

HARASSMENT IN THE WORKPLACE

EMPLOYEE GUIDE

Non-Credit Bearing

“Creating a culture of safety, support, and professional integrity”

You deserve to feel safe, respected, and supported at work. Yet harassment – whether blatant or subtle – can make the workplace feel anything but. It's not just about obvious mistreatment; harassment can take quieter, insidious forms that leave a lasting impact on your well-being, confidence, and ability to thrive.

Under the updated *Code of Good Practice on the Prevention and Elimination of Harassment*, you are legally protected from any behaviour that undermines your dignity, creates a hostile environment, or affects your health and peace of mind.

This practical half-day course is designed to empower **you** with the knowledge, skills, and confidence to recognise harassment in all its forms, understand your rights, and take action when needed. You will learn what support you're entitled to, how your employer is legally required to respond, and how you can contribute to a workplace culture built on dignity, equality, and mutual respect.

WHO SHOULD ATTEND

- All employees, across all levels and departments

HOW YOU WILL BENEFIT

- Understand your legal rights and responsibilities under South African workplace harassment laws
- Recognise the signs and impact of harassment, including health, social, and financial
- Develop practical skills to respond to and prevent harassment in any form
- Increase confidence by knowing the support systems and legal protections in place
- Contribute to a safer, more inclusive work culture, enhancing team morale and productivity
- Improve job satisfaction and mental well-being through a respectful and supportive environment

Half-day course
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WHAT WILL BE COVERED

The economic cost

- How harassment damages productivity and employee morale
- The impact on staff turnover and company culture

The human impact

- Mental and physical health effects of harassment
- The financial burden on individuals and businesses
- Social effects and their wider implications

The legal landscape - your rights under South African law

- Objectives and application of the Code of Good Practice
- Legal framework & key legislation: Constitution, Employment Equity Act (EEA), Labour Relations Act
- What constitutes harassment (sexual, racial, ethnic, social, etc.)
- Other statutes relevant to workplace harassment

Taking action - preventing and responding to harassment

- Understanding your workplace rights
- Practical tips for identifying and stopping harassment
- How to seek help and access resources
- The role of reporting, documentation, and confidentiality