

Duty of Care Series

Ensure ethical and professional behaviour

Set of 9 videos

For training on workplace compliance.

A powerful resource designed by Duty of Care legal experts.

Know the impact of behaviours and prevent unlawful and unethical behaviour:

- Sexual Harassment Prevention
- Bullying Prevention
- Discrimination Prevention
- Internet & Email Liability



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COMPREHENSIVE TRAINING NOTES SET OF 9 VIDEOS

STOCKCODE: DUTYSET9

ISBN: 978-1-921635-29-8

DVD SET PRICE \$2673

Policies and Training Notes provided as PDF, supplied on CD.

SET OF 7 VIDEOS DVD SET PRICE \$2079

OFFICE SERIES

CODE: DUTYSET7-O

ISBN: 978-1-921635-30-4

INDUSTRIAL SERIES

CODE: DUTYSET7-I

ISBN: 978-1-921635-31-1

1	DVD	\$495 each
2-4	DVDs	\$363 each
5-9	DVDs	\$297 each

Streaming Options Available



Sexual Harrasment Prevention – 4 videos



1. Introduction to Sexual Harassment

Office Version

DUTY01 | ISBN: 978-1-921635-20-5

9 minutes

2. Introduction to Sexual Harassment

Industrial Version

DUTY02 | ISBN: 978-1-921635-21-2

9 minutes



3. Introduction to Sexual Harassment for Managers and Supervisors

Office Version

DUTY03 | ISBN: 978-1-921635-22-9

10 minutes

4. Introduction to Sexual Harassment for Managers and Supervisors

Industrial Version

DUTY04 | ISBN: 978-1-921635-23-6

10 minutes



Everyone should know and respect their rights and the rights of others.

Learn:

What is sexual harassment

Who is affected

Where can it occur

Employee responsibilities

For all employees, contractors, supervisors and managers – new and experienced.



Individuals, supervisors and managers can be held personally liable for damages and legal costs arising from sexual harassment.

Learn:

What is sexual harassment

Duties and responsibilities

Managing sexual harassment problems

How to handle a complaint

Essential information and guidelines for managers and supervisors about their responsibilities.

Duty of Care Series

Harassment. Bullying. Discrimination. Liability.



Bullying Prevention Series - 2 videos

A step-by-step approach for all businesses. Workplace Bullying is against the Law!

The Bullying Prevention Series provides an excellent introduction to workplace bullying and how it can impact your workplace. Learn the correct way to react and how to comply with the law.



5. Bullying Prevention: Employee Awareness and Response

DUTY05 | ISBN: 978-1-921635-24-3

12 minutes

This program provides essential OH&S training for all employees on the damaging impact of workplace bullying. Employees will learn how to identify bullying behaviours and how to respond if it occurs.

In this program employees will learn:

- What is bullying
- Distinguishing bullying from proper management control and direction
- Examples of workplace bullying
- Who are the bullies/victims
- What to do if they are bullied or witness bullying taking place



6. Bullying Prevention: Roles and Responsibilities for Supervisors and Managers

DUTY06 | ISBN: 978-1-921635-25-0

20 minutes

Managers have a legal duty to control workplace bullying. A step-by-step compliance guide on how to maintain a bully free workplace.

Managers and Supervisors will learn:

- Examples of workplace bullying
- Who is involved and when
- What is impact
- Management authority and control
- Roles and responsibilities and liabilities
- How to maintain a bully free workplace

Avoid Liability – Prevent Workplace Bullying!

Workplace Discrimination Series -2 videos

Practical training for all employees and managers on prevention of workplace discrimination.

Learn to recognise discrimination and what to do about it.

7. Workplace Discrimination: Employee Awareness Response

DUTY07 | SBN: 978-1-921635-26-7

14 minutes

All your employees must be aware of workplace discrimination and how to respond if they witness or become subject to Workplace Discrimination.

Learn:

- What is workplace discrimination
- Understand attributes and examples
- Direct and indirect discrimination
- Steps to take if they experience or witness workplace discrimination



8. Workplace Discrimination: Roles and Responsibilities for Supervisors and Managers

DUTY08 | ISBN: 978-1-921635-27-4

21 minutes

Supervisors and managers must be clear on what to look out for, what action to take and when to take it.

Learn:

- What is workplace discrimination
- Definition of attributes
- Direct and indirect discrimination
- Examples of workplace discrimination
- Five essential steps to eradicate discrimination in their workplace

9. Workplace Liability .com

DUTY09 | ISBN: 978-1-921635-28-1

20 minutes

A must for any business using email and the internet.

All employees must learn about potential risk and liability associated with electronic communications in the workplace and how these risks can seriously effect them and their organisation. Avoid liability, loss and damage.

Learn:

- Email risks and misconceptions
- Scams and fraud
- Vicarious liability and the legal system
- Email and internet liability
 - o Copyright infringement
 - o Sexual harassment
 - o Discrimination
 - o Bullying
 - o Confidentiality breach
 - o Privacy
 - o Product and professional liability
 - o Defamation
 - o Computer viruses
 - o Contractual liability and illegal activity