RCUH Research Corporation of the University of Hawai'i

HOW TO PREVENT & RESPOND TO HARASSMENT

A guide to help our employees maintain a positive workplace and know what to do if an incident occurs

The purpose of this guide is to inform RCUH employees and their supervisors on how to respond to harassment and discrimination and to provide some tips on how to prevent these behaviors in the workplace.

1 PREVENTION

Why is it important to prevent discrimination/ harassment in the workplace?

Besides being morally wrong and potentially illegal, harassment and discrimination affects ALL employee and can result in:

- Mental, physical, & economic harm for victims
- Decreased productivity
- Toxic work environment
- Increased turnover
- Damage to your project's reputation

PROACTIVE STEPS

- Create a civil & healthy work environment
- Help new employees fit in
- Act professionally
- Maintain a zero-tolerance policy
- Meet as a group to discuss this topic
- Do not use nicknames (unless the individual asks you to)

3 TIPS 1) Simple things, like saying "Thank you" and "I'm sorry," go a long way. 2) Outlaw profanity. 3) Treat everyone with dignity and respect.

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HOW TO RESPOND TO HARASSMENT

Harassment and discrimination are not tolerated in the workplace. Here's how to respond.

WHAT TO DO IF YOU FEEL YOU'VE BEEN DISCRIMINATED OR HARASSED

STEP 1 ...
Ask him/her to stop behavior

STEP 2 ...
Speak to your supervisor

STEP 3 ...
Document incident(s)

STEP 4 ...
Seek guidance from RCUH

STEP 5 ...
File RCUH EEO Complaint

STEP 6 ...
Cooperate with investigation

You have a limited amount of time to file a charge of discrimination or harassment. Both the Equal Employment Opportunity Commission (EEOC) & the Hawaii Civil Rights Commission (HCRC) require a complaint to be filed within **180 calendar days** from the day the discrimination took place. In some cases, the timeline may extend to 300 calendar days depending upon a state's or agency's rules.

3 HOW TO RESPOND IF YOU'RE ACCUSED

Remember, when it comes to harassment, what you "think" or "intended" doesn't matter...What matters is how someone else perceives your actions.

WHAT TO DO IF YOU'VE BEEN ACCUSED OF DISCRIMINATION OR HARASSMENT

STEP 1

Cooperate with the investigation

STEP 2

Answer questions honestly

STEP 3

Keep the investigation confidential

STEP 4

Refrain from acts of retaliation

IMPORTANT POINT!

Retaliation is the most common discrimination finding in federal cases. Both the EEOC and HCRC investigate these claims first because retaliation complaints typically have evidence or witnesses, whereas your original complaint may not.

RETALIATION MAY INCLUDE:

- Reprimanding or threatening the employee
- Transferring the employee to a less desirable position
- Increased scrutiny
- Spreading false rumors
- Verbal or physical abuse
- Making the individual's work more difficult

LEARN MORE

FACTS ABOUT RETALIATION

4 POTENTIAL CONSEQUENCES

What will happen if the investigation determines that discrimination or

- Disciplinary action (including possible termination)
- Civil action (being sued for civil/criminal charges)
- Damaged reputation

harassment occurred?

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OTHER RESOURCES

Click the headers for more information on discrimination and harassment

#1

Equal Employment Opportunities Commission

1.800.669.4000

info@eeoc.gov

#2

Hawaii Civil Rights Commission

808.586.8636

DLIR.HCRC.INFOR@hawaii.gov

#3

University of Hawai'i EEO/AA Office

808.956.7077

eeo@hawaii.edu

RECOMMENDED

UH Title IX Training for Employees

QUESTIONS?

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nsakamoto@rcuh.com

IMPORTANT TIP

If inappropriate behavior occurs, document it by sending an email from your cell phone. The email will reflect the date and time and can be used as evidence in an investigation.