

# Harassment:

## Unlawful or Just Awful?

	Unlawful	Awful
Is a form of employment discrimination and creates an unfriendly or unpleasant environment	<input checked="" type="checkbox"/>	
Is based on a person's race, color, sex, religion, national origin, disability or sexual orientation	<input checked="" type="checkbox"/>	
Involves severe, serious, recurring acts or one extremely serious act	<input checked="" type="checkbox"/>	
Interferes with your ability to do your job	<input checked="" type="checkbox"/>	
Can make the workplace difficult or impossible		<input checked="" type="checkbox"/>
Involves petty, trivial, or annoying acts and micromanaging, nitpicking or obsessive oversight		<input checked="" type="checkbox"/>



### Ways to Prevent Harassment

- Treat others in a respectful and professional manner
- Do not be super critical of co-workers, but instead provide constructive feedback
- Provide clear directions on job assignments and performance expectations
- Be respectful of employee's legal rights such as break times
- Keep your personal biases and beliefs about a person's race, religion, or sexual orientation out of the workplace
- Avoid comments or behavior that makes others feel uncomfortable including: comments about someone's personal affairs, appearance, or physical characteristics, jokes, words, gestures, or behavior of a sexual nature or with racial undertones

### To report unlawful harassment contact:

Office of Fair Employment Practices

Stephen P. Clark Center

111 NW 1st Street, 22nd Floor, Miami, FL 33128

Phone: 305-375-2784 • Fax: 305-375-2114

Email: [OFEP@miamidade.gov](mailto:OFEP@miamidade.gov) • Website: [www.miamidade.gov/ofep](http://www.miamidade.gov/ofep)



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*matters* at Miami-Dade County