

# Harassment Prevention for Employees Webinar

## Participant Handouts



CREATING RESPECTFUL WORKPLACES FOR BUSINESSES  
P.O. Box 22939, Denver, CO 80222 | 800-458-6007  
[training@FairMeasures.com](mailto:training@FairMeasures.com)

# Why Harassment and Disrespect Happen

- Illegal harassment is generally based on physical or supervisory POWER
  
- Behavior perceived as harassing and that may violate company policy or lead to lawsuits may occur because of:
  - Emotions
  - Power
  - Joking
  - Culture
  - Ignorance
  - Alcohol
  - Tradition
  - Personal history
  - Environment
  - Insecurity
  
- INTENT IS IRRELEVANT

# Employer Must Take All Steps Necessary to Prevent Harassment

- Be proactive
- Train managers
- Copy and distribute policy and complaint procedure (see California requirements next page)
- 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

# How to Create a Respectful Workplace

- Seek first to understand
- Use informal ways to stop disrespectful behavior
- Communicate your boundaries clearly
- Find the win/win solution



# Important Resources



Equal Employment Opportunity Commission

-(800) 669-4000

-[www.eeoc.gov](http://www.eeoc.gov)



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# Guidelines for A Respectful Workplace



Platinum rule:

- Treat people the way they want to be treated.

**VALUES**

**POLICY**

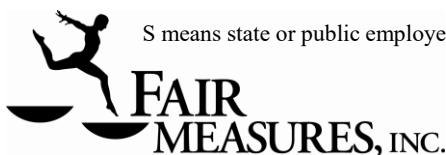
**LAW**

# State Discrimination Protections

State	Age	Marital Status	Parent/ Family	Tobacco Use	Lawful Activities/ Substances	Medical Cannabis	Recreational Cannabis
Alabama	40+						
Alaska	Y	Y	Y				
Arizona	40+					Y	
Arkansas	S					Y	Y
California	40+	Y			Y		
Colorado	40-70	Y			Y		
Connecticut	Y	Y		Y		Y	Y
Delaware	40-70	Y	Y			Y	
DC	18-65	Y	Y	Y		Y	Y
Florida	Y	Y					
Georgia	40-70						
Hawaii	Y	Y					
Idaho	40+						
Illinois	40+	Y		Y	Y	Y	
Indiana	40-75	Y		Y			
Iowa	18+						
Kansas	40+						
Kentucky	40+		Y	Y			
Louisiana	40+			Y		Y	
Maine	Y		Y	Y		Y	
Maryland	Y	Y					
Massachusetts	40+					Y	
Michigan	Y	Y					
Minnesota	25-70	Y	Y	Y	Y	Y	Y
Mississippi	S			Y			
Missouri	40-70			Y	Y	Y	Y
Montana	Y	Y		Y	Y	Y	Y
Nebraska	40+	Y					
Nevada	40+			Y	Y	Y	Y
New Hampshire	Y	Y		Y		Y	
New Jersey	18-70	Y	S	Y		Y	Y
New Mexico	40+	Y		Y		Y	
New York	18+	Y	Y		Y	Y	Y
North Carolina	Y				Y		
North Dakota	40+	Y		Y	Y		
Ohio	40+						
Oklahoma	40+			Y		Y	
Oregon	18+	Y	Y	Y	Y		
Pennsylvania	40+					Y	
Rhode Island	40+			Y		Y	Y
South Carolina	40+			Y			
South Dakota	S			Y		Y	
Tennessee	40+			Y			
Texas	40+						
Utah	40+				Y	Y	
Vermont	18+						
Virginia	Y	Y		Y		Y	
Washington	40-70	Y	Y				Y
West Virginia	40+			Y		Y	
Wisconsin	40+	Y	S	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	<a href="http://humanrights.alaska.gov/">http://humanrights.alaska.gov/</a>	907-274-4692
AZ	Attorney General, Civil Rights Division	<a href="https://www.azag.gov/civil-rights">https://www.azag.gov/civil-rights</a>	877-491-5742
AR	N/A		
CA	Civil Rights Department	<a href="http://www.calcivilrights.ca.gov/">www.calcivilrights.ca.gov/</a>	800- 884-1684
CO	Civil Rights Division	<a href="http://www.dora.state.co.us/civil-rights">www.dora.state.co.us/civil-rights</a>	303-894-2997
CT	Commiss. Human Rights & Opportunities	<a href="http://www.state.ct.us/chro">www.state.ct.us/chro</a>	860-541-3400
DE	Office of Discrimination	<a href="http://dia.delawareworks.com/discrimination">http://dia.delawareworks.com/discrimination</a>	302-577-5050
DC	Office of Human Rights	<a href="http://ohr.dc.gov/">http://ohr.dc.gov/</a>	202- 727-4559
FL	Commission on Human Relations	<a href="http://fchr.state.fl.us/">http://fchr.state.fl.us/</a>	850-488-7082
GA	Commission on Equal Opportunity	<a href="http://gceo.state.ga.us/">http://gceo.state.ga.us/</a>	404-656-1736
HI	Civil Rights Commission	<a href="http://labor.hawaii.gov/hcrc/">http://labor.hawaii.gov/hcrc/</a>	808-586-8636
ID	Human Rights Commission	<a href="http://humanrights.idaho.gov/">http://humanrights.idaho.gov/</a>	208-334-2873
IL	Dept. of Human Rights	<a href="http://www2.illinois.gov/ihr/Pages/default.aspx">http://www2.illinois.gov/ihr/Pages/default.aspx</a>	312-814-6200
IN	Civil Rights Commission	<a href="http://www.state.in.us/icrc">www.state.in.us/icrc</a>	800-628-2909
IA	Civil Rights Commission	<a href="https://icrc.iowa.gov/">https://icrc.iowa.gov/</a>	515-281-4121
KS	Human Rights Commission	<a href="http://www.khrc.net/">http://www.khrc.net/</a>	785-296-3206
KY	Commission on Human Rights	<a href="http://kchr.ky.gov/">http://kchr.ky.gov/</a>	800-292-5566
LA	Commission on Human Rights	<a href="http://www.gov.state.la.us/HumanRights/humanrightshome.htm">http://www.gov.state.la.us/HumanRights/humanrightshome.htm</a>	225-342-6969
ME	Human Rights Commission	<a href="http://www.state.me.us/mhrc/">www.state.me.us/mhrc/</a>	207-624-6290
MD	Human Rights Commission	<a href="http://www.mchr.state.md.us">www.mchr.state.md.us</a>	410-767-8600
MA	Commission Against Discrimination	<a href="http://www.state.ma.us/mcad/">www.state.ma.us/mcad/</a>	617- 994-6000
MI	Department of Civil Rights	<a href="http://www.mdcr.state.mi.us/mdcr/">www.mdcr.state.mi.us/mdcr/</a>	517-335-3165
MN	N/A		
MS	N/A		
MO	Commission on Human Rights	<a href="http://www.labor.mo.gov/mohumanrights/">http://www.labor.mo.gov/mohumanrights/</a>	573-751-3325
MT	Human Rights Commission	<a href="http://erd.dli.mt.gov/human-rights/human-right-commission.html">http://erd.dli.mt.gov/human-rights/human-right-commission.html</a>	406-444-4344
NE	Equal Opportunity Commission	<a href="http://www.nol.org/home/NEOC/">www.nol.org/home/NEOC/</a>	402-471-2024
NV	Equal Rights Commission	<a href="http://detr.state.nv.us/nerc.htm">http://detr.state.nv.us/nerc.htm</a>	702-486-7161
NH	Commission for Human Rights	<a href="http://www.state.nh.us/hrc">www.state.nh.us/hrc</a>	603-271-2767
NJ	Division on Civil Rights	<a href="http://www.nj.gov/oag/dcr/index.html">http://www.nj.gov/oag/dcr/index.html</a>	609-292-4605
NM	Human Rights Bureau	<a href="http://www.dws.state.nm.us/LaborRelations/HumanRights/Information">http://www.dws.state.nm.us/LaborRelations/HumanRights/Information</a>	505-827-6838
NY	Division of Human Rights	<a href="http://www.dhr.ny.gov">http://www.dhr.ny.gov</a>	518-474-2705
NYC	Commission on Human Rights	<a href="https://www1.nyc.gov/site/cchr/index.page">https://www1.nyc.gov/site/cchr/index.page</a>	718-722-3131
NC	Civil Rights Division	<a href="http://www.ncoah.com/civil/">http://www.ncoah.com/civil/</a>	919-431-3036
ND	Human Rights Division	<a href="http://www.nd.gov/labor/human-rights/index.html">http://www.nd.gov/labor/human-rights/index.html</a>	800-582-8032
OH	Civil Rights Commission	<a href="http://crc.ohio.gov/">http://crc.ohio.gov/</a>	614-466-5928
OK	Office of Civil Rights Enforcement	<a href="http://www.oag.state.ok.us/oagweb.nsf/ocre.html">http://www.oag.state.ok.us/oagweb.nsf/ocre.html</a>	405-521-2029
OR	Civil Rights Division	<a href="http://www.boli.state.or.us/civil">www.boli.state.or.us/civil</a>	503-731-4075
PA	Human Relations Commission	<a href="http://www.phrc.state.pa.us/">www.phrc.state.pa.us/</a>	717-787-4410
RI	Commission for Human Rights	<a href="http://www.richr.state.ri.us/">http://www.richr.state.ri.us/</a>	401-222-2661
SC	Human Affairs Commission	<a href="http://www.state.sc.us/schac/">www.state.sc.us/schac/</a>	803-737-7800
SD	Division of Human Rights	<a href="http://dlr.sd.gov/humanrights/">http://dlr.sd.gov/humanrights/</a>	605-773-4493
TN	Human Rights Commission	<a href="http://www.state.tn.us/humanrights/">www.state.tn.us/humanrights/</a>	800-251-3589
TX	Civil Rights Division	<a href="http://www.twc.state.tx.us/customers/cwp/civil-rights-discrimination.html">http://www.twc.state.tx.us/customers/cwp/civil-rights-discrimination.html</a>	512-463-2642
UT	Antidiscrimination & Labor Division	<a href="http://laborcommission.utah.gov/divisions/AntidiscriminationAndLabor/employment_discrimination.html">http://laborcommission.utah.gov/divisions/AntidiscriminationAndLabor/employment_discrimination.html</a>	801-530-6801
VT	Human Rights Commission	<a href="http://hrc.vermont.gov">http://hrc.vermont.gov</a>	800-416-2010
VA	Div Human Rights	<a href="http://www.ag.virginia.gov/Programs%20and%20Resources/Human_Rights/">http://www.ag.virginia.gov/Programs%20and%20Resources/Human_Rights/</a>	804-786-2071
WA	Human Rights Commission	<a href="http://www.hum.wa.gov/">http://www.hum.wa.gov/</a>	800-233-3247
WV	Human Rights Commission	<a href="http://www.hrc.wv.gov/Pages/">http://www.hrc.wv.gov/Pages/</a>	304-558-2616
WI	Wisconsin Equal Rights Division	<a href="http://dwd.wisconsin.gov/er/">http://dwd.wisconsin.gov/er/</a>	608-266-6860
WY	Labor Standards	<a href="http://www.wyomingworkforce.org/employers-and-businesses/labor-standards/Pages/">http://www.wyomingworkforce.org/employers-and-businesses/labor-standards/Pages/</a>	307- 777-7261



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