



Head-off Holiday Party Harassment: Ten Tips for Managers

By Carrie Hays

1. Make sure there is a comprehensive, written harassment prevention policy in place.
2. Attend training on harassment, discrimination, and retaliation prevention.
3. Refresh your knowledge about your organization's harassment prevention policy and your role and responsibility in creating a harassment-free workplace.
4. Understand what behavior can constitute harassment and make sure that your own behavior is above reproach by avoiding sexual comments, banter, jokes about appearance, etc.
5. Distribute your organization's harassment prevention policy to all employees and remind them who they can go to if they have a concern.
6. Communicate expectations for party behavior to all employees. Remind employees that a holiday party is technically a work activity. Include expectations for appropriate attire and for alcohol consumption.
7. Consider organizing a daytime celebration in lieu of evening festivities.
8. Plan an organized team building activity to enhance team spirit.
9. Allow employees to invite their spouse, significant other, or guest.
10. During the event, keep an eye out for inappropriate interactions and intervene. Take any complaints of harassment seriously and take prompt, effective steps to address them.

*Carrie Hays is an experienced Harassment Prevention Trainer certified in Harassment, Discrimination, and Retaliation training by the employment law firm of Liebert Cassidy & Whitmore, and by the Northern California Human Resources Association. She has conducted numerous harassment prevention workshops for managers and non-managers in an informative, interactive session that fully meets the state legal requirements. **For more information about creating an harassment-free workplace, please contact Carrie Hays at NewLevel Group, LLC at (707) 255-5555 x112 or email at chays@newlevelgroup.com.***