

About this Course

Bullying and Harassment are issues of growing concern in today's workplace. This conduct exists in many forms and is often confused with other less threatening behaviour, making it difficult to identify and isolate.

The best approach to handling this issue is through the development of a comprehensive policy, which firmly explains that workplace bullying and harassment is unacceptable and will not be tolerated.

In this presentation, we will review the methods of identifying and managing bullying and harassment behaviours in your workplace. The average student will require approximately 20 minutes to complete both the course and quiz.



Course Outline

- Policy Statement
- Defining Bullying and Harassment
- Types of Bullying and Harassment
- Effects of Bullying and Harassment
- Responsibilities
- Handling Conflict
- Reporting Procedures
- Mastery Quiz (80% to pass)

Verification Techniques Employed

- ✔ **Identity:** Unique usernames and passwords.
- ✔ **Security:** Bank-level encryption.
- ✔ **Question Bank:** Every quiz attempt includes a unique combination of questions pulled from a large pool.
- ✔ **Certificate Verification:** Certificates contain a verification code that can be checked on MyOTF.com.