TRAINING OUTLINE

COURSE TITLE	Understanding & Managing Sexual Harassment at the Workplace
DURATION	1 day

Introduction

Understanding and Managing Sexual Harassment at the Workplace is designed to provide participants with a clear understanding of what constitutes sexual harassment and why it is a serious workplace issue. This programme explores the legal framework, organisational policies, and the roles and responsibilities of both employers and employees in preventing misconduct.

The session also focuses on practical strategies for managing complaints in a fair, confidential, and professional manner. By promoting awareness, respect, and accountability, the training aims to foster a safe, inclusive, and supportive work environment for all employees.

Training Objective

- Increase awareness of laws relating to sexual harassment and workplace harassment, including compliance responsibilities.
- Equip participants with the knowledge and skills to implement appropriate preventive measures that promote a positive and respectful workplace culture.
- Enable participants to take appropriate enforcement actions to safeguard the organisation's reputation and minimise the risk of costly and damaging legal disputes.

Who Should Attend?

This program is suitable for Senior Managers, Managers, Heads of Departments, Section Managers, Line Managers, Supervisors and anyone who wants to learn how to manage sexual harassment in the workplace

Learning Methodologies

Interactive trainer led presentation, group discussions, case studies

Course Content

1) Introduction

- Meaning of sexual harassment.
- Understanding the Code Of Practice On The Prevention And Eradication Of Sexual Harassment In The Workplace.
- Discussion on Company's Policy Statement on prohibition of sexual harassment in the workplace.

2) Sexual Harassment in The Workplace

- Situations where sexual harassment may occur.
- 5 common forms of sexual harassment.
- Mechanisms to combat sexual harassment.
- Consequences of sexual harassment.
- Sexual harassment challenges.

3) Bullying and Workplace Harassment

- Types of workplace harassment.
- Anti bullying and harassment strategies.
- Responding to harassments.

4)Employer's Rights & Obligations

- Inquire into complaints of sexual harassment.
- Refusal to inquire.
- Penalty upon conviction.
- Notice on sexual harassment.

5. Employee's Rights

- Under the Employment Act 1955.
- Under Criminal laws.
- Under Civil laws.

6. Investigating Sexual Harassment and Bullying

- The 5W1H of investigating sexual harassment.
- Witnesses and Evidence.
- Police reports.
- Corroboration.
- Passivity and delay in reporting sexual harassment.
- Case studies.

Course Content

7. Managing Sexual Harassment and Bullying Cases

- Receipt of complaint.
- Show cause letter.
- Suspension pending inquiry.
- Notice of domestic inquiry & charge sheet.

8. Anti-Sexual Harassment Act 2022

- Sexual harassment proceedings.
- Right of appearance.
- Awards and Orders of Tribunal

9. Offences Under The Other Law

- Penal Code
- Occupational Safety and Health Act 1994