



To: All Stonehill Staff, Administrators, Bargaining Unit Employees

From: Tom Flynn, General Counsel and Maryann Perry, Director of Human Resources

Re: Preventing Harassment Training

Sexual harassment and other forms of discrimination and harassment are illegal. It is not just the College, but you as an individual who can be held legally responsible for harassment. The best defense against any claim is for employees of Stonehill College to attend a training session. **During FY 2010, all employees who have not previously attended a preventing harassment training session or who began employment after October 22, 2009, will be required to attend a training session on this topic.** The session we currently have scheduled is listed below:

Thursday, April 29, 2010

2:00 – 3:00 p.m. for all employees (including supervisors and managers)

3:00 – 4:00 p.m. continuation of discussion for supervisors and managers

The Brocktonian Room

at the Center for Nonprofit Management

16 Belmont Street

To enroll in this session, please contact Lily Krentzman in the Human Resources Department at x 1032 or email her at lkrentzman@stonehill.edu.

Below is a description of the session:

Seminar Title:

PREVENTING HARASSMENT

Seminar Description:

The training will review the basics of sexual harassment prevention; with attention given to the College's policy and recent updates in the law. It will also include a review of other forms of illegal harassment. State and federal laws prohibit sexual harassment. They also prohibit discrimination, and subsequently harassment on the basis of other factors including race, color, religion, national origin disability or age. The program will address how this act impacts our behavior in the workplace. Participants are encouraged to examine their own attitudes and behavior, and the impact of their behavior on coworkers. Discussion will include review of recent court rulings, policy recommendations and real-life vignettes.

Objectives:

By the conclusion of the program, participants will be able to:

- ***Recognize*** sexual harassment when it occurs.
- ***Understand*** the organization's sexual harassment prevention policy.
- ***Identify*** behavior prohibited by the Civil Rights Act.
- ***Apply*** specific guidelines to deal effectively with sexual harassment and other forms of illegal harassment.