SWIFT eLibrary

Preventing Harassment in the Workplace *Online!*

The SWIFT eLibrary is a complete solution for the Multifamily and Property Facility Industry developed in collaboration with leading industry experts.

- Robust Learning Management system with extensive reporting by regional VP, trainer by region, course, learner and/or custom reports.
- Full Access to a library of industry specific courses and corresponding competency tests.
- We customize and brand courses to meet your companies' specific requirements.
- Will integrate with internal systems for single sign-on.
- Supports third party training courses.
- Learner view based on job title with associated curriculum by role or individual.
- Develop up to three new courses per year.

Understanding and appropriately dealing with sexual harassment is paramount for any organization. This course is designed to provide the skills necessary to deal with Title VII of the Civil Rights Act of 1964, as amended, and the California Fair Employment and Housing Act (FEHA).

On completion of this course you will be able to:

- Explain our company's philosophy related to unlawful harassment, and describe the company's policy regarding unlawful harassment,
- Describe the purpose behind Title VII of the Civil Rights Act of 1964, as amended, and the California Fair Employment and Housing Act (FEHA), and explain the Company's policy related to the treatment of employees,
- Define "sexual harassment," apply the definition to identify potential sexual harassment situations, and recommend appropriate actions for resolving those situations, and
- For Managers Only - Explain the steps and actions required when harassment allegations are brought to the attention of a manager, including confidentiality requirements and the role of those who are involved in the investigative process.

SWIFT assessments are also available for all SWIFT courses ideal for learners that wish to challenge the course for recertification purposes.

gemini Performance Solutions