



**Harassment & Diversity;
Respecting Differences
(Manager)**

Quiz

Quiz - Harassment & Diversity; Respecting Differences (Manager)

1. What's the recommended first step for a company harassment policy?
 - a) Set an example by punishing someone.
 - b) Document bad behavior.
 - c) Communicate. Let employees know company policies.**
 - d) All of the above.
2. It is important for an organization to communicate its policies against workplace harassment. Which of the following was NOT identified as a part of that communication effort?
 - a) Explaining that the penalties for managers are more severe than for non-managers.**
 - b) Explaining that employees should report incidents promptly.
 - c) Explaining that the organization requires courtesy and mutual respect.
 - d) Explaining that the organization has a zero tolerance for harassment.
3. When conducting a harassment investigation, do all of the following, EXCEPT:
 - a) Allow the alleged harasser the opportunity to respond to the accusations.
 - b) Confirm with the victim that he/she doesn't want to drop the complaint.**
 - c) Store documentation and evidence in a secure place.
 - d) Conduct follow-up interviews as new information surfaces.
4. Which of the following could be harassment?
 - a) Inappropriate comments made directly to a person.
 - b) Inappropriate comments that the target of the comments accidentally overhears.
 - c) Inappropriate comments made about a group of people, but not anyone in particular.
 - d) All of the above.**
5. When should an allegation of harassment be addressed?
 - a) Immediately after a written complaint is received.
 - b) Immediately.**
 - c) Immediately after a manager witnesses the harassment.
 - d) Within two weeks of a complaint.
6. Investigations can be time-consuming, but they are very important. When you talk to both the complainant, and alleged harasser, it is important to:
 - a) Have a witness present.
 - b) Keep the discussion casual.
 - c) Have each provide the names of witnesses to the incident(s).**
 - d) Have the two individuals agree on certain aspects of the incident.

7. The person who investigates a complaint:
- a) Must be from HR.
 - b) Must be from the same department.
 - c) Must be an outside investigator.
 - d) Must be adequately trained in conducting investigations.**
8. Which of the following statements about conducting a harassment investigation is FALSE?
- a) At least one witness is required for an official investigation to be opened.**
 - b) Ask for any physical evidence: emails, notes, photographs, etc.
 - c) Document every step of your investigation.
 - d) Take detailed notes during every interview.
9. When resolving a harassment complaint:
- a) Confidentiality must be maintained.
 - b) The investigation must reach a conclusion.
 - c) The results of the investigation must be shared with both the alleged harasser and the victim.
 - d) All of the above.**
10. After a harassment complaint has been resolved:
- a) Share the results of the investigation with all employees.
 - b) Review company policies to see if any revisions might be required.**
 - c) Relocate alleged harasser to a different department.
 - d) All of the above.

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