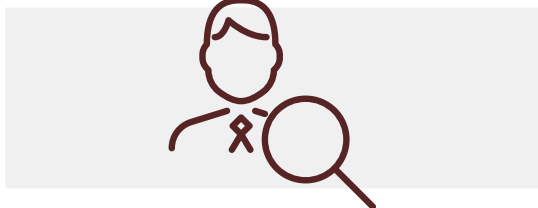


8 Tips for Training Managers to Address Workplace Discrimination

When discrimination occurs in the workplace, many employees talk to their managers first. Therefore, ensuring that managers understand and consistently enforce rules and policies regarding discrimination is essential to the health of your organization.

Consider these eight tips from the Equal Employment Opportunity Commission for training managers.

1.



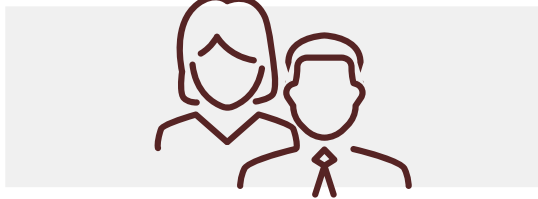
State that discrimination based on race, color, religion, sex, national origin, disability, age or genetic information is illegal and will not be tolerated. Provide definitions and examples of prohibited conduct, as needed.

2.



Describe your organization's policies regarding discrimination, harassment and reasonable accommodation. Distribute written policies and explain where managers can find copies.

3.



Ensure that managers understand their responsibilities, including non-discrimination, reasonable accommodation, responding to discrimination complaints and avoiding retaliation.

4.



Describe your organization's policies and procedures regarding discrimination questions or complaints and explain any changes made to the policies since the prior training.

5.



Identify the individual responsible for receiving, investigating and responding to complaints of discrimination.

6.



Instruct managers to respond appropriately to discrimination or to report it to individuals who are authorized to respond.

7.



Ensure that relevant managers understand how to investigate, stop and correct discrimination.

8.



Explain the consequences of violating your organization's non-discrimination policies.

For more tips on employee training and workplace policy, contact us today.

