

HARASSMENT IN THE WORKPLACE

MANAGEMENT GUIDE

Non-Credit Bearing

"Preventing harassment is about more than policy – it's about culture, trust, and care."

Harassment in the workplace is more than a personal issue – it's a threat to organisational integrity, employee well-being, and legal compliance. Under South African law, including the updated Code of Good Practice on the Prevention and Elimination of Harassment, employers have a clear, enforceable responsibility to take meaningful action.

This employer-focused training addresses the urgent need for safe, inclusive work environments by equipping managers and HR leaders with practical tools to prevent and manage all forms of harassment – not just sexual harassment. It combines legal knowledge with actionable strategies, ensuring your organisation doesn't just comply with the law, but leads with integrity.

Whether you are revisiting your current policies or building a new framework from the ground up, our course will empower you to create a culture where all employees feel respected, valued, and protected.

WHO SHOULD ATTEND

- Business owners and HR specialists responsible for policy development and compliance
- Managers, leaders, and supervisors accountable for workplace conduct and team well-being
- Organisations implementing education and training in line with the Code

***** It is recommended that the follow-up Employee Briefing Sessions be offered to all staff *****

HOW YOU WILL BENEFIT

- Gain clarity on legal duties under South African harassment legislation
- Recognise and mitigate the personal, organisational, and financial costs of workplace harassment
- Identify and address all forms of harassment – including sexual, racial, ethnic and social
- Implement effective policies that align with legal standards and support a culture of safety
- Equip leaders with tools to respond confidently and appropriately to incidents
- Foster a positive work environment that promotes employee trust, loyalty, and productivity
- Strengthen compliance with the Employment Equity Act and Labour Relations Act
- Promote accountability through education, grievance procedures, and confidentiality protocols

One-day course 08:30 -16:00

Tel: (031) 267 1229

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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 financial burden on individuals and businesses

The human impact

- Mental and physical health effects of harassment
- Social effects and their wider implications

The legal landscape

- 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

The role of employers

- Crafting and implementing a clear Harassment Policy
- Establishing and managing grievance and disciplinary procedures
- Providing manager and employee education aligned with the Code
- Maintaining confidentiality and offering victim support

The role of employees

- 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

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