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Workplace bullying and harassment - GOV.UK

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The First Book to Explain How Managers Can Prevent Hostile Work Environment Accusations Corporation after corporation has seen seemingly harmless misunderstandings and "jokes" between employees mushroom into headline-making incidents, multimillion-dollar courtroom judgments--and unrelenting PR disasters. "The Manager's Guide to Preventing a Hostile Work Environment" explains how to stop such problems before they begin. The first book to look at the legal threat of "Hostile Work Environment" claims from the manager's viewpoint, it provides proactive techniques and behaviors to: Spot employees that may unknowingly be creating a

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hostile work environment Intervene while a problem is still manageable--and before legal action is threatened Apply a seven-step process to resolve perceptions of harassment or unfair treatment based on sex, race, disability, religion, and age. Managers play the most critical role in preventing hostile work environment harassment but are generally given little or no training. "The Manager's Guide to Preventing a Hostile Work Environment "shows managers and supervisors how to recognize and address inappropriate or insensitive behavioral problems in the workplace, before they lead to high-cost lawsuits and incalculable costs in the court of public opinion.

This book is a must read for every manager and supervisor. Written in an engaging and conversational tone, the prose is not preachy or condescending, but presents crucial knowledge in a clear and concise fashion. You can read the book in one sitting, test your new knowledge through the quiz in the back of the book, practice your understanding by applying new concepts to example vignettes, and find your answers to commonly asked questions about sexual harassment. The author adapted this book from her highly effective corporate training materials which includes unique and practical ways of explaining these complex legal topics through use of formulas and example scenarios. The book has been used in college business law classes with rave reviews by students and has been touted as an essential tool for managers trying to succeed in today's corporate environments. See What Others are Saying: "This handy reference book is easy to read in one sitting. Ms. Whittenbury's conversational style kept me engaged while clearly presenting information crucial to any manager's success. This book is a must-read for any manager or prospective manager." -

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Laura Gloner, Strategy Development Manager, Fortune 10 Company "The book is a great read - a well-written and practical guide to understanding the complexity of the law. It is an excellent reference to have available." - Dave Chura, Director of Technology, Fortune 500 Aerospace Company

Learn how to protect your employees as well as your company from sexual harassment. The Manager's Pocket Guide to Preventing Sexual Harassment approaches the issue globally, from creating policy statements on sexual harassment and conducting employee audits to determine vulnerabilities (and appropriate cures), to the five A's of understanding, to handling and dealing with stereotypes and biases. The pocket guide also covers the investigation process and how to properly document incidents; it also includes exercises to instill ownership and facilitate understanding among employees to generate commitment to harassment prevention.

It is argued that the incidence of mental illness in the workplace is more common than many realize, ranging from stress to schizophrenia. In this book leading psychologists Adrian Furnham and Mary-Clare Race explore the psychiatric classification of illness and how symptoms can be identified to help develop mental health literate organizations.

'Workplace bullying is tough for everyone. Preventing Workplace Bullying helps managers and

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consultants clarify what is and isn't bullying, and gives excellent guidance on how to deal with it.' - Charlotte Rayner, Professor of Human Resource Management, Portsmouth Business School, UK Workplace bullying is more common and costly than most people realise. It can make life unbearable for employees in any industry, and ultimately undermine an organisation's bottom line. In this practical guide, Carlo Caponecchia and Anne Wyatt explain how to identify workplace bullying and apply best practice to preventing and managing it. They outline what constitutes bullying at work, demystify some of the controversial issues, and discuss the various factors which influence workplace bullying. The responsibilities of management, and legal implications in different countries are outlined, and supported with best practice guides for policies, complaints procedures and risk management systems. Options and resources for targets experiencing bullying are also explored. These ideas and concepts are illustrated throughout with real case studies. This evidence-based book on workplace bullying is a valuable resource for organisations of all sizes and for anyone affected by bullying at work including employees, human resource managers, workplace consultants, counsellors, mediators and legal advisors.

Need help ensuring your company complies with Sarbanes-Oxley? Armed with this hands-on guide, you can detect early signs of fraud and operational loss, and safeguard your job, your employees' jobs, and the long-term success of your company. Don't let fraud derail your career. Protect yourself with the fail-safe Control Smart method found in Manager's Guide to the Sarbanes-Oxley Act. Order your copy today!

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As a manager, you're aware of terrorist acts, are considering the risks, but sense that you need more background. How might terrorism occur? How is it part of risk and threat planning? What insurance strategies might protect your company from financial loss? In a few short chapters, *The Manager's Guide to Terrorism, Risk, and Insurance: Essentials for Today's Business* fills in the blanks for you. What does it take to weigh the likelihood of a terrorism exposure and protect all the assets of your company? The answer to this question involves understanding the nature of terrorists and their behavior, evaluating the risk of potential damage and business interruption, and exploring ways to use insurance – such as programs covered by the US Terrorism Risk Insurance Act – to protect against severe financial harm. Authors of this book, David J. Smith and Mark D. Silinsky, give you the benefit of their decades of professional experience in risk management, insurance, physical and cyber security, and anti-terrorism. Topics covered will help you to better understand: Characteristics that could make your company the target of terrorism. The most costly terrorist acts that have brought about fatalities and insured property loss. . How to anticipate the probability of maximum loss and foreseeable loss from terrorism. . The psychological picture of the typical terrorist – the warning signs and pre-attack indicators. . Tactics used by terrorists, such as bombings, assassination, and kidnapping. . Safety measures to be used by employees in the office and as they travel. . Practical steps for loss reduction from a variety of terrorist-related threats. . Insurance options to protect against financial loss from destructive terrorist acts, kidnap and ransom, and cyber attack and exposure. Case studies and discussion questions are provided

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to speed your understanding of the material. Importantly, since the book has been extensively researched, the authors provide a wealth of resources that you can consult as you dig deeper into this complex topic.

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