

*Promoting a Respectful Workplace  
and Diversity Awareness Seminar*



**WELCOME**

# *FACILITATORS*



- **Charlene Abbott-Director of Human Resources**
- **Kim Dronett-Compliance Program/EEO Specialist**

# *Respect in the Workplace*



- **WHAT IS RESPECT?**
- Respect can be defined as consideration for self and of others.
- Respect includes consideration for other people's privacy, their physical space and belongings; and respect for different viewpoints, philosophies, physical ability, beliefs and personality.

## *In the Beginning*



- Learning respect starts at home, where as small children we take on what our parents teach us.
- Later, as we enter school, we are influenced by many others.
- When we enter the working world, we learn about company cultures. Since not all families and schools teach children the full benefits of learning respect, all of us can learn as adults to be more respectful of ourselves and others. Sometimes we have to undo our early training, other times we can build upon what we learn.

## *The Power of Four*



This is the first time in American history that we have had *four* different generations working side-by-side in the workplace. Remember, if you are old enough, when older workers were the bosses and younger workers did what was asked of them, no questions asked. There were definite rules as to how the boss was treated and how younger workers treated older workers. No longer: Roles today are all over the place and the rules are being rewritten daily.

# *Unlocking the Mystery*



- To begin to understand how individuals in different generations act and react, one must first start with understanding oneself.
- Begin by seeing where you fall on the “Generation Timeline” below.

GENERATION TIMELINE			
1922-1945	1946-1964	1965-1980	1981-2000
Veterans, Silent, Traditionalists	Baby Boomers	Generation X, Gen X, Xers	Generation Y, Gen Y, Millennial, Echo Boomers

## PERSONAL AND LIFESTYLE CHARACTERISTICS BY GENERATION

	Veterans (1922-1945)	Baby Boomers (1946-1964)	Generation X (1965-1980)	Generation Y (1981-2000)
Core Values	Respect for authority Conformers Discipline	Optimism Involvement	Skepticism Fun Informality	Realism Confidence Extreme fun Social
Family	Traditional Nuclear	Disintegrating	Latch-key kids	Merged families
Education	A dream	A birthright	A way to get there	An incredible expense
Communication Media	Rotary phones One-on-one Write a memo	Touch-tone phones Call me anytime	Cell phones Call me only at work	Internet Picture phones E-mail
Dealing with Money	Put it away Pay cash	Buy now, pay later	Cautious Conservative Save, save, save	Earn to spend

# *Teamwork*



- **Successful teamwork is based on understanding others. The majority of us think the correct way, and the only way, is our way. In business, as well as in personal life, that is just not true. To work effectively and efficiently, to increase productivity and quality, you need to understand differences and learn how to use them effectively in dealing with each individual and in forming a team relationship.**

# *HR Contact Information*



**Charlene Abbott-Director of Human Resources –475-5977**

[cabbott@mcneese.edu](mailto:cabbott@mcneese.edu)

**Benita Malbrough-Human Resource Analyst B-475-5362**

[bmalbro@mcneese.edu](mailto:bmalbro@mcneese.edu)

**Yvonne Jacobs-Administrative Coordinator-475-5105**

[yvonne@mcneese.edu](mailto:yvonne@mcneese.edu)

**Mary Courmier-Human Resource Analyst A-475-5989**

[mcourmier@mcneese.edu](mailto:mcourmier@mcneese.edu)

**Tonya Peloquin-Human Resource Analyst A-562-4247**

# *Diversity Awareness In The Workplace*



- **Definition of Sexual Harassment**
- **University Policies**
- **Contact Information**

# *Diversity Awareness In The Workplace*



- **Definition of Sexual Harassment**
- **University Policies**
- **Contact Information**

## *What do you know about sexual harassment on the job?*

# TRUE OR FALSE



1. Sexual harassment is always about sex.

**FALSE**

2. Men are never considered victims of sexual harassment.

**FALSE**

3. There is no such thing as same-sex sexual harassment.

**FALSE**

4. Under the quid pro quo type of harassment, a person in authority, typically a supervisor, demands sexual favors as a condition of getting or keeping a job benefit.

**TRUE**

5. Under the hostile work environment type of harassment, a supervisor or a co-worker takes part in inappropriate gender-related behavior that renders the workplace atmosphere intimidating, hostile or offensive.

**TRUE**

6. A harasser's behavior is acceptable if the victim does not object.

**FALSE**

7. Sexual harassment is really determined by the victim's perception. What one person considers sexual harassment another person may not.

**TRUE**

*Which work behavior doesn't count as sexual harassment?*



- **Use of profanity**
- **Display of sexually explicit calendars and pictures**
- **Telling dirty jokes and making suggestive remarks**

## *What is the definition of sexual harassment?*



- **Sexual harassment is unwelcome sexual advances, requests for sexual favors and other unwelcome physical conduct of a sexual nature.**
- **Sexual harassment is also any gender-related behavior that humiliates or causes discomfort to someone else. It does not have to be “about sex.”**

*Sexual Harassment violates employment discrimination laws if behavior falls into any of 3 categories:*



**1. Quid Pro Quo – is Latin for “this for that”**

In a case of this type, a supervisor makes unwelcome sexual advances and either states or implies that the victim must submit if he or she wants to keep their job, or receive a raise, a promotion, or higher grade.

**2. Hostile Environment**

Unwelcome sexual conduct “poisons” the victim’s work environment by creating an intimidating, hostile or offensive workplace. The law also protects employees from sexual harassment by non-employees. So if a customer harasses an employee the employer can be held responsible.

**3. Sexual Favoritism**

A supervisor rewards only those employees who submit to sexual demands.

**“Sexual advance”** means trying to pressure or entice someone into a sexual act.

**“Sexual favor”** is sexual act performed in return for a reward for example a better grade in school or promotion at work.

**“Verbal conduct of a sexual nature”** includes improper and undesired comments or jokes about a person’s body, clothing, or gender.

**“Physical Conduct of sexual nature”** means improper and undesirable touching—also patting, pinching, leering, brushing up against a person’s body—even physical assault. It also includes displaying sexually explicit or degrading materials—posters, calendars, graffiti, or signs with offensive messages.

**“That is severe or pervasive enough to create a hostile or intimidating work environment”** means that sexual harassment adversely affects a person’s efforts or reputation at work or school. Sexually harassing behavior doesn’t necessarily prevent the victim for doing the job. Many targets of sexual harassment continue working, even under the duress of pervasive sexual harassment.

## *What type of behavior is included in the definition of sexual harassment?*



- Unwelcome sexual advances
- Telling off-color jokes
- Making sexual comments about a person's clothing or appearance
- Blocking a person from passing
- Pornography
- Graffiti
- Suggestive photos
- Offensive emails
- Offensive cartoons
- Demeaning comments about men or women
- Derogatory comments about male or female related issues
- Gender-related behavior that offends, annoys, alarms, humiliates, or causes discomfort

# *Ways to Stop Sexual Harassment*



- **Say “Stop!”**
- **Get Emotional Support**
- **Document Every Harassing Incident**
- **Create a Written Record**
- **Let your supervisor know**
- **Use the Diversity Awareness Policy**

# *University Policies*



- [Non-Discrimination Policy](#)
- [Diversity Awareness Policy](#)

# Contact Information



## Office of Special Services and Equity

Smith Hall, Room 127

Box 93248

Lake Charles, Louisiana 70609

(337) 475-5428

(337) 562-4227 TDD

(337) 475-5960 FAX

[vpsse@mcneese.edu](mailto:vpsse@mcneese.edu)

- **Dr. Rosemary Gray**  
Vice President of Special Services and Equity  
Title IX Coordinator  
ADA Coordinator  
(337) 475-5428  
[rgray@mcneese.edu](mailto:rgray@mcneese.edu)
- **Kim Dronett**  
Compliance Program/EEO Specialist  
(337) 475-5413  
[kdronett@mcneese.edu](mailto:kdronett@mcneese.edu)