

ARE YOU DOING ENOUGH TO PREVENT HARASSMENT**

No one wants Valencia Community College to get sued for harassment (or see employees be harassed, for that matter). What's involved in making a "good-faith" effort to prevent harassment?

To test your knowledge, respond *True* or *False* to the following:

QUESTIONS

1. HR has posted EEOC material in the cafeteria. Therefore you can say Valencia Community College has made a good-faith effort to prevent harassment.

True or False

2. You thoroughly investigate complaints. But even once you do that, the weight of responsibility is still on you.

True or False

3. You set aside money in your budget and send people to official harassment seminars. You've made a good-faith effort.

True or False

4. You go out of your way to talk to people about what actions are and are not acceptable. That's enough.

True or False

ANSWERS

1. *False*. The government requires Valencia Community College to post certain legal information, so that's essential. But a good-faith effort is more than a bare-bones effort.
2. *True*. Of course it's important to listen to complaints and ask good questions. But the work doesn't end there. Your next steps are key and involve disciplining anyone who broke your harassment policies and staying on top of the situation.
3. *False*. Make sure your investment pays off. Document which people attended which seminars. And ask them to verify in writing that they understood what they heard.
4. *False*. You can – and should – go even further. Putting expectations in writing is crucial. After all, what you say could pass through someone's ears. But you can

show that people know your policy if they have a copy in writing and have signed it.

** Based on *Test Your Knowledge* article in January 2, 2007 issue of *Supervisors Legal Update* newsletter.