



## **WEIGAND-OMEGA MANAGEMENT, INC. ANTI-HARASSMENT TRAINING OVERVIEW**

The goal of anti-harassment training is to create a working environment with a sense of accountability on the part of both supervisors and employees that they share responsibility for creating a workplace free of harassment.

The following are guidelines and objectives to promote awareness and create a sense of accountability on both the part of the supervisors and the employees for creating an environment free of harassment:

- Weigand-Omega Management, Inc. ***will not tolerate*** harassment or retaliation for reporting sexual or other forms of harassment.
- Employees are expected to refrain from engaging in behavior ***that could be*** considered harassment.
- Employees ***are required*** without exception to report harassment to any company representative designated in the Policy and Procedures Employment Manual.

**As an employee you are responsible to read pages 15 and 16 of the Weigand-Omega Management, Inc., Policy and Procedures Employment Manual. Key points of this policy are as follows.**

- There is a policy prohibiting harassment.
- Offenders will be disciplined.
- Employees must follow the policy's complaint procedures.
- Employees will not be retaliated against for reporting harassment or assisting in an investigation (unless an employee has knowingly provided false information).
- All information regarding any specific complaint or incident will be kept confidential to the maximum extent possible within necessary boundaries of the fact-finding process.

### **Behaviors Constituting Sexual Harassment**

- Submission to the advances or requests is made either explicitly a term or condition of an individual's employment.

- Submission to or rejection of the advances or request is used as the basis for making employment decisions affecting such individuals.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Examples of unwelcome conduct are: obscene jokes, racial slurs, pornographic or racist material, racist or sexual comments, inappropriate touching, intimidation, sexual advances and impermissible same-sex harassment.

### **The Duty to Report**

- All employees have the **responsibility** to report harassment so the company can promptly investigate and take any action necessary to maintain a harassment-free work environment.
- Employees must bring a complaint of harassment to a person designated in the Policy and Procedures Employment Manual. The employee **must notify** their immediate supervisor or if that is inappropriate, the property supervisor or the manager of human resources.
- It is stressed that an employee's fear of retaliation is not a legitimate excuse for failing to report harassment. Retaliation will not be tolerated.

### **Communication Against Harassment**

- Employees should learn how to communicate to a person engaged in harassment.
- Employees should be encouraged to confront harassment on their own as a first line defense.



**WEIGAND-OMEGA MANAGEMENT, INC.  
ACKNOWLEDGEMENT OF  
ANTI-SEXUAL AND OTHER FORMS  
OF  
HARASSMENT TRAINING OVERVIEW**

On \_\_\_\_\_, I received the training overview handout on anti-sexual and other forms of harassment. I reviewed the Weigand-Omega Management, Inc. Policy and Procedures Employment Manual, pages 15 and 16 regarding sexual harassment and illegal discrimination. I understand the reporting procedure and the individuals designated to whom such a report should be made.

I understand that sexual harassment and illegal discrimination is unacceptable conduct that violates the policies of Weigand-Omega Management, Inc.. Anyone found to be engaging in such conduct is subject to disciplinary actions up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Property

\_\_\_\_\_  
Company Official