



WORKPLACE HARASSMENT TRAINING

Which of the following statements are true/false? Check the appropriate answer

	QUESTION	TRUE	FALSE
1.	The purpose of the Harassment program is to prevent harassment of any kind in the workplace		
2.	Employees should not report incidents of harassment to anyone		
3.	Employees must cooperate in the investigation of harassment		
4.	Employees may report harassment incident to the Board Chair or Vice Chair		
5.	Verbal reports are acceptable when making a complaint of Harassment		
6.	The Administrator may not report threats to the Police without the consent of the employee involved		
7.	All correspondence must be done in writing		
8.	Gossiping is permitted when investigations are taking place		
9.	Interviews will be conducted with all persons involved with the incident in question as well as others who may have information		
10.	The Administrator will prepare a written report summarizing process within 60 days		
11.	Disciplinary action will be taken against any person who takes any reprisal against a person who reports harassment		

I have received training about the Harassment Program for Patricia Region Senior Services Inc.

Name:

Position

Date of Training:

Signature