



Sexual harassment prevention: Becoming an industry leader

Define the Line

Trainer: Nikki Larchar, SHRM-CP

Thank you

Meet your trainer

Nikki Larchar, SHRM-CP

Workplace harassment prevention trainer and speaker.

- Over 9 years of HR experience
- Co-founded HR consulting firm, simplyHR in 2016
- Co-authored the harassment prevention training solution, Define the Line in 2018
- Believes that creating change starts with a conversation



Reminders

- Emotions and feelings are okay – taking breaks are okay too.
- You control what you give and what you get out of our time together.
- Questions and engagement are encouraged.



Preventing sexual harassment

The basics

**It starts with a
conversation**

**Becoming an
industry leader**

Reporting

How to identify and respond

Investigations

The basics

Action Plan

Creating a plan for you and your team



Reporting Harassment





What does
filing a report
sound like?

**Can I talk to you
about something?**

**They make me
feel
uncomfortable.**

**The other day this
thing happened...**

Who can file a report?



**The person
experiencing the
behavior.**

**Someone who is
witnessing or
becomes aware of
the behavior.**

**Someone outside
of your
organization.**

Investigations: The Basics





THANK
GOODNESS THE
GUYS SPOKE UP. I
HATE GOING TO
STRIP CLUBS BUT NEVER
FELT LIKE I COULD
SPEAK UP.

Have a plan

Who will do the investigation?

When do you bring in a third party?

Who will you interview?

What documents do you need to collect?

Where will the interviews take place?



Reporter

Who, what, when, where, why, and how.

Are there any witnesses or other colleagues that you should speak with?

What has the reporter done to resolve this on their own?

Do they have any documents (texts, emails, photos, etc.)

Discuss retaliation what it is, and what to do if the reporter experiences it.



Witnesses

Give a brief explanation on what you are investigating.

Ask witness to help you.

You can not require or force a witness to interview.

Who, what, when, where, why, and how.

Subject

Interview last.

Provide a full overview of what has been reported.

Allow subject an opportunity to respond and defend against allegations.

Ask for any witnesses and any documentation.

Interview subject's supervisor.



Final Report

Summary of the facts gathered throughout the investigation.

List of people interviewed and documents.

The specific conclusion(s) on each key issue.

States whether the report was substantiated, unsubstantiated, or that the findings were inconclusive.

Does **NOT** include what steps management will take.

Becoming an Industry Leader

Create your action plan

Create one goal for each section.

Make it work for you and your team.

Create goals that are SMART.



Specific

State exactly what you want to achieve.

Measurable

How will you measure your success?

Actionable

Are you and your team able to achieve the goal?

Realistic

What are you and your team able to achieve?

Timebound

Create a deadline!

Policies and Procedures



Do you have an anti-harassment policy?

Do you need to review your anti-harassment policy?

Does our policy have inclusive language?

Do you need support in creating or updating your policy?

Do you have procedures outlined for what to do when someone reports?

Do employees and leaders know where to find policies and procedures?

Goal:

Implement anti-harassment policy.

Task	Assigned to	Due date
Create anti-harassment policy*	HR Department	08/01/2021
Anti-harassment policy reviewed	Harassment Prevention Committee	08/14/2021
Send update policy to all employees	All employees	08/21/2021





THANK
GOODNESS THE
GUYS SPOKE UP. I
HATE GOING TO
STRIP CLUBS BUT NEVER
FELT LIKE I COULD
SPEAK UP.

Reporting

Do you have a platform or hotline for reporting?

Do employees know where to find your reporting platform?

Do your customers, vendors, distributors, suppliers, etc. have a way of reporting?

Do leaders understand how to identify and respond to a report?

Do witnesses know that they can report?

Goal:

Implement a reporting platform

Task	Assigned to	Due date
Research reporting platforms*	HR Dept	08/01/2021
Set up trial or meeting with 3 reporting platform companies	HR Dept	08/14/2021
Create a report on each reporting platform	HR Dept	08/21/2021
Share report at team meeting	HR Dept	08/28/2021
Select reporting platform	Employees + Owner	08/28/2021
Create communication plan for reporting platform roll out	Marketing & HR Dept	09/01/2021





Survey

Do you have an employee engagement survey you can add questions related to sexual harassment to?

Have you ever surveyed employees specifically on harassing behavior in the workplace?

What will your team do with the results of the survey?

How will you communicate the results and your action plan after surveying?

Goal:

Survey employees and create an action plan.

Task	Assigned to	Due date
Select survey platform	Owner	08/01/2021
Review Define the Line survey questions resource and select questions*	Harassment Prevention Committee	08/14/2021
Create survey	Owner	08/21/2021
Create communication plan for survey	Marketing	08/28/2021
Send survey to employees	Owner	08/28/2021
Schedule team meeting for results	Owner	09/01/2021
Team meeting – create action plan with team	Harassment Prevention Committee	09/08/2021
Schedule next survey	Owner	09/09/2021





Communication Plan

Do we have a communication plan in place?

How frequently are we communicating expectations, resources, and best practices?

Who is responsible for communicated harassment prevention resources?

Can we allocate time at team meetings?

Goal:

Create a communication plan

Task	Assigned to	Due date
Determine communication frequency		08/01/2021
Create content for next 6 months		08/14/2021
Set calendar reminders to share content		08/21/2021



Training

Do you have training in place?

Have you audited your training?

How effective is your training?

Do leaders receive additional training?

Can you implement training moments during team meetings?

Is there a vendor or third party that can provide training?



Goal:

Select training resource/vendor

Task	Assigned to	Due date
Create a list of training content that must be included	HR	08/01/2021
Select 3 vendors/resources for training*	HR	08/14/2021
Set up meetings to discuss training	HR/CFO	08/21/2021
Create list of questions for vendors	Leadership team	08/28/2021
Receive quotes from 3 vendors	HR/CFO	08/28/2021
Host team meeting to discuss options	HR/CFO	09/01/2021
Schedule/implement training	HR	09/08/2021
Create survey for after training feedback from team	HR	09/09/2021



Harassment Prevention Committee



Do you have employees that want to be involved?

Are there employees that could benefit from being on the committee?

What projects could the committee work on?

Who on your leadership team can sponsor?

Goal:

Create a harassment prevention committee

Task	Assigned to	Due date
Identify potential members	Leadership team	08/01/2021
Meet 1:1 with potential members	Leadership team	08/14/2021
Find a leader to sponsor/support committee	CEO	08/21/2021
Create agenda for first meeting	COO	08/28/2021
Schedule first meeting	Admin	08/28/2021
Create action plan for committee	COO	09/01/2021
Assign tasks and goals to members	Leader	09/08/2021
Schedule next meeting	Leader	09/09/2021





**What's on your
action plan?**



I AM AN ALLY

30 Day Challenge

Starts Sept 13th!

Join the waitlist at:
definethelinecomic.com/IAmAnAlly

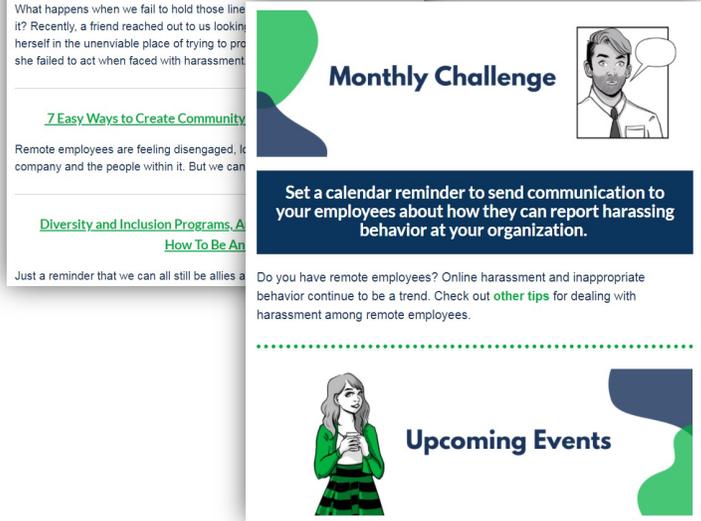
Sexual harassment prevention: How you can create a safe and secure workplace

Sept 10th

2:15 pm in the Four Seasons Ballroom, Section 1 & 2.

**CRAFT
BREWERS
CONFERENCE**
& BrewExpo America®





Monthly Newsletter



DefineTheLineComic.com

Nikki@definethelinecomic.com

@definethelinecomic

RAINNN

Rainn.org

Call 800-656-4673



EmpowerWork.org

Text HELLO to 510-674-1414



Website: www.definethelinecomic.com | Social Media: @definethelinecomic | LinkedIn: Nikki Larchar | Email: Nikki@definethelinecomic.com