

## The New Code of Good Practice on the Prevention and Elimination of Harassment in the Workplace

### Half Day Course

#### Module 1: Introduction

- Objectives of the Code
- Application of the Code
- Legal framework

#### Module 2: Substantive issues

- What is harassment?
- Sexual harassment
- Racial, ethnic or social origin harassment
- Other statutes impacting on harassment

#### Module 3: Procedural issues

- Guiding principles on the prevention, elimination and management of harassment
- Harassment policies
- Procedures
- Confidentiality
- Additional sick leave
- Information and education.

#### Purpose of the course:

The newly introduced Code introduces principles on the prevention and elimination of harassment in the workplace. It further outlines the consequences for both employers and employees for non-compliance with the Code.

#### Upon completion of the course delegates will be able to:

- formulate and apply workplace policies that:
  - define workplace harassment as a form of unfair discrimination
  - outline unacceptable behaviour and its consequences
  - explain methods by which harassment can be reported.

#### The course will be useful for:

- Business owners, HR managers/practitioners, line managers, supervisors and union officials.
- Employment equity managers, members of employment equity committees, workplace forums and any person involved with discipline in the workplace.

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