



WHAT NOT TO SAY, TOUCH, OR DO

June 19, 2017

Dudley Wait, TEMSA President

WHAT IS THE RIGHT THING TO DO?



Treating others correctly

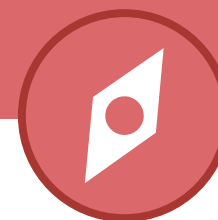
As leaders of people, our goal should be to treat others the way we would like to be treated and set the example for our folks on how we will treat people



Lowers cost

Avoid costly legal investigations, court battles, legal settlements, etc.

Also, treating people appropriately reduces turnover saving money on hiring new people



Core Values

Do you have a set of core values? Personally and/or in your organization?

If you do not have a set of core values, you cannot lead and your folks cannot follow like you would want them to

CORE VALUES EXAMPLES

City of Schertz Core Values

- Do the right thing
- Do the best that you can
- Treat others the way you want to be treated
- Work cooperatively as a team

STAR CARE courtesy of Mike Taigman

Safe

Team-Based

Attentive to human needs

Respectful

Customer Accountable

Appropriate

Reasonable

Ethical

IGNORANCE OF THE LAW IS NO EXCUSE

- Title VII of the Civil Rights Act of 1964
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1976
- Americans with Disabilities Act of 1990 AND ADAAA of 2008
- Civil Rights Act of 1991
- Race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (>40), disability or genetic information
- Friendly “banter” back and forth on issues related to legally defined (and not legally defined) discrimination areas is all well and good until the day it is not... then all of the “banter” is now evidence to show that you (the leader) allowed a discriminatory (or hostile) workplace to exist

HARASSMENT / SEXUAL HARASSMENT

- Harassment is a form of discrimination and is unwelcome conduct that is based on race, color, religion, sex (including pregnancy and sexual orientation), national origin, age, disability or genetic information that creates a work environment that would be intimidating, hostile or offensive to reasonable people
- Sexual Harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical harassment of a sexual nature. It can also include offensive remarks about a person's sex

DO YOU:

- **Have policies against discrimination, harassment and sexual harassment?**
 - Do they say what to do if an employee has a complaint?
- Review them with each employee when they are hired and do they sign off on them?
- Have your policies posted prominently?
- Respond immediately to any complaint?
- Conduct regular training on preventing discrimination, harassment and sexual harassment and is attendance mandatory?
- Have other policies to help avoid problems such as a non-fraternization policy, nepotism policy or inappropriate media in the workplace?
- **Do you follow your policies?**
- Have your supervisors interject themselves into inappropriate conversations to correct behavior?
- Regularly inspect quarters for inappropriate material?
- Have a zero tolerance for treating anyone inappropriately by word, action or deed?

QUESTIONS AND COMMENTS