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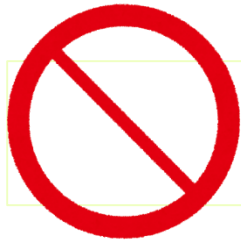
**Harassment,  
Bullying and  
Workplace  
Violence  
Prevention**



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## Today's Objectives

- Define the different forms of harassment in the workplace
- Prevent harassment in the workplace by developing a clear understanding of what it is and how it impacts people
- Confirm the responsibility of each employee to help maintain an environment free from harassment
- Promote respect and value for one another
- **Clarify the policy of zero tolerance for any type of harassment in the workplace**
- Understand that there are disciplinary & legal consequences for those who engage in harassment or bullying behaviors in the workplace environment



## What is harassment?

Harassment is unwelcome conduct based on one or more of the following:

- Race
- Color
- National Origin
- Religion
- Sex  
(this includes pregnancy)
- Age (40 or older)
- Disability or Genetic Information

## Harassment is unlawful when:

1) Enduring the offensive conduct becomes a condition of continued employment

Or

2) The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive



## How Harassment Affects the Workplace

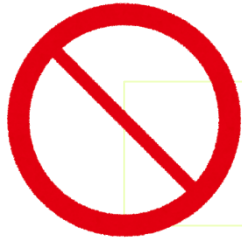
- A hostile work environment does not foster a positive and healthy attitude in a professional setting
- The prevention and elimination of harassment is EVERYONE'S responsibility
- Harassment in the workplace can result in legal consequences

## Types of Harassment

- Sexual Harassment
- Hostile Work Environment
- Bullying in the Workplace
- Third-party Harassment



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## Sexual Harassment

Unwelcome, unwanted, or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual harassment occurs in the workplace environment when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of the individual's employment;
2. The conduct is unwelcome, unwanted, or offensive and also has the effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment.



## Important Facts

- Generally occurs when there is a disparity of power between two parties
- Offenders can be supervisors, co-workers or non-employees
  - (ex: customers, vendors or suppliers)
- Attraction is not related; harassment can be sexual in nature and is a misuse of power
- Conduct can be categorized as sexual harassment regardless of the gender identities of individuals involved
  - Women may experience sexual harassment from women
  - Men may experience sexual harassment from men
- Anyone can be a victim of sexual harassment
- Behavior can be determined as sexual harassment even if it is not directed at a specific individual





## Your Professional Conduct is Vital

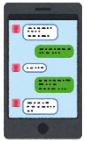
- Although your actions may not be intentional, you must understand that your comments and behavior always have an impact on others
- Your actions, comments, and conduct can create an unwelcome environment for others
- You CAN be a perpetrator of sexual harassment through unintentional behavior if it is unwelcome and creates a negative environment for those around you
- **It is YOUR responsibility to maintain respectful and professional conduct**

## Forms of Sexual Harassment

- Sexual harassment can be experienced through any of the following means:



- Verbal  
ex: comments, jokes



- Written  
ex: letters, notes, online comments



- Visual  
ex: body language, gestures



- Physical  
ex: touch, invasion of personal space/boundaries

## What is Quid Pro Quo harassment?

- A form of sexual harassment where unwelcome, unwanted, or offensive behavior is exchanged for something else



- The perpetrator may be withholding a desired outcome from the victim, such as a promotion or reference, in exchange

OR



- The perpetrator may be threatening negative consequences if the victim does not comply

## Third-Party Harassment

- Behavior not found offensive by some employees, but creates an offensive environment for other employees

Example:

- A group of employees talking about each other's sex lives in the presence of another person who feels very uncomfortable about such discussions.



## Harassment may be exhibited by those who seek to:

- Express dominance or power
- Organizationally or socially control someone
- Attempt to seek peer approval
- Use as a bullying tactic



## Recognizing Roles

Anyone can be guilty of harassment

**Anyone can be the target of harassment regardless of:**

- Gender identity
- Sexual preference
- Age
- Professional position



## Submission by the victim of harassment does not absolve the perpetrator of culpability

- In situations where a victim of sexual harassment submits to the behavior or conduct, the perpetrator will still be held accountable.
- In suits involving sexual harassment cases, this is not a valid defense that may be used



## What is a hostile work environment?

- Created by a boss or coworker whose actions, communication, or behavior prohibits you from performing your job
- Their behavior alters the terms, conditions, and/or reasonable expectations of a comfortable work environment for other employees





## What are some examples of things that create a hostile work environment?

- Degrading Comments
- Sexual Propositions
- Vulgar Language
- Sexual Touching
- Embarrassing Questions
- Sexual Jokes
- Bullying



# Bullying in the Workplace

What is a bully?

- A bully is a person who habitually seeks to harm or intimidate those whom they perceive as vulnerable\*

Source: \* Oxford Languages

## **How does a bully impact the workplace?**

- Creates a hostile environment
- Lowers morale
- Increased turnover rate in staff
- Low productivity
- Impacts on bottom line
- Discrimination/harassment claims



## What does bullying look like?

- Bullying often takes the form of same-sex harassing behavior
- Often not covered by laws and employer policies
- Bullying is psychological violence often misclassified as “personality clashes”
- **3x more prevalent** than sexual harassment
- Can be direct (ex: insulting comments) or indirect (spreading rumors)



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## Some Warning Signs of Bullying

- Being excluded from work-related social events
- Coworkers storming out of the work area
- Being given the “silent treatment”
- No acknowledgement or praise of efforts
- Being treated rudely or disrespectfully
- Others responding slowly to important requests
- Being yelled or shouted at
- Receiving put-downs about intelligence or competence
- Telephone calls, contributions, or other communications are ignored
- Someone interferes with or sabotages work
- Being given little or no feedback about performance
- Being the recipient of mean pranks



## Cyber Bullying

- Cyber bullying is bullying that is conducted on online mediums, such as SNS
- Some examples include:
  - Spreading rumors
  - Posting harassing comments
  - Sending inappropriate messages
  - Sharing inappropriate pictures
- Cyber bullying of coworkers, even if not conducted while physically in the work environment, is still bullying and creates a hostile work environment



## Why may some employees feel hesitant to report harassment and bullying?

- Fear of losing their job
- Fear of retaliation
- Fear of getting someone into trouble
- Fear of disrupting the workplace
- Fear of being embarrassed
- Fear of not being believed





## What can you do in these situations?

- Tell someone what you have experienced
- Be assertive
- Set your boundaries
- Check with others
- Make a written record of incidents:
  - Timeline
  - Performance documents / reviews



# What to do?



- **Any employee believing they have been subjected to discrimination, workplace harassment or sexual harassment should report that behavior**

## How to make a report to Borderlink:

- Inform your immediate supervisor, another member of management, or the agency Human Resource section
- Can be made verbally  
(ex: meeting or phone call)
- Can be made in writing  
(ex: email or written report)



Please use the method that is safest and most comfortable for you when facing in this situation, so that a report can be made.



## Additional Options

- **File a formal complaint**
- File civil or criminal charges
- Seek appropriate counseling
  - There are providers in Japan who offer English services

# Prevent Harassment

- Keep your hands to yourself
- Don't talk about sex or inappropriate subjects in the workplace
- Maintain boundaries between work life and personal life
- Keep any compliments and remarks towards others casual and fairly impersonal
- Do not share jokes, words, phrases and gestures with sexual meaning
- Respect the personal space of your coworkers



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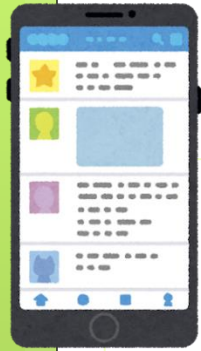


# Maintain Professionalism Communication with our Partner Teachers

- Respect a person's "personal space"—both physically and digitally
  - Outside of general small talk, communication at school with your partner teachers and staff should be about work related matters

\*\*\*Be especially careful with digital communication. Without the context of delivering information in-person, there is a greater possibility texts or messages could be taken in ways that were unintended.\*\*\*

- Personal text/contact info should be exchanged only at your partner teacher's request, and only with your consent
- Any texts/messages should pertain only to work-related matters
  - Do not send birthday/ happy holiday/ congratulation messages
  - Do not offer services like English lessons or exchanges
  - Do not offer or request to meet outside of school
- Any texts/messages should only be sent during "standard" work hours



## Maintain Professionalism Communication with our Students

Digital Communication with students  
is **CATEGORICALLY PROHIBITED**

NO texting

NO SNS contact / messaging

NO contact/messaging on online gaming platforms

Contact with students through these means will be grounds for immediate dismissal, and even possible criminal charges



## Create & Maintain a Positive Work Environment

- Together we must work to create and maintain a work environment that is free of workplace harassment
- It is everyone's responsibility to be professional and treat others with respect