

Attachment: <Scenarios>

Number of attachment	EUPANEXT_LO_094_M_001_Att_1
Work Area Code and Title	WA17- Business Environment
Unit Code and Title	3.29: UNDERSTAND, FOLLOW, AND APPLY INDIVIDUAL RIGHTS AND RESPONSIBILITIES

Discuss the following scenarios

---

**Scenario 1: An employee reports harassment to his/her supervisor and says, "I don't want you to do anything about this. I just want you to listen and be aware of what is going on."**

**How should the supervisor respond?**

---

**Feedback**

A supervisor cannot promise to "just listen and be aware."

Once a supervisor receives a report of harassment or discrimination, a supervisor has an obligation to take action.

In fact, a supervisor has the responsibility to ensure the integrity of the workplace. A supervisor must exercise reasonable care to prevent and promptly correct any discrimination, workplace harassment or sexual harassment they know about or should know about.

---

**Scenario 2: A supervisor receives a report of sexual harassment. The supervisor has seen such reports divide a workforce.**

**What advice would you give the supervisor to help minimize disruption to the workplace?**

---

**Feedback**

Conduct an investigation discretely and quickly.

Caution all parties not to discuss the investigation.

Direct employees back to work who are talking about the accused or the complainant in regards to the report.

Work to keep up morale in the office and ensure work is being accomplished.

---

Attachment: < EUPANEXT\_LO\_094\_M\_001\_Att\_1>, <Scenarios>

Page | 1

Be proactive. Having established expectations in place that do not allow gossiping and other non-productive or destructive activities is a preventative measure a supervisor should take.

---

**Scenario 3: An employee filed a report of harassment with her supervisor. After an investigation the agency did not agree that harassment occurred. Because harassment was not found, the employee worries that she will be disciplined.**

**Are the employee's worries founded?**

---

**Feedback**

No. An employee will not be disciplined for making a report of what the employee believes is harassment.

Harassment is a term often used for lack of a better way to describe what an employee feels he/she is experiencing.

Sometimes an investigation will conclude that a particular behavior was not harassment or discrimination but was inappropriate workplace behavior.

---

**Scenario 4: A technician is contracted to maintain the office copy machine. Each time the technician makes a service call the technician tells a dirty joke. Some employees can't wait for the machine to break down, just so they can hear the latest joke.**

**Even though no employees have complained, what is the supervisor's responsibility?**

---

**Feedback**

The supervisor has an obligation to maintain the integrity of the office environment.

The supervisor should direct the employees back to work.

Even though the technician is not an employee, the supervisor should tell the technician to stop telling dirty jokes.

The supervisor should contact the company holding the contract and report the behavior and request prompt corrective action.

---

**Scenario 5: An investigation resulted in an employee being disciplined for sexual harassment. The disciplined employee was mad and encouraged others to shun those who participated in the**

---

Attachment: < EUPANEXT\_LO\_094\_M\_001\_Att\_1>, <Scenarios>

Page | 2

**investigation. You have been asked to refuse to speak to your coworkers who reported the employee's behavior to the supervisor.**

**What can you do?**

---

**Feedback**

Just as discrimination and harassment are prohibited, so is retaliation.

Refuse to participate in retaliation against your coworkers. The morale of the staff has already been harmed. You do not want to contribute to further problems.

Report this behavior to management.

