

MODULE 5

SEXUAL HARASSMENT IN THE WORKPLACE

DESIGNED FOR

All Managers, Executives and Supervisors.

OBJECTIVES

To appraise Delegates on the Code of Practice, dealing with sexual harassment complaints & avoiding dangerous pitfalls.

CONTENTS

- ⊗ **Code of Practice On The Prevention & Eradication Of Sexual Harassment In The Workplace**
 - *Salient provisions of the Code*
 - *Employers responsibilities*
- ⊗ **Safe & Conducive Working Environment**
 - *Relevancy to sexual harassment*
- ⊗ **Sexual Harassment**
 - *Meaning of sexual harassment*
 - *Types of sexual harassment*
 - *Case studies*
- ⊗ **Proof Of Sexual Harassment**
 - *Burden & standard of proof*
 - *Evidence showing harassment*
- ⊗ **Dealing With Complaints**
 - *Step-by-step guide on receiving complaints*
 - *Step-by-step guide on investigations*
 - *Dealing with false complaints*
- ⊗ **Victim's Course Of Action**
 - *Action against employer*
 - *Action against offender*
- ⊗ **Dealing With Offender**
 - *Employer's action against offender*
 - *Offender's course of action on false reports*

METHODOLOGY

Lectures Case
Study Discussions

DURATION

1 Day

COURSE FEES

RM7,500

Our programmes are guaranteed. All Modules qualify for HRDF subsidy