

Guidebook Objectives

At the completion of this guidebook, participants will be able to:

- ! Understand USDA, MRP, and Agency policy regarding civil rights and sexual harassment;
- ! Identify the laws, regulations, and policies prohibiting sex discrimination and sexual harassment in the work place;
- ! Define and differentiate between sex discrimination and sexual harassment;
- ! Recognize behaviors and situations that might constitute sexual harassment;
- ! Identify techniques to prevent sexual harassment;
- ! Understand how to handle possible harassing situations and use the complaints system effectively;
- ! State the roles and responsibilities of employees and managers/supervisors in resolving allegations of sexual harassment;
- ! Identify the responsibilities of employees and managers/supervisors in maintaining a work environment that is free of sexual harassment; and
- ! Complete an Individual Action Plan to identify steps the participant can take to follow Civil Rights principles while conducting MRP programs and services.