

Maine Harassment Compliance Training Webinar

Participant Handouts



CREATING RESPECTFUL WORKPLACES FOR BUSINESSES
P.O. Box 22939, Denver, CO 80222 | 800.458.2778
training@FairMeasures.com

Harassment, discrimination and retaliation are illegal and violate company policy...

Intent is irrelevant.

Complaint Process for Supervisors

- Listen to the complaint
 - do not give advice
 - do not make conclusions

- If the behavior may violate law or policy, **call HR**
 - even if requested to keep complaint confidential
 - when in doubt, call HR

- HR processes complaint

- Take prompt and effective corrective action, if harassment found
 - any level of corrective action is appropriate (informal counseling, verbal, written, or final warning, suspension or termination) if it is reasonably calculated to end the harassment

- Document

- Follow up with victim
 - ensure harassment is not repeated
 - prevent retaliation

Employer Must Take All Reasonable Steps to Prevent Harassment

These are things supervisors can do to show they have taken reasonable steps to prevent harassment:

- Attend training
- Be proactive
- Copy and distribute policy and complaint procedure
- Discuss policy and complaint procedure at staff meeting
- Give notice to vendors, clients, temps and contractors
- Include in customer and supplier contracts
- Conduct visual inspection
- Ask potential victims privately
- Intervene when you see it

Addressing Unconscious Bias

Be aware of:

- Challenging stereotypes and countering stereotypical information
- Using facts to explain situations
- Changing perceptions and relationships with others from different backgrounds
- Being an active bystander
- Improving processes, policies & procedures
- Small changes can go a long way

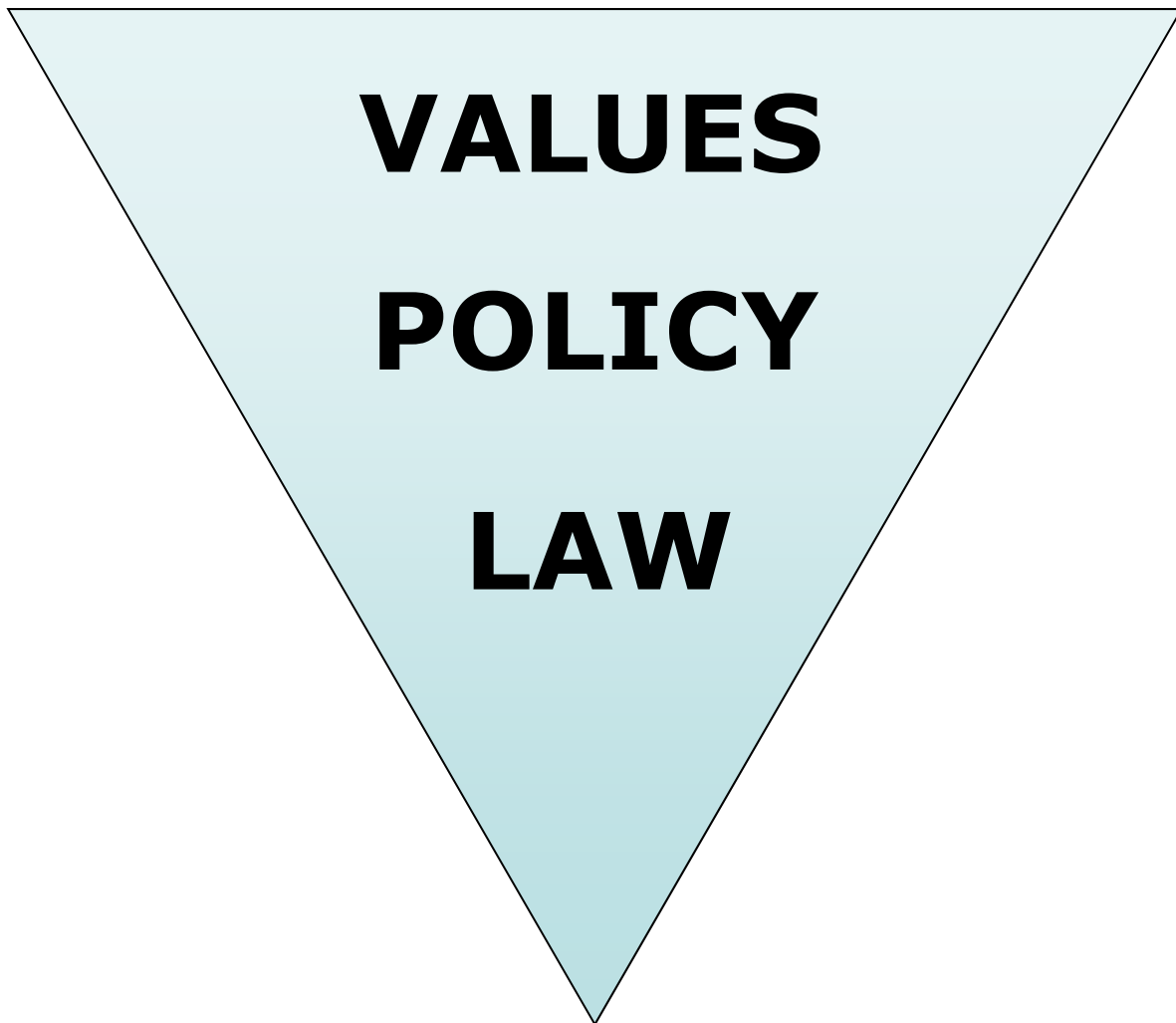
Don't Stand By, Stand Up

If you observe hurtful or offensive behavior, comments or jokes and say nothing, you are approving of that conduct. Instead, you can:

- Clarify what you heard:** "I think I hear you saying that all _____ are _____. Is that what you mean?"; "It sounded to me that you think ..."
- Ask for more information:** "I'm not sure I understand what you are saying. Can you explain?"; "What's so funny?"
- Appeal to common values:** "At this organization, we don't talk about people that way. Can we discuss something else?"
- Refer to your own experience:** "That was my first reaction too, then I realized ..."
- State your opinion about the comment:** "I think it's wrong to stereotype people."; "I think it's unfair to generalize about a group of people."
- Appeal to the speaker's integrity:** "I've always thought of you as a fair-minded person. It surprises me to hear you say something that sounds biased."
- Explain the impact:** "Your comment is hurtful."

Guidelines for A Respectful Workplace

- Platinum rule:
 - Treat people the way they want to be treated.



Important Resources



Maine Human Rights Commission

-(207) 624-6050

-www.maine.gov/mhrc/



Equal Employment Opportunity Commission

-(800) 669-4000

-www.eeoc.gov



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State Discrimination Protections

State	Age	Marital Status	Parent/ Family	Gender Identity	Sexual Orientation	Tobacco Use	Lawful Activities/ Substances	Medical Marijuana
Alabama	40+							
Alaska	Y	Y	Y		S			
Arizona	40+				S			Y
Arkansas	S							
California	40+	Y		Y	Y		Y	
Colorado	40-70	Y		Y	Y		Y	
Connecticut	Y	Y		Y	Y	Y		Y
Delaware	40-70	Y		Y	Y			Y
DC	18-65	Y	Y	Y	Y	Y		
Florida	Y	Y						
Georgia	40-70							
Hawaii	Y	Y		Y	Y			
Idaho	40+							
Illinois	40+	Y		Y	Y	Y	Y	Y
Indiana	40-75	Y		S	S	Y		
Iowa	18+	Y		Y	Y			
Kansas	18+	Y						
Kentucky	40+		Y	S	S	Y		
Louisiana	40+				S	Y		
Maine	Y	Y		Y	Y	Y		Y
Maryland	Y	Y		Y	Y			
Massachusetts	40+	Y		Y	Y			
Michigan	Y	Y		S	S			
Minnesota	25-70	Y	Y	Y	Y	Y	Y	Y
Mississippi	S					Y		
Missouri	40-70				S	Y	Y	
Montana	Y	Y		S	S	Y	Y	
Nebraska	40+	Y						
Nevada	40+			Y	Y	Y	Y	Y
New Hampshire	Y	Y		Y	Y	Y		
New Jersey	18-70	Y	S	Y	Y	Y		
New Mexico	40+	Y		Y	Y	Y		
New York	18+	Y	Y	Y	Y		Y	Y
North Carolina	Y			S	S		Y	
North Dakota	40+	Y				Y	Y	
Ohio	40+	Y			S			
Oklahoma	40+					Y		
Oregon	18+	Y		Y	Y	Y	Y	
Pennsylvania	40+	Y		S	S			Y
Rhode Island	40+			Y	Y	Y		Y
South Carolina	40+					Y		
South Dakota	S	Y				Y		
Tennessee	40+					Y		
Texas	40+							
Utah	40+			Y	Y			
Vermont	18+			Y	Y			
Virginia	Y	Y		S	S	Y		
Washington	40+	Y		Y	Y			
West Virginia	40+					Y		Y
Wisconsin	40+	Y			Y	Y	Y	
Wyoming	40+					Y		

Y means no age specified. For other states, upper and lower limits of protection are listed.
S means state or public employees only.



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State Fair Employment Practices Agencies

ST	Agency	Website	Phone
AL	N/A		
AK	State Commission on Human Rights	http://humanrights.alaska.gov/	907-274-4692
AZ	Attorney General, Civil Rights Division	https://www.azag.gov/civil-rights	877-491-5742
AR	N/A		
CA	Dept. of Fair Employment and Housing	www.dfeh.ca.gov/	800- 884-1684
CO	Civil Rights Division	www.dora.state.co.us/civil-rights	303-894-2997
CT	Commis. Human Rights & Opportunities	www.state.ct.us/chro	860-541-3400
DE	Office of Discrimination	http://dia.delawareworks.com/discrimination	302-577-5050
DC	Office of Human Rights	http://ohr.dc.gov/	202- 727-4559
FL	Commission on Human Relations	http://fchr.state.fl.us/	850-488-7082
GA	Commission on Equal Opportunity	http://gceo.state.ga.us/	404-656-1736
HI	Civil Rights Commission	http://labor.hawaii.gov/hcrc/	808-586-8636
ID	Human Rights Commission	http://humanrights.idaho.gov/	208-334-2873
IL	Dept. of Human Rights	http://www2.illinois.gov/ihrc/Pages/default.aspx	312-814-6200
IN	Civil Rights Commission	www.state.in.us/icrc	800-628-2909
IA	Civil Rights Commission	https://icrc.iowa.gov/	515-281-4121
KS	Human Rights Commission	http://www.khrc.net/	785-296-3206
KY	Commission on Human Rights	http://kchr.ky.gov/	800-292-5566
LA	Commission on Human Rights	http://www.gov.state.la.us/HumanRights/humanrightshome.htm	225-342-6969
ME	Human Rights Commission	www.state.me.us/mhrc/	207-624-6290
MD	Human Rights Commission	www.mchr.state.md.us	410-767-8600
MA	Commission Against Discrimination	www.state.ma.us/mcad/	617- 994-6000
MI	Department of Civil Rights	www.mdcrc.state.mi.us/mdcrc/	517-335-3165
MN	N/A		
MS	N/A		
MO	Commission on Human Rights	http://www.labor.mo.gov/mohumanrights/	573-751-3325
MT	Human Rights Commission	http://erd.dli.mt.gov/human-rights/human-right-commission.html	406-444-4344
NE	Equal Opportunity Commission	www.nol.org/home/NEOC/	402-471-2024
NV	Equal Rights Commission	http://detr.state.nv.us/nerc.htm	702-486-7161
NH	Commission for Human Rights	www.state.nh.us/hrc	603-271-2767
NJ	Division on Civil Rights	http://www.nj.gov/oag/dcr/index.html	609-292-4605
NM	Human Rights Bureau	http://www.dws.state.nm.us/LaborRelations/HumanRights/Information	505-827-6838
NY	Division of Human Rights	http://www.dhr.ny.gov	518-474-2705
NYC	Commission on Human Rights	https://www1.nyc.gov/site/cchr/index.page	718-722-3131
NC	Civil Rights Division	http://www.ncoah.com/civil/	919-431-3036
ND	Human Rights Division	http://www.nd.gov/labor/human-rights/index.html	800-582-8032
OH	Civil Rights Commission	http://crc.ohio.gov/	614-466-5928
OK	Office of Civil Rights Enforcement	http://www.oag.state.ok.us/oagweb.nsf/ocre.html	405-521-2029
OR	Civil Rights Division	www.boli.state.or.us/civil	503-731-4075
PA	Human Relations Commission	www.phrc.state.pa.us/	717-787-4410
RI	Commission for Human Rights	http://www.richr.state.ri.us/	401-222-2661
SC	Human Affairs Commission	www.state.sc.us/schac/	803-737-7800
SD	Division of Human Rights	http://dlr.sd.gov/humanrights/	605-773-4493
TN	Human Rights Commission	www.state.tn.us/humanrights/	800-251-3589
TX	Civil Rights Division	http://www.twc.state.tx.us/customers/cwp/civil-rights-discrimination.html	512-463-2642
UT	Antidiscrimination & Labor Division	http://laborcommission.utah.gov/divisions/AntidiscriminationAndLabor/employment_discrimination.html	801-530-6801
VT	Human Rights Commission	http://hrc.vermont.gov	800-416-2010
VA	Div Human Rights	http://www.ag.virginia.gov/Programs%20and%20Resources/Human_Rights/	804-786-2071
WA	Human Rights Commission	http://www.hum.wa.gov/	800-233-3247
WV	Human Rights Commission	http://www.hrc.wv.gov/Pages/	304-558-2616
WI	Wisconsin Equal Rights Division	http://dwd.wisconsin.gov/er/	608-266-6860
WY	Labor Standards	http://www.wyomingworkforce.org/employers-and-businesses/labor-standards/Pages/	307- 777-7261



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