

HILL ADVISORY NEWS

“Working with the human side of business”



Organizing a Conference/ Hospitality Suite ??



Special thanks to our many readers - we were pleased to receive such a positive response to our last issue! We hope to continue to provide you with up-to-date human resource information and tips - and answers to your various questions.

Remember - keep in touch and do let us know what you would like to see included in future issues.

*We welcome
your ideas!*



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We also wish to extend our appreciation to Major Gerry Johnson and Brenda Stouffer at the Department of National Defence in Shilo, Manitoba for the warm welcome we received last February.

Thanks for the great accommodations and for all your hard work in coordinating the various training sessions. The authentic uniforms you provided our actors helped them to “look the part” and assisted in making our workshops such a success!



“We look forward to seeing you again real soon!”

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..... Beware of what could happen - you might be surprised!

The following is an actual ‘harassment case’

- * Jennifer was requested by her employer to organize and chair an out-of-town conference, and to arrange for a hospitality suite for the conference participants.
- * She spent the night in the bedroom portion of the hospitality suite. She later claimed that she was sexually harassed by one of the senior Dept. employees and another male delegate from the conference.
- * She filed a complaint with Human Rights - who refused to hear it on the grounds that the alleged sexual harassment did not take place during the course of her employment.

Was the Employer Liable?

- * Jennifer sought judicial review of this decision. The Court agreed with her that her activities related to the conference were in the course of her employment however, the Court concluded that at some time during the night in question, when the hospitality suite effectively closed - Jennifer ceased to be in the course of employment or engaged in matters related to employment.
- * To conclude otherwise would place an intolerable burden of responsibility on employers of those who travel in the course of employment - and of those who attend conferences and the like on behalf of their employers.

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“ Career Tip ”

Comfortable ‘one-on-one’ interviews are out - high-pressure ‘group’ interviews are in! ‘Grilling’ sessions of two, three or more persons interviewing you at a time can be very intimidating! How do you ‘please’ everyone” You can’t! however you can ‘connect’ with everyone!

“When responding to a question - make direct eye contact with all the interviewers - no matter who asks the question. It’s important to try to establish a rapport with every individual on the interviewing team.”

Q. As a supervisor - an employee tells me she has been harassed, but doesn't want to do anything about it. Should I take action or ignore the problem?

A. As a supervisor - you are seen to be a representative of the employer. As a "representative of the employer," you **cannot** ignore a complaint of harassment without increasing the possibility of liability for yourself and your employer.

You need to do one of the following:

- * tell the employee at the beginning of the discussion that you are required to take appropriate action
- * get the employee to sign a waiver stating no action is required and/or the complaint is withdrawn, etc.



Make sure you do "something!"

There have been cases where complaints over 10 years old have come back to "haunt" an employer because **nothing** was done!

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Q. Do you establish/determine the credibility of witnesses at the beginning of a harassment investigation?

A. You consider it throughout the entire interviewing process, but you cannot actually establish/determine the credibility until the end of the interviewing process. Credibility should be addressed

during the conclusion portion of the investigative report.

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Q. What if a witness in a harassment investigation asks you to re-do their statement because there are changes - should you?

A. NO! Any changes done to a statement should be crossed-out or blacked-out, and initialled by the witness. If you re-did every statement whenever there were changes - you'd be re-doing statements continually (a waste of time) and you would stand the chance of changing and/or losing evidence.

When you change a statement you should **agree** the change is correct and the evidence is changed accordingly.

Your Organization Downsizing ??

Is your current job at risk ?

"Flexibility" is the key!



- * **Flexibility gives employees an "I-can-do-anything" attitude and a broader skills base.**
- * **Flexibility makes employees more marketable and more valuable.**
- * **Flexibility helps employees to be open to new opportunities!**

How "flexible" are you? Why not develop a contingency plan and evaluate all alternatives and options?

"If you remain in the workplace, your job duties could possibly be re-assigned, as a result of restructuring be prepared!"

- * **consider re-training**
- * **continually up-date your skills**

This will enable you to fit into various roles in your current organization (and also with future prospective employers.)

"If you experience a lay-off or take voluntary/early retirement - you can always search for a similar position or you can consider"

- * **making a career change**
- * **becoming self-employed (i.e. an entrepreneur or independent consultant/contractor)**

By displaying "flexibility" you will increase your options - which will in turn increase your job prospects!

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1998 Public Workshop Schedule

"Harassment Investigation" (3 days)
"Harassment Resolution" (2 days)

May	4 - 8	Regina, SK
June	22 - 26	Ottawa, ON
Sept.	14 - 18	Calgary, AB
Oct.	19 - 23	Moncton, NB
Nov.	23 - 27	Whitehorse, YK

EARLY BIRD SPECIALS

Phone/Fax
 Janet in Calgary at:
 (403) 254 - 0462

On the Move



Even though *Cam Hill & Associates* are constantly on the move - you can always get in touch with us!!

Contact us with your questions or suggestions

- * **E-mail: camhill@mb.sympatico.ca**
- * **Mailing Address: 57B Apple Lane Winnipeg, Manitoba R2Y 2G9**
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or visit us at our web-site

- * **www.saskstar.sk.ca/cam/**