplace (CA)

Anti-Harassment: Defining Harassment

Anti-Harassment: Be an Ally

Anti-Harassment: Two Types of Harassment

Anti-Harassment: Conclusion for Employees

Anti-Harassment: Harassment and Behavior

Anti-Harassment: Introduction for Supervisors

Anti-Harassment: Liability

Anti-Harassment: Why People Don't Speak Up (CA)

## Course Titles for Supervisors and Employees

Anti-Harassment: Risk Factors

Anti-Harassment: Harassment and Bullying Are a Social Phenomenon (CA)

Anti-Harassment: Harassment Prevention Policy

Anti-Harassment: Investigations

Anti-Harassment: What to Do When You Receive a Complaint

Anti-Harassment: If You're Accused

Anti-Harassment: Setting Expectations for Behavior

Anti-Harassment: Leaning On Your Core Values (CA)

Anti-Harassment: Coaching Bad Behavior (CA)

Anti-Harassment: Using Your Disciplinary Procedures

Anti-Harassment: Smart Guidelines for Your Interactions at Work

Anti-Harassment: Implicit Bias (CA)

Anti-Harassment: Bringing It All Together for Supervisors (CA)

Anti-Harassment: Conclusion for Supervisors

## Culture of Civility Courses

BizLibrary's Culture of Civility: Creating a Harassment-Free Workplace video courses are meant to help all learners understand how to recognize and respond to harassment, as well as how to behave appropriately and prevent harassment from occurring in the first place. This course defines different types of harassment, explains how bystanders can respond, and describes the process for investigating harassment complaints. By learning about things like the reasonable person standard and the federally protected classes, viewers will be able to navigate workplace situations and keep themselves and their coworkers safe from harassing and inappropriate behavior. After completing this course, viewers will be familiar with workplace issues like sexual harassment, abusive conduct, harassment based on sex and gender as well as how to address them. This program is valid for recertification credit for SHRM-CP, SHRM-SCP, and the HR Certification Institute.

These courses meet state requirements of supervisors and employees for California, Illinois, New York, Delaware, Connecticut, Maine, Texas, and Washington, as well as provincial requirements for Ontario. Additionally, BizLibrary offers a non-state-specific version for the U.S. and a non-province-specific version for Canada for proactive organizations seeking to educate their workforce on anti-harassment best practices.

### Course Titles for Supervisors and Employees

Culture of Civility: Introduction to Harassment

Culture of Civility: Sexual Harassment

Culture of Civility: Discrimination

Culture of Civility: Abusive Conduct

Culture of Civility: Harassment Based on Sex and Gender

Culture of Civility: Bystander Response to Harassment

Culture of Civility: Keeping It Clean at Work

Culture of Civility: Making Harassment Complaints

Culture of Civility: Anti-Harassment Best Practices

Culture of Civility: Supervisory Anti-Harassment Responsibilities

Culture of Civility: Organizational Anti-Harassment Responsibilities

Culture of Civility: Investigating Harassment Complaints

Culture of Civility: Harassment Red Flags

Culture of Civility: Employer Liability for Harassment

Culture of Civility: Signs of a Sick Culture

Culture of Civility: Breaking the Silence Around Harassment

Culture of Civility: When Cursing Becomes Harassment

Culture of Civility: When the Manager's the Problem



# Culture of Civility Courses

## Course titles for Canada \*denotes courses for supervisors

## Course titles for Ontario \*denotes courses for supervisors

Culture of Civility (Canada): Introduction to Harassment

Culture of Civility (Ontario): Introduction to Harassment

Culture of Civility (Canada): Sexual Harassment

Culture of Civility (Ontario): Sexual Harassment

Culture of Civility (Canada): Preventing and Handling Workplace Violence

Culture of Civility (Ontario): Preventing and Handling Workplace Violence

Culture of Civility (Canada): Discrimination

Culture of Civility (Ontario): Discrimination

Culture of Civility (Canada): Harassment Based on Sex and Gender Identity or Expression

Culture of Civility (Ontario): Abusive Conduct

Culture of Civility (Canada): Bystander Response to Harassment

Culture of Civility (Ontario): Harassment Based on Sex and Gender Identity or Expression

Culture of Civility (Canada): Keeping It Clean at Work

Culture of Civility (Ontario): Bystander Response to Harassment

Culture of Civility (Canada): Making Harassment Complaints

Culture of Civility (Ontario): Keeping It Clean at Work

Culture of Civility (Canada): Supervisory Anti-Harassment Responsibilities\*

Culture of Civility (Ontario): Making Harassment Complaints

Culture of Civility (Canada): Organizational Anti-Harassment Responsibilities\*

Culture of Civility (Ontario): Anti-Harassment Best Practices

Culture of Civility (Canada): Investigating Harassment Complaints\*

Culture of Civility (Ontario): Harassment Red Flags

Culture of Civility (Canada): Harassment Red Flags\*

Culture of Civility (Ontario): Employer Liability for Harassment

Culture of Civility (Canada): Employer Liability for Harassment\*

Culture of Civility (Ontario): Signs of a Sick Culture

Culture of Civility (Canada): Anti-Harassment Best Practices

Culture of Civility (Ontario): Breaking the Silence Around Harassment

Culture of Civility (Ontario): When Cursing Becomes Harassment

Culture of Civility (Ontario): When the Manager's the Problem

## Bystander Intervention for Sexual Harassment Courses

BizLibrary's Bystander Intervention for Sexual Harassment course was designed to be compliant with the city of Chicago, Illinois, however, the knowledge within may be applicable to other localities. This course educates learners on the bystander effect and how it influences bystander behavior in the case of negative situations such as sexual harassment. Sexual harassment can have an incredibly negative impact on the workplace as a whole – decreasing employee engagement, team cohesion, and more. Even employees who are not direct victims of sexual harassment can be impacted by its occurrence. Bystander Intervention for Sexual Harassment defines sexual harassment, outlines barriers that bystanders face, and provides intervention tools that bystanders can use to address sexual harassment. Relatable bystander scenarios are included throughout the course to challenge learners to think through how they'd react in similar situations.

### Course Titles for Supervisors and Employees

Bystander Intervention for Sexual Harassment: Your Role

Bystander Intervention for Sexual Harassment: When to Intervene

Bystander Intervention for Sexual Harassment: Prepare and Distract

Bystander Intervention for Sexual Harassment: Delegate and Direct

Bystander Intervention for Sexual Harassment: Delay

Bystander Intervention for Sexual Harassment: Be Empathetic

