

PREVENTING, CONFRONTING AND COMBATING MORAL AND SEXUAL HARASSMENT IN PUBLIC ADMINISTRATION



GENTEX[®]
TRAINING CENTER



Introduction

Harassment damages people, weakens institutions, and erodes public trust in government service. The Preventing, Confronting and Combating Moral and Sexual Harassment in Public Administration Training Course equips managers, HR officers, and integrity units to prevent such conduct and respond to it properly. Participants learn to define harassment in its moral and sexual forms, apply the laws and codes of conduct that prohibit it, and manage complaints from first report to resolution. Furthermore, the course covers fair investigation, confidentiality, protection from retaliation, and disciplinary referral. In addition, it builds prevention through awareness, leadership behaviour, and workplace culture. As a result, institutions gain safer workplaces and greater employee confidence.

Preventing, Confronting and Combating Moral and Sexual Harassment in Public Administration Course Objectives

- Define moral and sexual harassment and distinguish related behaviours accurately.
- Apply national laws, public service regulations, and codes of conduct.
- Design or review an institutional anti-harassment policy.
- Establish confidential reporting channels and complaint intake procedures.
- Conduct fair, impartial investigations using evidence and witness handling.
- Apply confidentiality and non-retaliation safeguards throughout cases.
- Document case files to disciplinary and legal standards.
- Recommend proportionate disciplinary action within the regulatory framework.
- Build prevention programmes through awareness and leadership commitment.
- Analyse complaint data to identify patterns and improve controls.



Course Methodology

- Instructor-led sessions combining legal context with public sector practice.
- Case studies drawn from administrative and workplace conduct cases.
- Practical exercises in complaint intake, documentation, and case files.
- Simulated interviews and investigation scenarios with structured feedback.
- Group workshops on policy drafting and awareness campaign design.
- Continuous knowledge checks and a final applied integrity project.

Who Should Take This Course

- Human resources managers and officers in public bodies.
- Integrity, ethics, and compliance officers.
- Department directors and line supervisors.
- Legal advisors handling employment complaints.
- Grievance and appeals committee members.
- Employee relations and welfare specialists.

Preventing, Confronting and Combating Moral and Sexual Harassment in Public Administration Course Outlines

Day 1: Understanding Harassment in the Workplace

- Definitions of moral harassment, bullying, and sexual harassment.
- Power relations, authority, and workplace vulnerability.

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Recognising verbal, physical, written, and digital harassment.
- Impact on victims, teams, and institutional performance.
- Distinguishing harassment from legitimate management actions.
- Common myths, biases, and barriers to reporting.
- Workshop: analysing conduct scenarios and classification.

Day 2: Legal and Regulatory Frameworks

- National laws and public service regulations on harassment.
- Codes of conduct and professional ethics in administration.
- Employer duties, liability, and duty of care.
- Human rights and equality principles at work.
- Disciplinary regulations and sanctions frameworks.
- Interaction with labour law and criminal referrals.
- Workshop: reviewing a policy against legal requirements.

Day 3: Reporting Channels and Complaint Handling

- Designing confidential and accessible reporting channels.
- Receiving a complaint: intake, first response, and interim measures.
- Protecting complainants, witnesses, and the accused.
- Record keeping, confidentiality, and documentation standards.
- Managing multiple or anonymous complaints fairly.
- Communication with all parties during the process.
- Workshop: conducting a structured complaint intake interview.

Day 4: Investigation and Disciplinary Process



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Planning an investigation: scope, mandate, and timeline.
- Gathering evidence: documents, records, and digital material.
- Interviewing techniques for complainants, witnesses, and respondents.
- Assessing credibility and weighing evidence objectively.
- Writing investigation reports with clear findings.
- Disciplinary referral, sanctions, and appeals mechanisms.
- Workshop: drafting an investigation report and recommendation.

Day 5: Prevention, Culture, and Institutional Controls

- Leadership behaviour and tone from the top.
- Awareness programmes, training, and communication campaigns.
- Integrating harassment risk into institutional risk registers.
- Monitoring complaint data and identifying warning patterns.
- Measuring prevention effectiveness with workplace KPIs.
- Building a long-term integrity and dignity-at-work roadmap.
- Workshop: presenting a workplace prevention action plan.

Conclusion

By successfully completing the Preventing, Confronting and Combating Moral and Sexual Harassment in Public Administration Training Course, participants will have acquired the knowledge to define harassment accurately, apply the relevant legal and ethical frameworks, receive and investigate complaints fairly, and protect everyone involved through confidentiality and non-retaliation safeguards. They will also gain the ability to design prevention programmes that build a dignified workplace culture. Furthermore, the course prepares institutions to reduce legal and reputational risk. Gentex Training Center delivers this programme with a strong emphasis on practical public sector application.





FAQs

Q1 What is the "Preventing, Confronting and Combating Moral and Sexual Harassment in Public Administration" course about?

It is a professional programme on preventing harassment in government workplaces. It covers the forms harassment takes, the laws and policies that prohibit it, how to receive and investigate a complaint fairly, and how to build a workplace culture that protects employees and preserves institutional trust.

Q2 What are the key benefits of the "Preventing, Confronting and Combating Moral and Sexual Harassment in Public Administration" course?

Participants learn to recognise harassment early and stop it before it escalates. The course reduces legal and reputational risk for public institutions, improves staff confidence in reporting, and ensures complaints are handled fairly, promptly, and consistently. It also strengthens morale and trust in management.

Q3 What skills will I gain from the "Preventing, Confronting and Combating Moral and Sexual Harassment in Public Administration" course?

Recognising and classifying harassment behaviour; receiving and documenting complaints correctly; conducting fair and confidential investigations; and applying prevention, awareness, and workplace culture measures.



Q4 What tools, methods, or standards are covered in the "Preventing, Confronting and Combating Moral and Sexual Harassment in Public Administration" course?

The course covers codes of conduct and anti-harassment policy design, complaint intake and case file procedures, investigation methodology with evidence and witness handling, confidentiality and non-retaliation safeguards, disciplinary referral processes, grievance and appeals mechanisms, and awareness training frameworks.

Q5 How is the "Preventing, Confronting and Combating Moral and Sexual Harassment in Public Administration" course applied in real-world practice?

Graduates apply it by drafting or reviewing their institution's anti-harassment policy, running awareness sessions for staff, and setting up a clear confidential reporting channel. When a complaint arrives, they document it properly, conduct a fair investigation, recommend proportionate action, and follow up to confirm the workplace issue is resolved.