

# Harassment Prevention

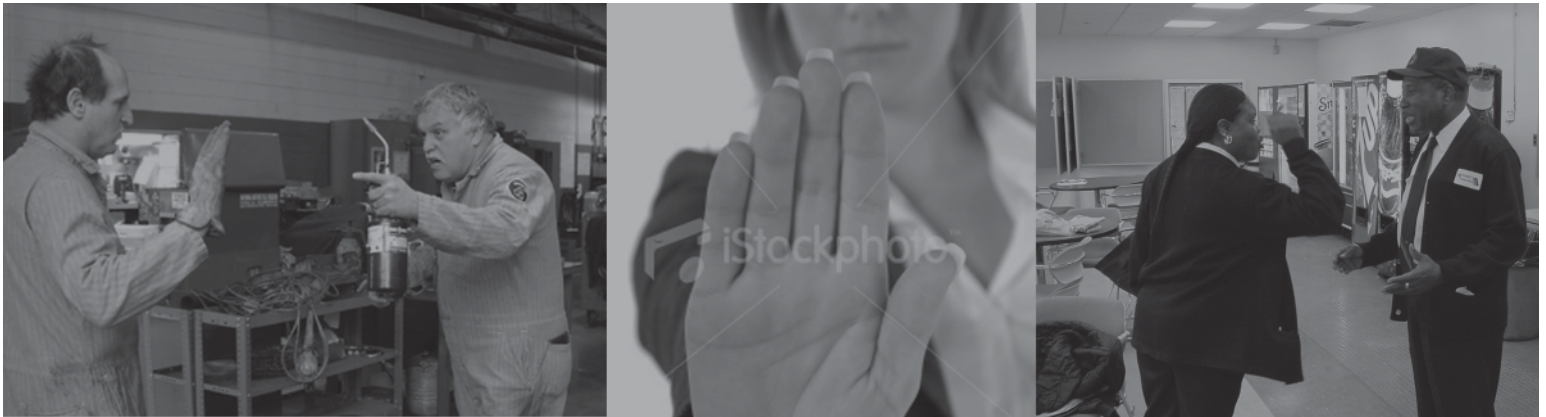


## Audience:

Transit employees, supervisors, managers, and labor representatives

## Length:

3 hours for direct delivery, 4 hours for transit supervisor direct delivery, 8 hours for train-the-trainer



## summary

Maintaining a **respectful and safe** work environment is a leading priority in any workplace. This course has been designed with two audiences in mind, and is offered in two forms: one focusing on the employee and, the other, on the supervisor. In both cases, it is important to highlight exactly what behaviors are considered to be harassment and how to **recognize**, **react** to, and **report** these behaviors.

Harassment Prevention not only outlines and recognizes the significant impact of harassment issues to the transit organization, but discusses the enforcement of harassment policy as it relates to employees, vendors, customers, and the public.

## overview

The course covers a range of topics including:

- Identifying the impact of harassment on individual transit employees and the system as a whole
- Recognizing and responding to inappropriate workplace behavior
- Properly utilizing reporting procedures
- Proactively preventing harassment in the workplace

While supervisors must remember that harassment in the workplace can lead to consequences like lawsuits and disciplinary action, each employee must remember that harassment will always lead to emotional and sometimes even physical consequences. It is the duty of each employee to react to harassment to ensure that mental and physical safety remains the first priority.



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