



Tuesday, August 12, 2003

Harassment prevention training now online

By **Jeff Samoray**, *OU Web Writer*

To help OU employees learn about OU's policies and procedures on sexual harassment and how to identify such behavior, all OU employees, including part-time and student employees, are asked to complete online **sexual harassment prevention training** by the end of August. All employees hired after May are given this training as part of their University Human Resources orientation.

"It's important for every employee to have a good understanding of what sexual harassment is and isn't," said Pamela Heatlie, interim director of OU's **Office of Diversity and Compliance**. "It's also important to understand the university's policies toward sexual harassment. This training also can help people protect themselves from having sexual harassment claims filed against them.

"For employees who have already had in-person training, the online training is a way of reaffirming what they've learned. The nice thing is that the training can be completed at your convenience."

The online **sexual harassment prevention training** program may be accessed by clicking the **Office of Diversity and Compliance** link located below the University President heading on the **Administration** Web page. Individuals should choose either "supervisor" or "non-supervisor" from the training home page. When in doubt, choose the supervisor track.

The program takes about a half-hour to complete. At the end of the training session, a "mastery test" designed to help users affirm what they've learned is given. You can take the test more than once, and results are not recorded until you put your name in at the end. Upon completion of the test, your scores will be recorded and a certificate can be printed to give to your supervisor for inclusion in your personnel file.

The university has adopted a policy of equal opportunity that affirms the university's commitment to nondiscrimination. Under this policy, the university strives to protect faculty, staff and students from discriminatory harassment. Sexual harassment is a form of discrimination that violates federal and state laws and university policy.

If you or someone you know is a victim of sexual harassment or discrimination, you are strongly encouraged to report such information immediately. For more information, contact the **Office of Diversity and Compliance**, 105 North Foundation Hall, at (248) 370-3496.

SUMMARY

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