



## Overview: It's Your Shift

**Make the Shift:** This module will introduce why sexual harassment and violence is harmful and what an employee can do about it. It further outlines the key steps to becoming a SHIFT Champion by exploring the SHIFT model.

**Own the Shift and Recognize:** This module explores inappropriate, sexually-charged behaviour in the hospitality workplace. It will explain how to tell if a specific behaviour is inappropriate, as well as how to recognize if the behaviour is unwelcome.

**Own the Shift and Respond:** In this module, employees will have a chance to think about what to do if they see something that isn't right. It will explore how to choose whether or not to intervene and what intervention techniques are most effective. It will also explore how conscious and sub-conscious biases influence our decisions and how we can overcome common barriers to intervention.

**Own the Shift and Reduce:** This module is about the bigger picture and what can be done to reduce the likelihood of sexually charged, inappropriate and/or illegal behaviour from happening at work in the first place. It explores ideas and attitudes that contribute to sexual harassment and violence and how to help make your workplace and the industry in general, better.

**Lead the Shift:** In this module managers or supervisors will learn why sexual harassment and violence is harmful to your organization and what an employer can do about it. It further outlines the key steps to becoming a SHIFT Leader by exploring the SHIFT model to help support the shift in culture to a workplace of zero tolerance of sexual harassment. *Lead the Shift is intended for hospitality managers and owner operators.*

### Module One: Make the Shift

- Harassment in the workplace
- Employers' responsibilities
- Why do I need to know about sexual harassment and violence?
- What is sexual harassment?
  - Includes scenarios (videos)
- Sexual harassment in the workplace
- What is sexual violence?
- Negative impacts
- Consequences for the employer

- Shifting our thoughts and attitudes
- Stand up to sexual harassment and violence
  - Everyone is responsible
  - Manager's role
- Help support zero tolerance
- Intervene safely
- Consent matters
- When to report
- Resources

### **Module Two: Own the Shift and Recognize**

- Recognize the behaviour
- Types of behaviour
- Recognizing power imbalances
- Is the behaviour unwelcome?
- Varying perceptions
- Perception vs intent
- The trouble with intent
- So what does "unwelcome" mean?
- Recognizing power imbalances
- Recognizing reactions to unwelcome behaviour

### **Module Three: Own the Shift and Respond**

- Bystander intervention
- Making a difference
- Stepping up
- Jody's story
- Why step up?
- ADED Model
- Deciding how to intervene
- Assess your surroundings
- Assess what's happening
- Using the ADED model
- What you do is up to you
- Conscious and subconscious bias
- How biases influence our decisions
- Ask yourself
- Racial bias
- Trouble shooting
- Practice scenarios

### **Module Four: Own the Shift and Reduce**

- A safe work environment

- Protecting workers and patrons
- How can you support co-workers
- Consent (with scenarios)
- Customers (with scenarios)
- Business owners and management

### **Module Five: Lead the Shift**

- Negative impacts
- Let's Shift - Become a Shift leader
- Stand up to sexual harassment and violence
- Preventing sexual harassment and violence
- How do you protect your employees that work night shifts?
- Help support zero tolerance
- Intervene safely
- Training
- Internal policy
- Workplace committee
- Legal council
- Ministry of Labour
- Resources