



**The Confederated Tribes of the Chehalis Reservation**

# Harassment Training

**Human Resources Department**

**2022**

# GET READY TO LEARN!

# WELCOME!!!!

## Grab a name tag and a Learning Journal

# Personalize your Learning Journal and make it your own.

Use it to take down notes, thoughts, sketches, observations based on information you are receiving in class.



# WELCOME!

- 3 - Hour Training
- Required class for all Chehalis Tribal Government Employees
- Housekeeping Items
- Training and Activities
- Review
- Assess for Understanding
- Conclude



# TRAINING OVERVIEW

Basis for Training • Why Training? • Objectives • Ground Rules • Workplace Improvements

# WHAT MAKES THIS TRAINING DIFFERENT?

- Tribes are distinct, independent political communities that exercise powers of self-governance, because of their original tribal sovereignty that predates the 50 United States.
- Because of tribal sovereignty, the core training content we be based on Chehalis Tribal code, policies, and procedures.



# THE CHEHALIS TRIBE'S VISION

## **Vision of the Tribe:**

To be a thriving, self sufficient, Sovereign people, honoring our past and serving current and future generations

## **Goal of the Tribe as an Employer:**

Chehalis Tribal government strives to be an employer of choice, providing great benefits, competitive wages, ample paid time off, and a supportive and safe work environment



# SOVEREIGNTY AND THE WORKPLACE

The constitution of the Chehalis Tribe establishes the purpose of the government which is to:

- Maintain the Sovereignty of the Tribe
- Promote and protect the interests of the Chehalis Indians
- Handle the affairs of the Chehalis Reservation
- Improve the economic condition of the Tribe and its posterity



# TODAY'S TRAINING OBJECTIVES

## 1) Review Personnel Policies

What are the policies related to Harassment, Discrimination, and Workplace Violence?

## 2) Enforcing Policies

What to do if you feel a policy has been violated – Who to tell, how to report an incident, and what the process entails

## 3) Workplace Culture

Creating a positive work environment & how you contribute to a better workplace





# TRAINING IS JUST THE BEGINNING

Our goal today is to start a conversation about....

- Workplace expectations
- How we treat other
- Ways to improve our interactions with one another
- Creating healthy boundaries
- Increasing the level of professionalism at work

What happens next?

- Make time to reflect on your experience in training
- Continue the conversation with your peers and your supervisors
- Take department specific questions back to your leadership
- Reflect on ways that you can improve professionalism at work

# WHAT TODAY'S TRAINING WILL DO FOR YOU



- Increase your knowledge of employment policies related to conduct
- Help to avoid problems at work by giving you a clearer expectations of workplace do's & don'ts
- Identify ways you can contribute to a positive workplace
- Increase job satisfaction for you and your team

# GROUND RULES & MEETING NORMS

Ensure what is shared in training stays in training – ‘Vegas Rules’

Respect other’s opinions

One conversation at one time

Avoid shaming and blaming language

Avoid bringing up past experiences that relate to confidential situations

Balance your speaking with generous listening

Hold questions until the end

Defer department specific questions to your leadership

# ACTIVITY: WHAT WE DO AND WHY WE DO IT

## STEP 1: Individual Reflection Time

In your learning journal, list the following information:

1. Your Name
2. Job Title
3. Department
4. What it is that you do
5. Why you do it



## EXAMPLE:

- My name is: Denise Miño
- I work in: Human Resources
- I'm a: Trainer
- I bring people together to share information, so that we can learn from one another and improve our workplace culture which make us a stronger, more values-driven organization.

# ACTIVITY: WHAT WE DO AND WHY WE DO IT

## STEP 2: One on One Sharing

3 Minutes (1 ½ minutes each)

- Partner up with your learning partner
- Share your NAME, TITLE, DEPARTMENT, and your WHAT and your WHY



## STEP 3: Report Out to Group

Introduce your learning partner to the group by telling us the following information:

- This is \_\_\_\_\_.
- They work in \_\_\_\_\_.
- Their job title is \_\_\_\_\_.
- They \_\_\_\_\_.
- And their “why” is \_\_\_\_\_.

# PERSONNEL POLICIES

Rules of the Workplace

# PERSONNEL RULES AND POLICIES

- Policies provide structure for the relationship between an employee and employer
- They set expectations for the workplace – do's and don'ts
- Ensure people are treated fairly, and equitably, and safe when at work
- Rules for dealing with issues and overcoming obstacles that may present themselves during the work day or even during extraordinary times





# COMMITMENT TO A SAFE WORKPLACE

- The Tribe is committed to preventing workplace violence and to maintaining a safe work environment
- Our policies include guidance to deal with intimidation, harassment, or other threats violence that may occur during business hours or on work premises
- Today we will review the following policies that relate to :
  - Safety
  - Standards for Employee Conduct
  - Equal Employment Opportunity
  - Harassment
  - Workplace Violence



# WHAT IS OUR NEED FOR SAFETY AND SECURITY RELATED TO?

## Maslow's Hierarchy of Needs Theory



# EMPLOYEE SAFETY AND HEALTH POLICY

- Employees need a sense of physical and psychological safety when they come to work
- No matter your role in the organization, each employee is expected to obey safety rules and to exercise caution in all work activities
- Intimidation, harassment, or other threats or acts of violence that may occur DO NOT contribute to a safe work environment and are NOT permitted



# STANDARDS OF EMPLOYEE CONDUCT

Our standards are based on **positive** and **respectful** workplace culture elements, including:

1. Trust
2. Teamwork
3. Friendliness
4. Accountability
5. Compassion
6. Responsibility



# EMPLOYEE CONDUCT POLICY

Certain behaviors that are considered unacceptable in the workplace, off-premises, or off-duty. Infractions of rules of conduct include but are not limited to the following:

- Disclosure of confidential information
- Insubordination or other disrespectful conduct
- Gossip and relaying of rumors; making false, malicious statements
- Unfounded statements about co-workers, supervisors, subordinates, government officials, or the Tribe
- Violation of safety or health rules
- Taking employee personnel matters to any public forum
- Possession of dangerous or unauthorized materials, such as explosives, firearms, or other weapons in the workplace
- Fighting or threatening violence, engaging in physical altercations, boisterous or disruptive activity

# EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Tribe is committed to a diverse workforce

Hiring and employment decisions at the Tribe will not be based on:

- a) Age
- b) Race
- c) Sex
- d) Sexual orientation
- e) Disability
- f) Religion or creed
- g) National origin
- h) Political affiliation





# WHAT IS CONSIDERED HARASSMENT?

The Tribe takes all allegations of workplace violence seriously and will investigate such reports.

Conduct that threatens, intimidates, or coerces another employee, contractor, volunteer, customer, vendor, tenant or a member of the public whom the Tribe serves at any time will not be tolerated

This includes: Any unwelcome conduct, whether verbal or physical, that is based on a person's status such as race, color, religion, sex, age, citizenship, national origin, disability, sexual orientation or gender identity, veteran status, marital status, or other protected status;

Abusive language, physical aggression, deliberately causing injury or threatening to do so, or any disorderly conduct or malicious disturbance, including but not limited to intimidation or harassment of others;





# WHAT IS CONSIDERED HARASSMENT?

- Sexual harassment. This includes unwelcome sexual advances, requests for sexual favors, as well as other physical, verbal, or visual conduct based on sex when:
  - Submission to the conduct is an implicit or explicit term of employment or employment related decisions;
  - Submission to or rejection of such conduct by an individual is used as the basis for an employment decision; and/or
  - The conduct has the purpose or effect of unreasonably interfering with any individual's work performance by creating a hostile, offensive, or intimidating working environment.
- This definition includes gender-based harassment of a person of the same sex as the harasser.

# BULLYING VS. HARASSMENT

Bullying	Harassment
Intentional act that causes harm to others	Intentional act of annoying, threatening, intimidating, or causing fear in another person
Not punishable by law	Punishable by law
Not considered to be as serious as harassment	Considered to be more serious than bullying
A form of harassment	A form of discrimination

# HARASSMENT IS PROHIBITED

- **Discriminatory harassment** - targeting those identified by protected characteristics, i.e. race, age, religion, includes derogatory comments and jokes
- **Bullying** - including critical remarks and intimidating behaviors
- **Workplace violence** - often physical assaults on public-facing staff
- **Abuse of power** - excessive or demeaning demands
- **Psychological harassment** - social exclusion, belittling opinions
- **Cyberbullying** - sharing gossip and humiliating information, or direct messaging
- **Retaliation** - revenge in response to a perceived slight, including a complaint
- **Sexual harassment** - unwanted sexual jokes, advances, conduct or behavior
- **Third-party harassment** - bullying from people outside the organization

# ACTIVITY: WHAT *NOT* TO DO AND SAY AT WORK

Group role play - Questionable scenarios

Ask yourselves:

1. Should we ever do these things at work?
2. Is there ever a time when they would be appropriate, justified, or positive?
3. Discuss on your small groups

Be prepared to present your role play skit to the class and discuss the questions listed above.



# ENFORCING WORKPLACE POLICIES

What to do next

# WHAT HAPPENS IF POLICY IS VIOLATED?

1. Employees must be clear that the behavior is unwelcomed by stating exactly what is unwanted
2. Immediately report any unsafe conditions to the appropriate supervisor, or call 911
3. All suspicious individuals or activities must also be reported as soon as possible to a supervisor
4. All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your supervisor, the senior on-site manager or Human Resources

**If the threat is severe, a crime has been committed, or you feel your life is in danger, call 911**



# WHAT HAPPENS IF POLICIES ARE VIOLATED?

## EMPLOYEES

**Each situation will be managed with care and concern for all involved.**

Depending on the severity, employees who violate safety standards, cause hazardous or dangerous situations, or fail to report such situations, may have coaching conversations with leadership, or disciplinary action, up to and including separation of employment.

## NON-EMPLOYEES

If situations with non-employees arise at work, there are steps to take depending on the severity of the situation.

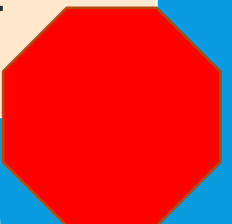
Options may include:

- Asking a manager or director to step in and address the issue in the moment, or shortly thereafter
- Calling the police if you feel a crime has been committed or a situation is escalating and is life threatening
- Banning or removing those making threats or harassing staff from participating in programs or from coming on property



# WHAT TO DO ABOUT HARASSMENT

Step 1	Step 2	Step 3
<b>Create a Boundary</b>	<b>Report the Incident</b>	<b>Leadership Investigates</b>
Put your personal safety first. Remove yourself from the situation if needed.	Depending on the severity, or number of occurrences, tell your supervisor or manager right away. State the facts of the situation.	Your leadership will investigate the issue and treat the matter with confidentiality.
Tell the person that the behavior/words are unwanted and you want them to stop.	You may be asked to provide a written and signed statement of the description and facts of the incident.	If necessary, works with HR to initiate the progressive discipline process.



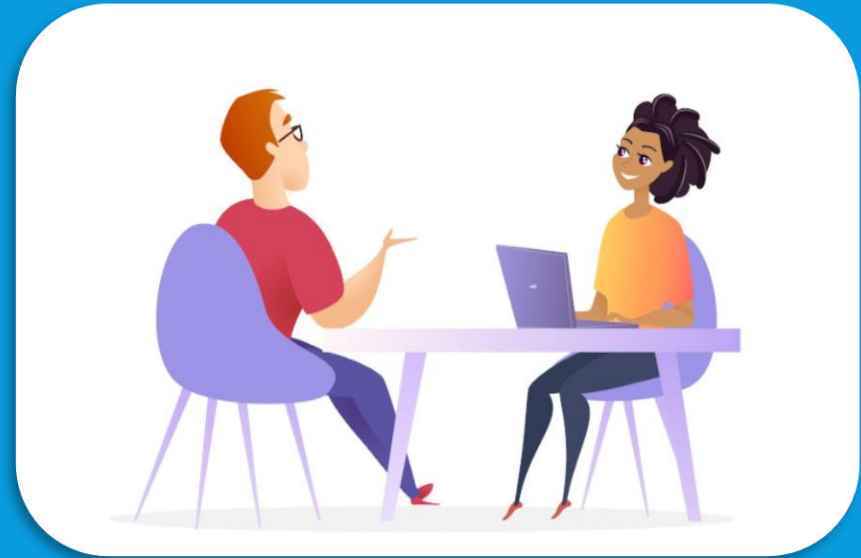
# RETALIATION IS PROHIBITED

- Participating in a complaint process is protected from retaliation under all circumstances.
- Employees making good faith reports of potential issues will not be subject to any form of retaliation or reprisal, regardless of whether the allegation proves unfounded
- Any employee who engages in any form of retaliation is subject to disciplinary action up to and including termination of employment

# HOW TO ADDRESS CONCERNS OF HARASSMENT

## Best Practices for Resolving Concerns

- **Be open, honest, and clear** with coworkers and managers about your boundaries
- **Address issues right away**, in the moment, or shortly thereafter to prevent small problems from becoming larger, or reoccurring
- **Have closed door conversations**, and speak to the behavior respectfully and honestly, stating the facts
- **Take a pause** if things get heated, note that you need a break, and walk away with the agreement to revisit the conversation later once both parties have cooled off



# ESTABLISH CLEAR PERSONAL BOUNDARIES



- What are healthy boundaries and why are they important at work?
- Finding ways to establish and communicate our boundaries is always important but particularly within our jobs
- You communicate and protect your boundaries to protect your own time, energy and well-being
- We usually only become aware of boundaries when someone has overstepped them
- Say what it is you want and what you need
- It's essentially training others how to treat you

# ACTIVITY: PRACTICE CLEAR PERSONAL BOUNDARIES

Think of a time you recently had to draw a boundary, or you wish you would have.

Write it down in your learning journal.

Examples of healthy boundaries can include:

## Personal Boundaries

- I prefer to not talk about my romantic relationships at work. I like to keep some things private.
- That question is too personal.
- I don't feel comfortable with this conversation.
- I don't date people I work with.
- No.

## Boundaries Related to Time

- I'm working on something else right now, but I can meet with you at 2 p.m. today to discuss your question.
- Feel free to text me if you have work related things to discuss (if being texted after hours)

## Physical Boundaries

- I'm not comfortable with hugs from people who aren't my family
- I need space. You're in my bubble.
- Don't touch my hair.

## Others?

Are there other things that can help create clear, respectful boundaries at work?



# WORKPLACE CULTURE

Creating a Positive Place to Work

# ORGANIZATIONAL CULTURE

- A system of shared beliefs, values, and assumptions that the employees of an organization hold
- It's how we act at work
- It's the things we do, and why we do them





# WHAT DOES A HEALTHY AND SAFE WORK ENVIRONMENT LOOK LIKE?



## Characteristics of a positive working environment

- Increased productivity
- Improved morale
- Promotes collaboration
- Open and honest communication
- Compassionate team members
- Good rapport with your colleagues
- Friendly, welcoming environment

# STANDARDS OF PROFESSIONALISM

- **What factors contribute to a safe and professional work environment?**

- Appearance
- Interactions
- Words
- Voice
- Behavior
- Attitude
- Mindset
- Taking responsibility

- **Maintaining standards of professionalism help create a peaceful and productive workplace**

- A. Treat others with dignity and respect at all times
- B. Foster teamwork and employee participation
- C. Keep information confidential
- D. Respect time and attendance expectations; communicate changes
- E. Avoid derogatory speech, swear words, and slang
- F. Address concerns with kindness and honesty
- G. Be open-minded and listen when given constructive feedback

# ACTIVITY: PROFESSIONAL STANDARDS

Take a moment and answer the following questions:

1. What do you do to intentionally uphold professional standards at work or make it a more welcoming place?
  2. What makes that an effective professional practice?
- Take notes in your learning journal
  - Pick a learning partner and take turns sharing your best practices
  - Place the BEST idea on a Post-it Note
  - Be prepared to report out to the group about your ideas and discussion and post your idea on the board




# LEARNING RECAP



- Purpose
- Policies
- Processes
- Responsibilities

# ALL OF THIS TIES INTO TRIBAL SOVEREIGNTY

As employees of the Confederated Tribes of the Chehalis Reservation, we are here to:

- 
- Serve the people of the Chehalis Tribe and build capacity for future generations
  - Uphold the code of the Chehalis Reservation, along with the Tribe's policies and procedures
  - Provide a warm, welcoming, and respectful place for each other and Tribal members
  - Resolve conflicts in an emotionally neutral, productive, and healthy way
  - Create a safe, discrimination and bully-free workplace

# RECAP OF TRAINING OBJECTIVES

Together we have learned and now know:

1	2	3	4	5
The Tribe's policies related to Discrimination, Harassment, and Workplace Violence Prevention	The difference between harassment and disrespectful behavior vs. professional conduct in the workplace	Standards for behavior in the workplace for tribal government employees	Know how to address and remedy concerns if I ever feel that discrimination or harassment has occurred	My role and responsibility in creating and maintaining a respectful workplace

# TEST AND EVALUATION

## Participant Knowledge Assessment

- 15 minutes
- Grade own test
- Turn in for credit for taking the course



## Training Evaluation

- Let us know how we did
- Provide input on future training topics



# WHAT WE DID AND WHAT COMES NEXT

## Today we talked about...

- Workplace expectations
- How we treat others
- Ways to improve our interactions
- Creating healthy boundaries
- Increasing the level of professionalism at work

## What do I do now?

- Make time to reflect on your experience in training
- Continue the conversation with your peers and your supervisors
- Take department specific questions back to your leadership
- Reflect on ways that you can improve professionalism at work



