

Sports Connection Training Program

Sensitivity and Diversity in the Workplace

What is Sensitivity and Diversity?

These are terms used to describe inclusion, empathy and clarity as they relate to the way we conduct ourselves professionally in our place of employment – Sports Connection

- Sensitivity: A person's feelings which might be easily offended or hurt; sensibilities
- Diversity: A wide range of diverse individuals as it applies to the workplace; people that are different in many ways from one another in regards to race, sexual orientation, political views, religion, ethnicity, language, education, background, et...

Sensitivity

This word covers an abundance of topics that directly affect others around you.

- Body Language / Gestures
- Spoken Word / Topic of Conversation / Rumors
- Email or Text Correspondence
- Fraternization

Body Language / Gestures

- The way in which we conduct ourselves may be seen quite normal to us as individuals However, we must keep in mind that there is always someone in our presence that may misconstrue our intentions
 - Gestures, no matter how innocent they seem, can be immediately offensive. Think before you perform any type of hand or body gesture. A gesture could be something like “the international peace sign” or a tongue gesture that is considered offensive in social and business circles
 - Physical contact is one of the most common factors in workplace cases of employees reporting to Human Resources
 - RESPECT THE PERSONAL SPACE OF YOUR FELLOW EMPLOYEES – do not perpetrate contact that can be taken as offensive or invasive to one’s “safe zone”. Simply put, keep your hands to ones self. Not everyone is a “hugger”. A simple hand on the shoulder left a second too long may be received as uncomfortable
 - We do not know what others have dealt with in the past, so it is most important to be respectful of that fact alone in managing our behavior toward other individuals
 - If you do not give a reason for concern, you have headed the issue off at the pass. Be part of the solution, not the problem!

Spoken Word / Topics of Conversation / Rumors

- Your choice of words are powerful. And can be offensive! Calling people BABE, HONEY, SUGAR, et... are seen as derogatory to women in particular. We live in the South but there is a fine line. Bless you heart! Doesn't typically mean an empathetic approach in this day and age
- Conversation that is NOT appropriate in the workplace is a vast topic. To be brief and direct, we do not need to be discussing what he or she did with whomever or who we list as desirable
 - Discussions of a sexual nature are strictly prohibited!
 - Spreading rumors – things that we have heard from others that are not corroborated as true facts. Hey, did you hear what Marsha did? Did you see what Donna posted on social media? LEAVE IT OUT OF THE WORKPLACE! It is none of our concern. He said-she said is the poison that consumes us

Email and Text Correspondences

- When corresponding with people you work with, keep your emails professional, direct and to the point
- Texting is not considered an official form of communication at Sports Connection. Texts are for personal use and should not comingle with business
- Texting fellow employees should not be of a nature that would put you in the line of fire should an issue develop
- Jokes, possible offensive material, graphics, memes, pictures – keep them out of business conversation

Fraternization

Defined as to associate or form a friendship / relationship with someone. Especially one when one is not supposed to

- This has been a topic of controversy in the US Military for decades and is so in the corporate world as well. Stay within your ranks, if you will
 - Times have changed so discretion is key to handling one's self in a work / personal relationship
- It is preferred in most environments that Management use caution when fraternizing with those that are in a lower position. The situation should be approached with maturity
- There is a proper way to ask someone out on a date. Make sure that if you are in a supervisory position of any level that, you understand that it is typically inappropriate to date or socialize with those that are not of equal position. You immediately compromise your integrity and ability to function as an effective member of management. That being said, be reticent of the fact that there are young employees that you must take care not to create issues with / for.

Human Resources

Terminable Actions Related to Sensitivity and diversity

Violation of Company Policy

Sexual Harassment

Racial Discrimination

Workplace Violence

Infectious Negativity

Inappropriate Social Media Posts

Unethical Conduct

Insubordination

Unwanted Physical Contact

Bottom Line...

No one enjoys firing others, but it is often necessary. To continue business growth, you must take prompt action. This includes the firing of offending employees.

Each person at this company has a part in our success. Directors, Managers, Part Time and Seasonal staff are all included on this team.

Comparisons of Acceptable Comments

Acceptable

- Your uniform is on point – great example!
- You are out of uniform. Please see me in reference to our acceptable uniform policy. If not corrected (in the future), you may be sent home to change into appropriate attire

Unacceptable

- You need to wear tighter / baggier pants
- I can see the outline of your undergarments in that shirt / those pants
- Your “*” looks good in that shirt / those pants
- He / she is hot; he / she is not hot
- I’d hit that
- He / she is on my list of who I would date here; so-and-so is my type

Racial Comments

- Racial comments of any kind are not tolerated at Sports Connection – even in a manner that one feels is joking.
- To avoid a misunderstanding, try to find adjectives that describe a person by name, color of shirt, the school they go to, last name etc...
- Referring to a person with a stereotypical statement is not acceptable. People come from diverse backgrounds, cultures, races, religions and so on. Each should be treated with equal respect.