

Proactive Prevention Deliverables

Alleged perpetrator interview
Bullying behavior characteristics
Bullying behavior interventions
California AB 1825 compliance
Causes of harassment/discrimination
Claimant interview
Communications recommendations
Definition of behaviors
Disciplinary action recommendations
Employee assistance recommendations
Employee training sessions
Hostile environment
Identification of behaviors
Incident write-up recommendations
Interviewing guidelines
Intimidation behavior characteristics
Intimidation behavior interventions
Investigation recommendations
Issues resolution recommendations
Liability considerations
Organization policy review
Policy sample development
Prevention and response actions
Protecting the affected
Resolution recommendations
Sexual favoritism
Situation evaluation
Situation follow-up recommendations
Steps to reduce liability
Tangible employment action harassment
Witness interviews

Additional and expanded
HR services are tailored
for specific client needs

PHRST
& Company, Inc.
1201 N. Oceanshore Blvd
Flagler Beach, Florida 32136
www.phrst.com or HR@PHRST.com
800-285-8380-code-14 or 386-439-6341

Harassment and Discrimination Prevention



PHRST offers *a la carte* human
resource management through select
Professional Human Resource
Service Teams

Harassment and Discrimination Prevention

What Is Needed

Today harassment and discrimination situations are more highly publicized and more often going into legal proceeding. Emphasis is upon the employer to recognize, respond to and deal with these issues. PHRST provides tools, tactics and techniques to prevent such situations.

State-of-the-Art

PHRST provides the planning, preparation, assistance, and know-how necessary to stop harassment and discrimination, correct its effects and prevent reoccurrence. We work closely with management to develop a proactive program which is easy to understand, easy to manage and easy to update. We prepare the tools necessary, present training and model behaviors appropriate to resolve issues in a compliance-oriented manner which is employee sensitive.



Knowledge, Skill & Ability

Our resolutions team is staffed by human resource practitioners and led by certified senior professionals in HR management. We combine a thorough understanding of practices, regulations and professional approaches with technical expertise to deliver practical, real-world solutions in a format which is user-friendly and easy for you to install and manage.

When, Where & For How Much

Project completion requires approximately 3-5 workdays. Depending on client need, our professionals work at client locations, designated sites, or PHRST offices. The basic service fee is \$4,000, comprising a \$2,000 initiation fee and a \$2,000 final charge. Expenses are documented and billed at-cost to clients. At an additional preferred client fee, guidance and service are available around the clock in person, via phone/video conference, by fax and via Internet.

About PHRST

Strategic Human Resource Management

PHRST stands for **P**rofessional **H**uman **R**esource **S**ervice **T**eams. Our service model enables us to provide you with HR experts in all 7 areas of HR:

- Employment Practices
- Management Practices
- Health, Safety & Security
- Compensation & Benefits
- Employee & Labor Relations
- Human Resource Development
- Staffing/Recruitment Practices

PHRST works with clients on an a la carte basis across industries, around the world, for profit or not and regardless of organization size. We service public, private, and government entities, and we are effective at all organization levels. Our approach is client-centered, worksite interaction, where we provide user-friendly, practical approaches intended for prompt and effective implementation. We work 24/7 to meet client needs. Our value and success are built upon best practice insight, sound experience, education and hands-on know-how. Organizations count on **PHRST** for knowledge, skill, ability, ethics and integrity.