

(Read free ebook) Essential Guide to Handling Workplace Harassment Discrimination, The

# Essential Guide to Handling Workplace Harassment Discrimination, The

Deborah C. England

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## The Essential Guide to Handling Workplace Harassment & Discrimination

- Create clear policies and procedures
- Investigate and respond to complaints
- Prevent discrimination and harassment lawsuits

Attorney Deborah C. England

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**Deborah C. England : Essential Guide to Handling Workplace Harassment Discrimination, The** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Essential Guide to Handling Workplace Harassment Discrimination, The:

Over 93,000 discrimination and harassment claims were filed with the EEOC in 2013, with several thousands of similar claims filed with state agencies. In these tough economic times, it's evident that more employees are considering taking their grievances to court. The Essential Guide to Handling Workplace Harassment Discrimination, is the essential reference for human resources professionals, managers, and supervisors who are responsible for addressing and preventing harassment and discrimination problems in the workplace. Taking into consideration the practical realities of applying the law in everyday situations, this guide answers common questions that you're likely to

encounter regularly. Though you'll read thorough explanations, in plain English, of the important legal principles that professionals must understand in order to deal with discrimination in the workplace, you'll also get samples, quizzes and audio scenarios that will help you to apply these principles in real-world situations. Find guidance on: what harassment is and how to stop it when and how discrimination occurs how to draft and communicate effective policies how to conduct training how to handle employee complaints and investigate claims thoroughly how to protect the company with proper documentation what to expect if an employee files a charge or lawsuit

The Essential Guide to Handling Workplace Harassment Discrimination is packed with legal strategies and information for busy managers, giving you the tools to protect your employees -- and the company -- from workplace harassment and discrimination. Interactive forms are downloadable.

"Author Deborah C. England presents students, academics, and professionals working in a wide variety of contexts with a guide to best practices in the effective handling of workplace harassment and discrimination. The author has organized the nine chapters that make up the main body of her text in two parts devoted to preventing harassment and discrimination and dealing with harassment and discrimination claims. Individual chapters are devoted to dealing with government agencies, lawsuits, investigating complaints, and a wide variety of other related subjects. The author is a practicing attorney living in California." --Eithne O'Leary, Editor Ringgold, Inc. ProtoView "This material is developed by experienced attorneys who have a knack for making complicated material accessible." Library Journal "When it comes to self-help legal stuff, nobody does a better job than Nolo." USA Today

From the Back Cover Don't let harassment and discrimination claims disrupt your workplace. Discrimination and harassment can poison the work environment, undermine employee morale, and even lead to costly investigations and lawsuits. But it doesn't have to be that way: Armed with the information and strategies in this book, you can protect your company and its employees from illegal harassment and discrimination. This book explains how to prevent harassment and discrimination and how to quickly and effectively handle any incidents that arise. You'll learn how to: develop effective policies train employees and managers investigate complaints and problems document your company's response take action against wrongdoers, and respond to agency complaints, investigations, and even lawsuits.

About the Author Deborah England is a litigator with more than 20 years of employment law experience. She has published numerous articles and essays on employment and civil rights law, and frequently speaks on these topics before legal and HR professional organizations.