

ETHICS & HARASSMENT PREVENTION TRAINING

Key Takeaways & Expectations

Zero Tolerance Policy

This organization maintains a zero tolerance policy for harassment, bullying, discrimination, retaliation, and unethical conduct-whether verbal, physical, digital, or visual.

Harassment Can Be:

- Verbal (e.g., offensive jokes, unwanted comments)
- Physical (e.g., touching, blocking movement)
- Visual (e.g., offensive images, memes, texts)
- Psychological (e.g., intimidation, exclusion, threats)
- From anyone to anyone-regardless of role, gender, age, race, or background

Examples of Inappropriate Conduct Include:

- "Hi sexy," "You look good in that outfit," or similar remarks
- Repeatedly asking for personal info after being told no
- Sharing graphic, violent, sexual, political, or offensive content
- Falsifying timesheets or injury claims
- Pressuring others to "go along" with unethical behavior
- Gossiping about pay to incite others to quit or walk off site

If You See Something, Say Something

- Report to a supervisor, senior leader, or HR
- Use anonymous reporting tools if available
- Reports will be taken seriously and without retaliation

Consequences Include:

- Termination
- Legal action
- Loss of licenses or certifications
- Damaged reputation across the industry

Remember:

- Harassment doesn't have to be directed at you for it to be harmful
- The standard is impact, not intent
- Integrity is what you do when no one is watching

Your Responsibility:

- Conduct yourself professionally at all times
- Follow the chain of command
- Uphold a safe, respectful, and ethical workplace

For questions or to report concerns confidentially:

Contact HR or use your company's designated anonymous reporting method.