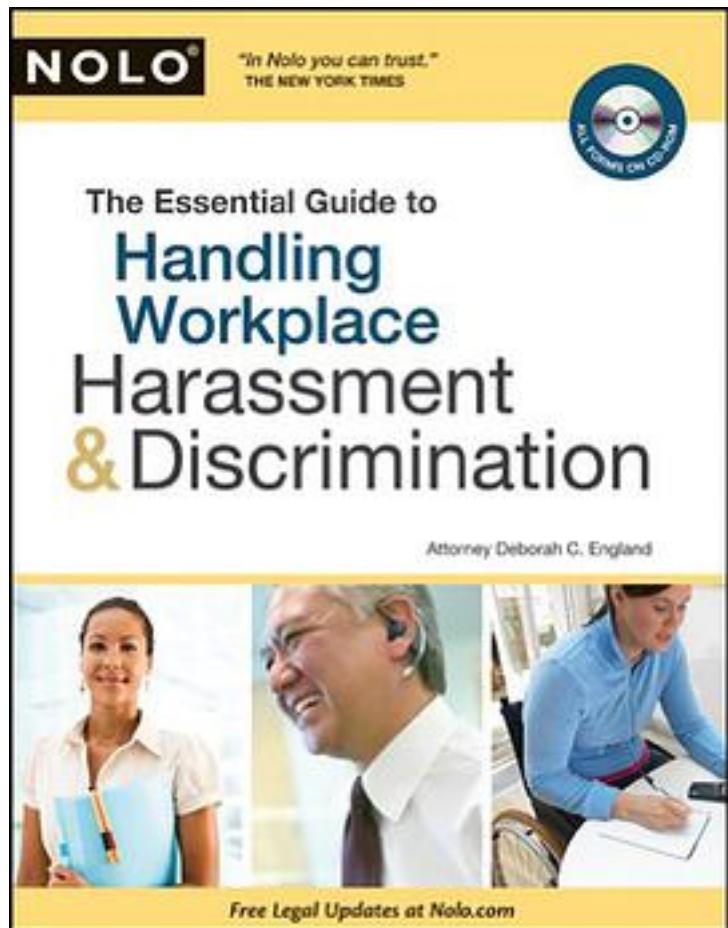


The Essential Guide to Handling Workplace Harassment & Discrimination



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Discrimination claims are up in the down economy. This is the HR professional's go-to desk reference for the times. Employees filed more than 95,000 discrimination,

harassment and retaliation claims against their employers in 2008, with the biggest jump in age discrimination and retaliation claims. The down economy is driving more employees to consider taking their grievances to court. "The Essential Guide to Workplace Harassment and Discrimination" is an essential desk reference for human resources professionals, managers, and supervisors who are responsible for addressing and preventing harassment and discrimination problems in the workplace. It considers the practical realities of applying the law on a day to day basis, and answers all of the common questions that HR professionals are likely to encounter regularly. Although the book covers the important legal principles that professionals must understand in order to deal with workplace discrimination, it is not a strictly formulaic legal text; it includes samples, quizzes, and audio scenarios to help readers apply the principles they're learning. It covers: 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 employer files a charge or lawsuit Packed with practical strategies, the book explains the legal principles and applies them to real world situations businesses are likely to face. It includes all of the information busy managers need to protect their employees-and the company-from workplace harassment and discrimination.

作者介绍:

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