

Oregon State Capitol Workplace Harassment Work Group
Discussion Draft – Training and Culture Subgroup – October 9, 2018 meeting

Please note: This draft is intended to facilitate a discussion of training and culture by documenting the subgroup's evolving consensus on specific issues. Members of the group are encouraged to identify any issues that would benefit from discussion and members of the public are invited to [provide comment](#) on the proposals.

Consensus: Ensure that all members of the Capitol community are familiar with the Respectful Workplace policy by providing training on the policy and making policy-related information available on the Internet.

Consensus: At least two hours of respectful workplace training should be available on multiple occasions throughout the year (e.g. quarterly or four times in two months). The participation or presence of high-level management at the training should be encouraged. Online training should be available.

Consensus: The Equity Office should have a general mandate to maximize attendance at annual trainings. At least initially, the subgroup recommends:

- Records of legislator attendance at annual trainings should be publicly available and legislators should sign an anti-harassment statement, similar to those signed by employees. If attendance problems develop, the imposition of sanctions via chamber rule should be considered at that time.
- For non-partisan legislative staff, including interns, attendance at training should be mandatory.
- Contractors should be required to attend an appropriately designed training and should be compensated for their attendance.
- Executive and Judicial branch employees who regularly work in the Capitol should be invited to attend annual training. The Equity Office should work with their counterparts in state government to promote consistency in trainings and policies.

Outstanding issues: Explore the imposition of institutional sanctions on partisan staff who fail to attend training (e.g. condition staff email access on attendance). Consider ways of encouraging or requiring lobbyists to participate in training, including publicizing their attendance or absence at annual trainings.

Consensus: Training curriculum should be reviewed to identify improvements in substance and delivery. While the Equity Office should be generally empowered to identify best practices, potential substantive training improvements include:

- More clearly describing conduct that constitutes workplace harassment under the policy.
- Modeling positive behaviors and constructive working relationships.
- Encouraging active bystanders.

- Discouraging behaviors – regardless of whether they violate the policy – that do not promote a productive, inclusive work environment.
- Articulating the human impact and harm to the work environment caused by harassment.
- Tailoring training to individual groups in the Capitol community, while using consistent terms, concepts and frameworks across trainings.
- Highlighting potential pitfalls with consensual relationships in the workplace, emphasizing that consent to specific conduct may be withdrawn.

Consensus: Best practices include the regular use of culture (and climate) surveys to identify broader cultural issues and specific training needs. Survey results, or a summary, should be disclosed to create a continuous cycle of improvement. Highly qualified individuals should be selected to provide training and conduct surveys.

Consensus: Recognize an Equity Leadership Team. The Team should be recruited by the Equity Office and should:

- Be comprised of leaders from across the Capitol community who have an interest in promoting a productive and inclusive environment.
- Be provided with advanced, respectful workplace training and training related to implementing cultural change, that could lead to a credential or certification.
- Serve as a mentor or informal resource for colleagues who are interested in promoting a more respectful workplace.
- Identify additional services and training needs and communicate those needs to the Equity Office.

Consensus: Utilize technology to create a respectful workplace. Subgroup suggestions include:

- Using cell phone applications that allow persons subject to the policy, including participants in training, to anonymously submit questions to or otherwise interact with the equity office or trainer.
- Creating a mechanism for persons to anonymously utilize the confidential reporting process and to anonymously submit electronic evidence.