



GUIDE TO WORKPLACE COMPLIANCE

Facilitation Guide

**PAGES
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Module 3: Discrimination & The Law

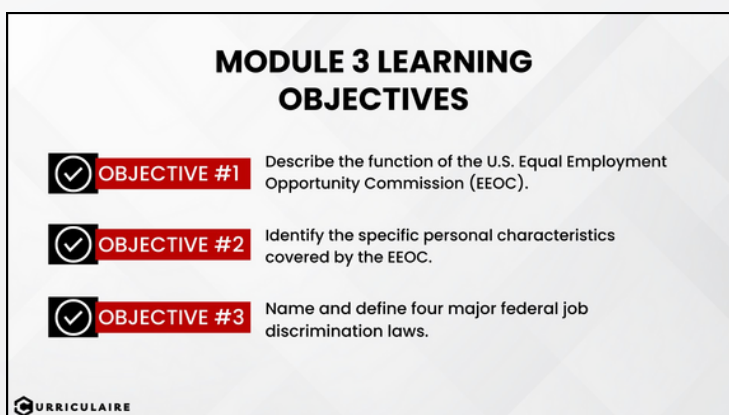
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Script

As discussed in the first two modules, workplace compliance is essential for contributing to the overall well-being and success of employees and organizations. Compliance with anti-discrimination laws promotes equal opportunities and diversity in the workplace, and organizations that embrace diversity and inclusivity are better positioned to attract and retain a diverse talent pool. As managers, it is especially important that you are equipped with the knowledge and tools to promote compliance practices. Remember, that by knowing the law, you are not just avoiding potential legal issues, you are also facilitating a fair and equitable experience for all employees.

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Script

The learning objectives for this module focus on the EEOC, protected categories, and relevant federal laws *[read each out loud]*.

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WHAT IS THE EEOC?

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against job applicants and/or employees based on specific personal characteristics.



CURRICULAIRE

Script

First, what is the EEOC? The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against job applicants and/or employees based on the following characteristics: race, color, religion, sex (including pregnancy and related conditions, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

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FEDERAL JOB DISCRIMINATION LAWS

			
Title VII of the Civil Rights Act of 1964 (Title VII)	Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)	Title I and Title V of the Americans with Disabilities Act of 1990 (ADA)	Age Discrimination in Employment Act of 1967 (ADEA)

CURRICULAIRE

Script

Now, we will review some key terms and definitions. For the purposes of this training, we will focus on these four federal laws pertaining to job discrimination. This list is not exhaustive, but is considered most relevant to the context of your roles as managers.

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FEDERAL JOB DISCRIMINATION LAWS



Title VII of the Civil Rights Act of 1964 (Title VII)

Title VII of the Civil Rights Act of 1964 is a federal law in the United States that prohibits employment discrimination on the basis of race, color, religion, sex, or national origin.





Script

Title VII of the Civil Rights Act of 1964 (Title VII) prohibits employment discrimination based on race, color, religion, sex, or national origin.

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FEDERAL JOB DISCRIMINATION LAWS



Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)

Title II of GINA is a federal law in the United States designed to protect individuals from discrimination based on their genetic information, including information about their genetic tests and the genetic tests of their family members.





Script

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employment discrimination based on genetic information about an applicant, employee, or former employee.

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FEDERAL JOB DISCRIMINATION LAWS

The Americans with Disabilities Act of 1990 (ADA)

The ADA is a federal law in the United States that prohibits discrimination against individuals with disabilities.

CURRICULAIRE

Script

Title I and Title V of the Americans with Disabilities Act of 1990 (ADA) prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments.

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FEDERAL JOB DISCRIMINATION LAWS

Age Discrimination in Employment Act of 1967 (ADEA)

The Age Discrimination in Employment Act of 1967 (ADEA) is a federal law in the United States that prohibits employment discrimination against individuals who are 40 years of age or older.

CURRICULAIRE

Script

Age Discrimination in Employment Act of 1967 (ADEA) protects individuals who are 40 years of age or older.

Now that we have reviewed each of the major federal job discrimination laws, we will take a quick break, and answer any questions you may have on the material we covered so far *[check in with participants]*.

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A presentation slide titled "KNOWLEDGE CHECK" with a sub-header "SCENARIO". It features a pregnant woman in a business suit standing behind a desk. The text describes a scenario where Sarah, an employee at ABC Marketing Company, has experienced discrimination after informing her supervisor of her pregnancy.

KNOWLEDGE CHECK

SCENARIO

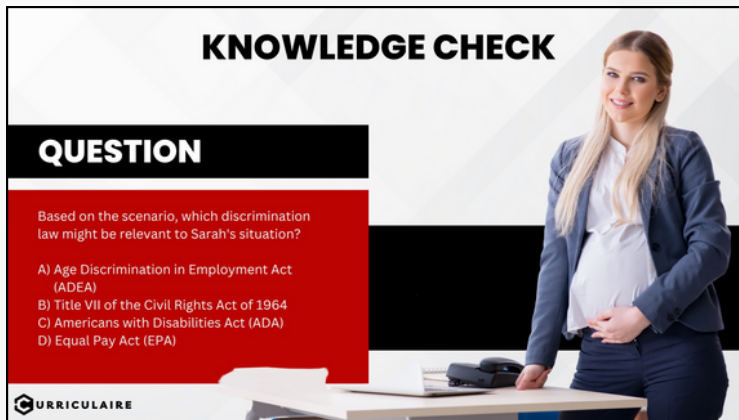
Sarah, an employee at ABC Marketing Company, recently informed her supervisor that she is pregnant. Since then, she has noticed a significant change in her treatment at work. She is excluded from important meetings, denied opportunities for career advancement, and has overheard offensive comments about pregnant women in the workplace.

CURRICULAIRE

Script

In this portion of the module, we will be checking your understanding, by reviewing the following scenario on-screen *[read text out loud]*.

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A presentation slide titled "KNOWLEDGE CHECK" with a sub-header "QUESTION". It features the same pregnant woman in a business suit. The text asks which discrimination law is most relevant to Sarah's situation and provides four multiple-choice options.

KNOWLEDGE CHECK

QUESTION

Based on the scenario, which discrimination law might be relevant to Sarah's situation?

- A) Age Discrimination in Employment Act (ADEA)
- B) Title VII of the Civil Rights Act of 1964
- C) Americans with Disabilities Act (ADA)
- D) Equal Pay Act (EPA)

CURRICULAIRE

Script

Now, we will review this Knowledge Check question *[read text out loud]*. Only one answer is correct, but we will work our way backwards, by eliminating the wrong answers first. I will get us started with option A. The ADEA protects individuals who are 40 years of age or older. Since there are no references to age in the scenario, we can reasonably eliminate this answer. Who would like to discuss the next option?*[check for volunteers, and continue until each option has been discussed]*.

Thank you all for your participation! The correct answer is B. Title VII of the Civil Rights Act of 1964 (Title VII) prohibits employment discrimination based on race, color, religion, national origin, or sex. The category of sex includes pregnancy, childbirth, and related medical conditions, making this law most relevant to Sarah's situation.

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Script

For this next exercise we are going to break into small groups or pairs and develop some specific recommendations for addressing this situation. The discussion questions and instructions are provided on-screen [*read text out loud*].

Divide participants into pairs (for class of ten or less), or small groups of up to four (for class of up to 20).

Script

Now that you are in your groups, take the next ten minutes to share your responses with one another. We will then debrief as a group.

Provide a two-minute warning, and then instruct everyone to return to large group. Invite volunteers to share their individual responses, or on behalf of their groups.

Script

Thank you all for those thoughtful responses. Remember, that there is no perfect way to address some of these sensitive issues. In this scenario, one recommended course of action would be documentation. Sarah should document instances of discriminatory behavior, including dates, times, locations, and individuals involved. This documentation can serve as evidence if she decides to take further action. One helpful resource in this scenario would be Human Resource (HR). Sarah should bring her concerns to the attention of the HR department, which can provide her with support and information on internal procedures for reporting discrimination.

–END OF EXCERPT–