City of San Angelo

seriousness of harassment. Workplace Harassment: Harassment is not limited to "Sexual Harassment". Harassment is a form of aggression against another employee, defined as: to torment or irritate persistently. Webster's defines harassment as "To trouble or worry by repeated raids, attacks, etc." A well-designed program to identify, report, and correct workplace harassment is important to protect worker safety and health. The following tips will allow personnel to identify and report workplace harassment: Identification: Specific training should be conducted to identify abusive workers and those being abused. This identification process should include written documentation of instances where abusive behavior was observed or reported by others. If you, as an employee, feel that you are being harassed by another employee or management is is necessary to report the situation to management as soon as possible (if management is the source of harassment, report the harassment. Never harass another employee. Teasing and "kidding-around" will put you in a situation that can be construed as harassment and is not to be tolerated at work. Reporting: A system should be directed to management rather than to a coworker or peer. All reports should be taken seriously by management. All reports should be documented and kept confidential. Employees must be notified if they have received a complaint against them in regards to harassment. All reports should be investigated. Never report any misleading information. Discipline: A specific and clear disciplinary policy must be implemented (up to and including termination). This policy must be clearly defined and made known to all employees. Conclusion: One incident of harassment or violence in the workplace can prove extremely expensive for a business and the harassment. Conclusion: One incident of harassment or violence in the workplace can prove extremely expensive for a business and the harassment. Soon as possible to your manager, human resources decreased are mana	Worksite:	Instructor	Du Ti	
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These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.