

Sexual Harassment Prevention Training for Supervisors and Managers - Manual

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Introduction

Governor's Introduction Video

Hello, this is Governor Brian Kemp and I'm honored to welcome you to this training.

On my first day in office, Georgia's 83rd Governor, I signed an executive order that requires mandatory sexual harassment training for all State employees.

Along with uniform standards for preventing, reporting and investigating allegations of sexual harassment in the State's Executive branch.

As a manager you hold a special responsibility to ensure a safe harassment free workplace.

This training course will help equip you to prevent and properly respond to harassment allegations in the workplace.

It will walk you through our expectations to ensure a positive work environment in State agencies.

Preventing sexual harassment and establishing clear guidelines on the handling of complaints and investigations are important responsibilities of State government.

My executive order and this training set a high standard for workplace conduct.

As governor I will not tolerate harassment in the workplace. This will ensure a safe, respectful work environment for all State employees and the constituents with whom they interact.

We must join together in this important effort and continue our work to keep Georgia a wonderful place to live, work, and raise a family.

Thank you for your commitment to a harassment free workplace in State government.



The Executive Order

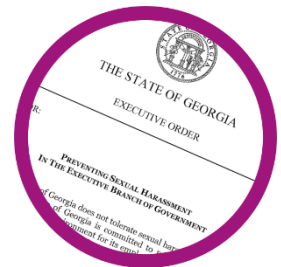
On January 14, 2019, Governor Brian Kemp signed an Executive Order to Prevent Sexual Harassment in the Executive Branch of the Government.



While there are multiple types of workplace harassment, incidents of sexual harassment present unique challenges which warrant increased emphasis and the implementation of a special approach to the prevention, detection, and elimination of sexual harassment.

The executive order requires:

- Mandatory sexual harassment training for employees, supervisors and managers
- Creation of a state-wide sexual harassment prevention policy
- Development of standardized reporting and investigation methods



This training was developed in response to the Governor's Executive Order.

Its purpose is to help supervisors and managers build and maintain respectful and harassment-free work environments.

Training is vital for supervisors and managers because they represent the first line of defense in preventing sexual harassment in the workplace.

Sexual harassment is a destructive behavior that creates a hostile or offensive work environment.

It not only harms individuals, it can also create legal liability for employers, supervisors, and managers.



The State of Georgia is committed to providing a safe and respectful environment that is free from sexual harassment.

For this reason, it is every supervisor's and manager's responsibility to:

- Demonstrate appropriate behavior
- Follow State and agency policies
- Handle sexual harassment complaints promptly and properly



Course Learning Objectives

By taking this course, you will be better equipped to prevent sexual harassment from occurring in the workplace. You will:

- Gain a better understanding of responsibilities as they relate to sexual harassment
- Learn about the Statewide Sexual Harassment Prevention Policy
- Learn how best to handle a sexual harassment and retaliation complain or report
- Learn details about the State's sexual harassment investigation procedures



During the training, you will be presented with information that will increase your knowledge and awareness of sexual harassment and your unique responsibilities as a manager and supervisor.



The learning objectives of this course include the following:

- Listing the special responsibilities of supervisors and managers as they relate to sexual harassment and retaliation;
- Explaining the State of Georgia's Sexual Harassment Prevention Policy;
- Describing the different types and forms of sexual harassment and retaliation;
- Outlining the steps that should be taken when receiving and reporting complaint and reports of sexual harassment and retaliation;
- Outlining the State of Georgia's sexual harassment investigative procedures and requirements
- Providing guidance on how to prevent sexual harassment and retaliation in the workplace



The training program will be offered through five learning modules. These include:



Module 1: What is Sexual Harassment:

This module will provide you with a clear definition of sexual harassment and retaliation and provide examples of what may be considered sexual harassment.

Module 2: State of Georgia Sexual Harassment Prevention Policy:



This module will provide with you with an overview of the Statewide Sexual Harassment Prevention Policy.

It also provides details about policy application and requirements in relation to training, reporting complaints, and investigating complaints

Module 3: Understanding the Impact of Sexual Harassment



This module will increase your awareness of the destructive nature of sexual harassment within the workplace. It will review how sexual harassment adversely affects employee morale and harms your agency's image, values, and culture. You will also review how sexual harassment could create liability for you and your Agency.

This module will review the special responsibility you have as a supervisor or manager in regards to sexual harassment. You will learn that supervisors and managers are instrumental in modeling proper behaviors within their work areas.



Also, you will learn the importance of responding to allegations of sexual harassment promptly and consistently.

Lastly, this module will review what a supervisor or manager should do when one of their employees reports a sexual harassment complaint.

Module 5: Next Steps In The Process



In this module you will learn about the next steps in the process for handling a sexual harassment complaint or report after Human Resources receives it.

You will also examine the consequences of improper complaint handling. As a supervisor or manager, you play a key role in helping the State to build and maintain a respectful workplace.

You have a unique responsibility to ensure that your employees work in an environment that is free of harassment and discrimination.

It is the objective of this program to provide you with the knowledge and information you need to accomplish this goal.

Next Module

Now let's begin with Module 1, What is Sexual Harassment.

Module 1: What is Sexual Harassment?

Module Topics

Module 1: What is Sexual Harassment?

This module covers the following topics:

- The definition of sexual harassment
- The definition of retaliation
- Examples of sexual harassment and retaliation



Module Introduction

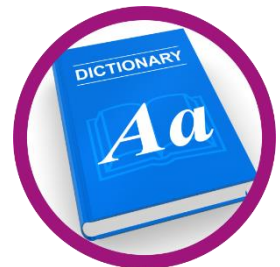
As a supervisor or manager, one of your most important responsibilities is creating a respectful and harassment-free workplace.

As a part of this responsibility, supervisors and managers must be able to recognize behaviors and actions that are considered sexual harassment and understand what constitutes retaliation. Therefore, this training will begin with a review of the definitions of sexual harassment and retaliation.



Definition of Sexual Harassment

The Statewide Sexual Harassment Prevention Policy defines sexual harassment as physical, verbal, or non-verbal/visual conduct that is either directed toward an individual or reasonably offensive to an individual because of his or her sex.



This includes physical, verbal, or non-verbal conduct of a sexual nature including:

- Unwanted sexual attention
- Sexual advances
- Requests for sexual favors
- Sexually explicit comments
- Other conduct of a sexual nature



This conduct may be direct or implied by an individual who knows, or reasonably should know, that such conduct is unwanted and offensive. It also includes conduct that is:

- Hostile
- Threatening
- Derogatory
- Demeaning
- Abusive
- Intended to insult, embarrass, belittle, or humiliate

Ways Sexual Harassment Occurs

Remember that sexual harassment may occur in multiple forms and locations. The following are some examples, and should not be considered to be an all-inclusive list of behaviors which are prohibited:



Physical - This not only includes overt actions such as assault or abuse but also includes more covert physical touching in areas that are not generally considered appropriate social touching.



Verbal - This can include disparaging remarks about a person's gender, comments or jokes of a sexual nature, requests for sexual favors or unwelcome sexual advances.



Visual or Non-Verbal - This can include facial expressions, suggestive gestures, leering and even can be vocal such as making sounds or whistling. It can include displaying or sharing sexually suggestive media in paper or electronic form.



Online or Electronic - Sexual harassment can occur anywhere such as online or other electronic platforms. This can include sharing sexually suggestive comments or media through posts in social media platforms, emailing, texting, calling, etc.



Offsite - Includes work related social events, business travel or unwelcome visits to a person's home or hotel room



Sexual Harassment Examples

Some examples of conduct specifically prohibited by the Statewide Sexual Harassment Prevention Policy include, but are not limited to:



Denying an Employment Benefit - Denying (directly or indirectly) an employment benefit or employment-related opportunity to an employee for refusing to comply with a sexually-oriented request.



Threatening Denial of an Employment Benefit - Threatening (directly or indirectly) to deny an employment benefit or an employment-related opportunity to an employee for refusing to comply with a sexually-oriented request.



Providing or Promising an Employment Benefit - Providing or promising (directly or indirectly) to provide an employment benefit or employment-related opportunity to an employee in exchange for complying with a sexually-oriented request.



Engaging in Physical Contact - Engaging in sexually explicit or suggestive physical contact, including touching another employee in a way that is unwelcome or restricting an employee's movement.



Displaying or Transmitting Pornography - Displaying or transmitting pornographic or sexually-oriented materials such as photographs, posters, cartoons, drawings, or other images or storing or accessing such materials on State-owned equipment for personal use or consumption.



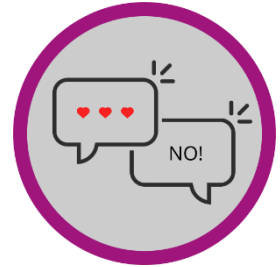
Engaging in Indecent Exposure – Engaging in indecently exposing your body to attract sexual attention.



Making Obscene Gestures – Making obscene gestures of a sexually oriented nature.



Making Romantic Advances – Making romantic advances toward an individual and persisting despite rejection of the advances.



Using Sexually Oriented Language – Using sexually-oriented language or making sexually-related propositions, jokes, or remarks, including graphic verbal commentary about an individual's body or clothing.

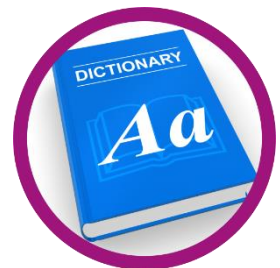


Sending Sexual Messages – Sending sexually suggestive or obscene messages by mail, in person, telephone, or electronic communication.



Definition of Retaliation

You have now been reminded of the definition and provided with some examples of sexual harassment. The Statewide Sexual Harassment Prevention Policy also prohibits retaliation. Clearly understanding what constitutes retaliation is especially important for you as a manager.



The Statewide Policy defines retaliation as an act or omission intended to, or having the reasonably foreseeable effect of, punishing or otherwise negatively impacting an individual for any of the following:

- Submitting or assisting with submitting a complaint of or reporting sexual harassment
- Participating in a sexual harassment investigation or proceeding
- Opposing sexual harassment

Examples of Retaliation

The following actions could be considered unlawful retaliation if taken in response to an employee's involvement in a sexual harassment complaint or investigation:

- Demotion
- Discipline
- Termination
- Salary reduction
- Negative performance evaluation
- Change in job duties or shift assignment
- Other less obvious actions:
 - Increased scrutiny
 - Unnecessarily making a person's work more difficult



Supervisors and managers must also be aware that the sources of harassing behavior can come from a variety of roles within and/or outside the organization. For example, an offender can be:

- Complainant's supervisor
- Supervisor in another area
- Co-worker
- Contract
- Lobbyist
- Member of public



Next Module

In the next section, you will learn more about the training, reporting, and investigation requirements of the Statewide Sexual Harassment Prevention Policy.



Module 2: Statewide Sexual Harassment Prevention Policy

Module Topics

Module 2: Statewide Sexual Harassment Prevention Policy

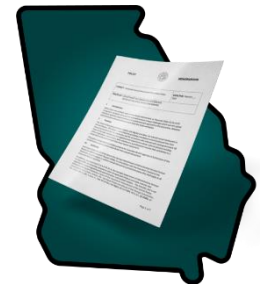
This module covers the following topics:

- The State's commitment to a sexual harassment free workplace.
- Sexual harassment training requirements
- Reporting of sexual harassment incidents and the investigation process.



Policy Requirements

The Statewide Sexual Harassment Prevention Policy is applicable to all Executive branch agencies, authorities, boards, and commissions. For the purpose of this training, we will refer to all of these as agencies. The policy communicates the State's commitment to providing a respectful, harassment-free workplace for its employees and for all persons who interact with state government.



Given the commitment to a harassment-free workplace, the State will not permit any employee to be sexually harassed by:

- Supervisors
- Managers
- Coworkers
- Independent Contractors
- Customers



Any employee who engages in sexual harassment will be subject to prompt disciplinary action, up to and including termination of employment.

DISCIPLINARY ACTION

Such harassment violates an individual's rights and personal dignity and undermines the integrity of the workplace.

Under the Statewide Policy, all employees must complete sexual harassment prevention training. You have already taken the employee version of the training as a prerequisite for this course



As a part of your duties as a supervisor or manager you must ensure all your employees complete the training within 30 days of hire and thereafter take the training on an annual basis.

If any of your employees are also supervisors or managers, you must ensure they complete the manager training within 30 days of hire or promotion and annually thereafter.

Submitting a Complaint or Report

The Statewide Policy outlines multiple ways for employees to submit a complaint, or report of sexual harassment or retaliation.



Employees who believe they have been subjected to, or have witnessed sexual harassment may report the incident(s) to one of the following:

- Employee's supervisor or manager
- Employee's division director
- Agency's Human Resource contact
- Other agency designee



To the extent that any of the indicated officials are the alleged harasser or retaliator, the employee may submit a complaint of sexual harassment directly to the Office of the State Inspector General (OIG). The agency is responsible for promptly reviewing each sexual harassment complaint notification or report received whether:

- Written
- Verbal
- Anonymous



Agencies are required to report all sexual harassment complaints and reports to the Office of the State Inspector General (OIG).

If you believe physical harm or any criminal act has occurred or been threatened, immediately report it to law enforcement and notify Human Resources.



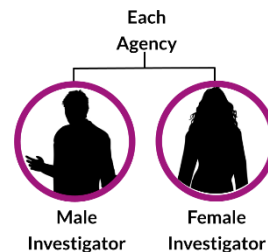
Investigating a Complaint or Report

The Agency investigation will also take place, however the OIG will advise the Agency on how to proceed with the investigation



The Statewide Policy requires designated investigators to complete statewide investigator training to ensure consistency in sexual harassment investigations across the State.

Each agency must designate at least two investigators, not of the same gender, to receive this training and investigate complaints of sexual harassment and retaliation



Once a complaint has been received by the OIG, a determination will be made regarding whether the agency will conduct the investigation, or if an investigator from outside the agency will be assigned to conduct the investigation.

The designated investigator will complete the investigation and issue a report of findings, typically within 45 calendar days of assignment.

Within 21 calendar days of receiving the investigative report, the agency will make a final determination.

Take necessary actions including communication and corrective or disciplinary actions if necessary.



Next Module

In the next module, you will learn more about the impact of sexual harassment on the workplace.



Module 3: Understanding the Impact of Sexual Harassment

Module Topics

Module 3: Understanding the Impact of Sexual Harassment

This module covers the following topics:

- Negative effects of sexual harassment on workplace culture
- Negative effects of sexual harassment on the individual employee
- Harmful impact of sexual harassment on the State or agency
- Legal liability for sexual harassment



Negative Impact on Workplace Culture

Sexual harassment is prohibited by the Executive Order of the Governor, the Statewide Sexual Harassment Prevention Policy and by law.



As a result, not only is sexual harassment a destructive behavior, it is illegal.

It is important for supervisors and managers to prevent sexual harassment from occurring within the workplace.



Ignoring or downplaying complaints of sexual harassment can have significant adverse effects upon the State as an employer.

These actions can lead to legal liability for your agency and for you as the supervisor or manager.

State government must maintain a public image of fairness and integrity to maintain the trust of its citizens, employees, vendors and contractors.



The atmosphere, culture, environment, and employee perceptions of how issues and concerns are addressed are directly linked to employee satisfaction, trust and productivity.



Negative Impact on Employees

Sexual harassment, first and foremost, comes at a steep cost to those who are exposed to it.

Those who are subjected to sexual harassment often experience emotional and physical symptoms for years to come.



The effect of these symptoms can have a major impact not only on the lives of those directly affected but also on workplace productivity.

Sexual harassment affects all workers, and its true cost includes:

- Decreased productivity
- Increased turnover
- Reputational harm



A tense or hostile environment has an impact on performance and the ability for an agency or team to fulfill its purpose.

Absenteeism and tardiness rates go up, employees may stop giving their best, and may make more mistakes



It is difficult to focus in an unfriendly or harassing atmosphere.

Harmful Impact on the State and Agency

Every supervisor and manager in the state is challenged to recruit, train, and retain quality talent. The challenge of recruiting becomes harder due to the following:

- The State or agency is perceived to allow inappropriate behavior
- The decrease in quantity and quality of applicants for employment due to an injured reputation because of sexual harassment complaints or event reports



An injured party from sexual harassment obviously causes an immediate retention concern, but when others perceive the supervisor or manager as either involved or refusing to correct the behavior, talented people, who otherwise would have stayed, may leave.



High turnover can also be costly to the State due to the fiscal burden of continually recruiting for, hiring and training new employees.

A hostile work environment due to sexual harassment isn't just difficult for employees, it also damages the State's image.



It undermines the State's ability to do its job.

At a local level a team's image is severely damaged if sexual harassment occurs, or is even perceived to be occurring, within the team.

Legal Liability

An agency may be held liable for sexual harassment committed not only by employees, but also by non-employees if the agency is found to have known or should have known about the harassment or retaliation and failed to address it.



Personal liability may extend to supervisors and managers. Under certain circumstances, you may be personally held liable as a supervisor or manager, for tolerating, condoning, or otherwise knowingly ignoring sexual harassment

Corrective Action

As a supervisor or manager, you are required to take appropriate corrective action in consultation with Human Resources to deter any future inappropriate behavior, up to and including termination.



Next Module

In the next module, you will learn more about the duties, responsibilities, and role of supervisors and managers related to sexual harassment and retaliation prevention.



Module 4: Management Duties, Responsibilities, and Roles

Module Topics

Module 4: Management Duties, Responsibilities and Roles

This module covers the following topics:

- Modeling proper workplace behavior
- Preventing sexual harassment
- Preventing retaliation from occurring



Modeling Proper Behavior

As the leader of your team and a member of management you are responsible for building and maintaining a respectful workplace.

You must model proper workplace behavior every day. Employees look to you for what behavior is acceptable and unacceptable at work.



Preventing Sexual Harassment or Retaliation

What can you do to accomplish this goal? As a supervisor or manager, you can:

- Follow your agency's policies regarding acceptable conduct standards
- Take action to address inappropriate conduct or behavior as it happens
- Demonstrate respect towards your employees and encourage employees to treat each other with respect



Watch for and immediately address unacceptable behaviors such as:

- Sexually oriented jokes
- Offensive texts
- Inappropriate use of social media
- Offensive images
- Use of sexually related language

Seek the help of your manager or Human Resources in addressing inappropriate behavior.

As a supervisor or manager, you have special duties and responsibilities that begin with preventing sexual harassment and retaliation from occurring.



As the leader of your team, you are responsible for knowing – and following – all applicable policies and procedures for acceptable workplace performance and behavior.



You set the tone and establish the work environment.

The workplace you lead must be free of:

- Discussion of a sexual nature
- Sexual innuendo
- Sexually oriented jokes
- Offensive texts
- Behavior that could escalate to sexual harassment



You are most likely to be the first person notified by an employee when they have been harassed or retaliated against. You are the key to:

- Identifying
- Addressing
- Reporting
- Stopping



Therefore, ensure that you:

- Have full knowledge and understanding of what constitutes sexual harassment and retaliation in the workplace
- Model appropriate workplace behaviors and take all complaints of sexual harassment and retaliation seriously
- Communicate organizational policies and ensure your employees attend the training required by the Statewide Sexual Harassment Prevention Policy



If, as a part of your duties, you manage independent contractors Ensure the independent contractors have taken the training or followed the waiver requirements in the Statewide Sexual Harassment Prevention Policy regarding training and acknowledgement of the Statewide Policy.

Strive to implement a variety of preventive measures:

- Ongoing communication
- Commitment to creating a safe, respectful and harassment-free culture



Proper Handling of Complaints and Reports

All complaints and reports, whether written, verbal, or anonymous, must be accepted. Complaints and reports of sexual harassment should be handled in the following manner:



- Listen to the employee and objectively record the complaint without making judgement or sharing your opinions
- Inform the employee that you are required to report their complaint to Human Resources
- Let the employee know that you will keep their complaint confidential to the extent that the investigation will allow
- Remember, if the employee indicates physical harm has occurred, or been threatened, immediately contact law enforcement and report to Human Resources
- Upon receipt of a complaint or report of sexual harassment, you are required to take the necessary steps to ensure the matter is promptly reported to Human Resources

At this point, you should work with Human Resources to determine if any interim measures are necessary while the investigation is ongoing.



Interim measures are non-disciplinary administrative steps taken to ensure that alleged conduct does not continue and/or that the complainant and those participating in the investigation are protected from retaliation.

It is important to understand and communicate to the affected employee or employees that interim measures are not based on any determination that the allegations of the complaint or report are true.

Examples of interim measures include:

- Changes to employment arrangements
- Changes to work schedules
- Supervisory changes
- Other directives designed to protect all parties involved in an investigation

If the complaint or report of sexual harassment or retaliation is against Human Resource leadership, you should report the complaint to other agency leadership.

Do not object if an employee prefers to or does bypass you in the chain of command.

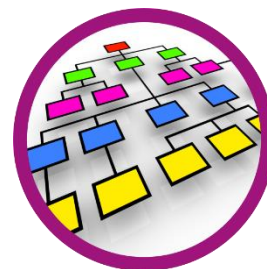
It is more important that the employee is comfortable in submitting the complaint or report.

This is especially true if the employee is making a complaint or report against you.

After Human Resources or your agency leadership receives the complaint or report, your agency will proceed with an investigation in accordance with the Statewide Sexual Harassment Prevention Policy.

Throughout this process, you must keep all information you receive confidential, to the extent possible, and refrain from gossiping or otherwise disclosing what you know. Do not discuss the matter with anyone outside the investigation.

Also, be aware that any actions you take throughout this process may be perceived as retaliation. Think before you act and when in doubt, consult with Human Resources.



Next Module

In the next module, you will learn about the next steps in the process as well as consequences for improper complaint handling.



Module 5: Next Steps in the Process

Module Topics

Module 5: Next Steps in the Process

This module covers the following topics:

- Next steps in handling a complaint or report of sexual harassment
- Continuation of the investigative process
- Consequences of improperly handling a complaint of sexual harassment or retaliation



Next Steps

After Human Resources receives the complaint a designated investigator will be assigned to perform the investigation.

As the investigation proceeds, the investigator or Human Resources may suggest interim measures. Any interim measures to be taken should be done in consultation with Human Resources.

You should also be mindful of the way you treat the employee to ensure you are not inadvertently doing anything the employee may perceive as retaliatory.

Creating workplace environments free of harassment also includes making sure that employees who file a complaint or report of sexual harassment are not subjected to retaliation.



Agencies and employees are prohibited from retaliating against an employee for any of the following:

- Submitting, or assisting with submitting, a complaint or report of sexual harassment
- For participating in a sexual harassment investigation or proceeding
- Otherwise opposing sexual harassment



Employees who are found to have engaged in retaliation in violation of the Statewide Sexual Harassment Prevention Policy will be subject to corrective and/or disciplinary action.

It is also imperative that you cooperate fully with the investigation including making yourself available for interviews and providing all the requested information.

Make sure employees, including the complainant and any witnesses, are made available for interviews.

Help your employees understand they will not be retaliated against for their cooperation in the investigation.



A report of investigative findings will be provided to your agency leadership within 45 calendar days of assignment of the investigation to a designated investigator.

Your agency head may grant an extension past 45 calendar days if there are extenuating circumstances.



A final determination based on the investigative report will be made by your agency within 21 calendar days of the report of findings being issued.

Human Resources, in cooperation with Agency leadership, will determine any necessary actions to be taken and you will be informed.



Human Resources, in cooperation with Agency leadership, will determine any necessary actions to be taken and you will be informed.

If the complaint is determined to be credible, the actions may be corrective or disciplinary in nature.



The corrective or disciplinary action will be based on the severity of the violation of policy, up to and including termination of employment.

As the supervisor or manager, you may play a role in carrying out the action. This is determined by your agency.



Consequences of Improper Handling

It is important that you, as the supervisor or manager, handle complaints and reports of sexual harassment and retaliation properly from receipt of the complaint or report through resolution.



First and foremost, not responding properly when a complainant initially attempts to notify you of sexual harassment or retaliation allows the destructive behavior to continue to do harm. It will continue to:

- Erode morale
- Reduce Productivity
- Increase the likelihood of legal action



Investigative entities like the EEOC consider how quickly the agency begins to address complaints and reports of sexual harassment and retaliation.

If an agency is slow to investigate or does not follow the established process to address complaints and reports, the agency is more likely to suffer sanctions.



As a supervisor or manager, you may be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.



You will also be subject to discipline for engaging in any retaliation against the complainant or anyone participating in the investigation.

In the final module, you will review all that you have learned about sexual harassment, its impact, your responsibilities as a supervisor or manager, and the process for handling a sexual harassment or retaliation complaint or report, as well as the consequences for improperly handling a complaint or report.



Module 6: Key Takeaways & Review

Key Takeaways & Review

Sexual harassment is unlawful and prohibited by the:

- Executive Order to Prevent Sexual Harassment In The Executive Branch of the Government
- Statewide Sexual Harassment Prevention Policy



Sexual harassment is a destructive behavior that creates a hostile or offensive work environment. It can also create legal liability for employers, supervisors, and managers.



Supervisors and managers represent the first line of defense in preventing sexual harassment in the workplace. The State will not permit any employee to be sexually harassed by supervisors, managers, coworkers, or third parties such as independent contractors, vendors or customers.



Sexual harassment affects all workers, and its true cost includes

- Decreased productivity
- Increased turnover
- Reputational harm
- Agency liability
- Possible personal liability for the supervisor or manager



In addition, sexual harassment ultimately impacts talent acquisition, talent management and talent retention.



As the leader of your team and a member of management, you are responsible for building and maintaining a respectful workplace.

You should also ensure that your team employees receive the sexual harassment prevention training on an annual basis.



The workplace you lead must be free of:

- discussion of a sexual nature
- sexual innuendo
- sexually oriented jokes
- offensive texts
- or any other behavior that could escalate to sexual harassment



If an employee submits a complaint or report of sexual harassment:

Listen to the employee and objectively record the complaint without making judgment or sharing your opinions.

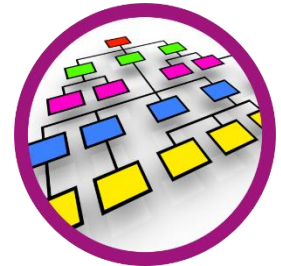
If the employee indicates physical harm has occurred or been threatened, immediately contact law enforcement and report to Human Resources.

Inform the employee you are required to report their complaint to Human Resources

Let the employee know you will keep their complaint confidential to the extent that the investigation will allow.

You are required to take the necessary steps to ensure the matter is promptly reported to Human Resources.

If the complaint or report of sexual harassment or retaliation is against Human Resource leadership, you should report the complaint to your agency leadership.



After Human Resources receives the complaint a designated investigator will be assigned to perform the investigation.



As the investigation proceeds, you should consult Human Resources about what interim measures to take to ensure no further apparent or alleged harassment or retaliation occurs pending completion of the investigation.



You should also be mindful of the way you treat the employee to ensure you are not inadvertently doing anything the employee may perceive as retaliatory.



Agencies and employees are prohibited from retaliating against an employee for any of the following reasons:

- Submitting or assisting with submitting a complaint or report of sexual harassment,
- For participating in a sexual harassment investigation or proceeding,
- Or for otherwise opposing sexual harassment



Employees who are found to have engaged in retaliation in violation of the Statewide Sexual Harassment Prevention Policy will be subject to corrective and/or disciplinary action.

A report of investigative findings will be provided to your agency leadership within 45 calendar days of assignment of the investigation to a designated investigator. Your agency head may grant an extension past 45 calendar days if there are extenuating circumstances.



A final determination based on the investigative report will be made by your agency within 21 calendar days of the report of findings being issued.



It is important that you, as the supervisor or manager, handle complaints and reports of sexual harassment and retaliation properly from receipt of the complaint or report through resolution.

Failure to do so makes you subject to disciplinary action.



As Governor Brian Kemp stated at the beginning of this course, as a manager you hold a special responsibility to ensure a safe, harassment-free work place.

He has set a high standard, for workplace conduct In Georgia, and you as a manager or supervisor, are key to maintaining a positive work environment.



Through your example and leadership, you will contribute to making Georgia a wonderful place to live and work.