

# **What Credit Union Volunteers Need to Know about Harassment in the Workplace**



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## Introduction

Welcome to CUNA's Training on Demand Series for Volunteers! In this course, *What Credit Union Volunteers Need to Know about Harassment in the Workplace*, you'll learn how to deal with different types of harassment issues that might come up in your credit union. You'll also receive information about appropriate workplace policies, how to handle harassment situations, and where you can go if you have further questions.

## Objectives

As a credit union board member or other volunteer, you have a wide range of duties—and several of these relate to workplace harassment. In particular, you play a critical role not just in preventing harassment, but also in appropriately handling instances of harassment that arise. You can't adequately perform these duties until you understand some basic principles related to workplace harassment—and that's where this course comes in. By the end of this course, you will be able to:

- Explain the role of the credit union volunteer in responding to harassment claims;
- Demonstrate a fundamental understanding of various harassment laws; and
- Describe how credit unions can avoid claims for retaliation.

Throughout this course, you'll encounter information that is specifically designed to be both practical and directly related to your role as a credit union volunteer.



## Why Should Volunteers Understand Harassment Issues?

Our exploration of workplace harassment begins with discussing people's roles in the credit union and why these roles are significant when human resources issues—including harassment claims—arise. As you probably know, a credit union's board members are responsible for hiring, evaluating, terminating, and compensating the credit union's senior paid officer. This person's title may be president, CEO, or manager. For this course, we'll refer to him or her as CEO.

When you understand the basic laws relating to workplace harassment, you're more equipt to respond if a harassment claim is made against the CEO.\* In addition, you're in better position to evaluate how the credit union handles claims made against other employees, as well as whether your credit union has adequate policies and procedures in place to prevent

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\* Please note that CUNA offers additional training on the subject of conducting investigations when claims are made specifically against the CEO. That material is outside the scope of this course, so this book will not go into detail about such investigations.