Let's elevate our harassment prevention training and focus on all the ways we can improve our workplace. We all have a hand in creating the ideal work environment.

RAISErespect

Part One: Online Training on Workplace Harassment Prevention

All employees must complete by July 31, 2018

1. From a city network computer, open a web browser – Chrome is preferred – and type the url **tiny.cc/RaiseRespect** into the address bar.

2. Login with your city credentials. The username will be your initials reversed followed by four numbers. For example Jon Smith would be SJ6754.

   For departments that have employees who don't work from computers (Public Services, Sustainability, Public Utilities and Airport), IMS will be working with the department administration to get everyone network access. More information will be coming from your department. **If you simply forgot your username/password, please contact IMS.**

3. Find **Raise Respect** and hit 'Open Curriculum.' Launch the first video, *Intro. from the Mayor,* and Mark Complete when finished. If you receive a pop-up blocked message, select 'Always allow pop ups from slcgov.csod.com.'

4. Launch the second video, agree to statements. Complete full 35 min Skillsoft video.

5. Launch and read through the Anti-discrimination & Harassment Policy

6. Launch and complete the quiz.

You will need to return to the Raise Respect page to launch each section of this training. The training includes;

- Video: Introduction from the Mayor
- Video: Workplace Harassment Prevention for Workers
- SLC Corporation's Anti-discrimination & Harassment Policy
- A short quiz

Questions?

Trouble with Employee University (Cornerstone LMS), email **eu@slcgov.com.**

Si necesita este curso traducido en español, puede mandar un email a eu@slcgov.com y pueden ayudarle en español.

human resources

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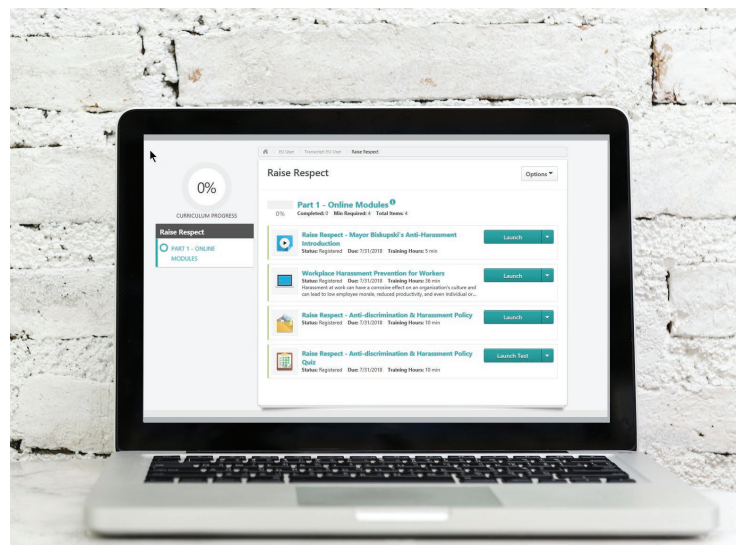
It is easy to focus on everyone else, and not examine our own actions.

Part Two: Raise Respect Discussion

All employees must complete by December 31, 2019

An employee from your work group designated as a department ambassador and trained by HR, will lead a discussion to help define a respectful work environment, assess employees' current perception of the department and define everyone's role in raising the level of respect in the department. HR will provide an introduction to every discussion and will assist with the presentation, if requested.

Pilot groups report that having their own people lead the discussion (instead of HR) has allowed for more honest and productive feedback that is more applicable to their unique work environments.

Part Three: Raise Respect Electives

All employees must complete by December 31, 2019

Take at least one elective course from the list below. Each department/division head may select an elective that is most applicable to their work groups **OR** they may allow employees to attend any of these electives that is of interest.

- When to report harassment and the investigative process (taught by HR)
- Working in a multi-generational workplace (taught by HR)
- Customized training chosen by the department head (taught by HR)

Respect, we all have a hand in it.