

# Ethics & Anti-Harassment Training (2018)





# Agenda

1. Review of DAI's Business Code of Conduct and Anti-Harassment Policy
2. Conversation Starters
  - Large group discussion
3. Case Studies
  - Small group discussion
  - Report back to large group
4. Supervisor's Session

# DAI's Code of Business Conduct and Anti-Harassment Policy

# DAI's Code of Business Conduct and Ethics

- Corporate Values
- Integrity
- Responsibility
- Excellence
- Global Citizenship



DAI Code of  
Business  
Conduct  
and Ethics



[www.dai-global-conduct.com](http://www.dai-global-conduct.com)

# No Harassment Policy at DAI

DAI's work environment must be free of all harassment based on gender, race, religion, ethnicity, color, national origin, ancestry, citizenship, age, physical or mental disability, pregnancy, childbirth or related medical condition, marital or veteran status, sexual orientation, or any other basis protected by law, ordinance, or regulation.

# What is Harassment?

## Harassment can be:

- Verbal communication (in-person, electronically via email, social media or chat apps)
- Non-verbal communication
- Visual (images, posters, etc.)
- Physical conduct
- Threats
- Retaliation

## Harassment does:

- Create an intimidating, hostile or offensive work environment
- Unreasonably interferes with an individual's work performance
- Adversely affects an individual's employment opportunities

# What is NOT Harassment?

- Asking a coworker for a date AND accepting “No” as an answer
- High fives, fist bumps, shaking hands IF culturally appropriate
- Compliments that make someone happy instead of uncomfortable (e.g., “You did a great job today!”)
- Pictures or other visuals that MOST PEOPLE would not find offensive (e.g., photos of your family on the beach in standard swim wear)

# Conversation Starters





DAI Employee:

“This consulting firm is the only one that can do the work! Why do we need to compete this subcontract? We simply do not have the time!”

Government Official:

“The accommodations are fine for the Governor. Will he also be receiving an honorarium for his attendance?”



One DAI employee to another:

“No one even looks at that report. Just do what you can to make the numbers work.”



One DAI employee to  
another:

“I really like that dress  
you’re wearing. It fits  
you really well.”



One DAI employee to another:

“What I do on my own time is my own business!”





Policeman at a  
checkpoint:

“I will have to take your  
passport with me to the  
police station, unless  
you can help me....”



Client Representative:

“Have you had a chance to look at that resume I sent over to you? Mr. Dee is definitely the right person. I know him personally.”

Supervisor:

“How many times do I have to tell you how to do it!?!”





# Case Studies



# Instructions

1. Your Session Leader will place you in small groups and provide you with 1-2 case studies
2. In your group, read through the case studies and discuss the questions at the bottom
3. Be prepared to present back to the larger group about your case studies and your responses to the questions

**20  
minutes**

**10  
minutes /  
group**