

**Avoiding Harassment/Discrimination in the
Workplace (including Sexual Harassment)**
Presented by Armando Ricco
Labor & Employment Law Attorney
Friday, March 22nd, Ramada Inn, Vineland

(Ramada Inn- 2216 West Landis Avenue in Vineland, take exit 32A off of Route 55-hotel on left)

Approved by NJ DCA for CEU's:

CMFO/CCFO: 4 Ethics CTC: 4 Ethics CPWM: 4 Ethics

RMC: 4 Ethics QPA: 4 Ethics RPPO/RPPS 4 Ethics

****Please forward this notice to your Clerk, Tax Collector, CFO, Public Works Manager and Purchasing.**

9:00am to 9:30am *Registration: ***HOT BUFFET BREAKFAST!!!!***

9:30am – 12:50pm

Understand the key components to sexual harassment and other harassment claims

- Scope of individuals protected under the law
- The key distinction between unlawful and lawful conduct
- Off-duty off-premises conduct that "counts"
- Employer defenses, obligations & investigations
- Key policies & training
- Retaliation concerns

Disciplinary action

- Taking action in connection with the investigation
- Wrapping up disciplinary action and resolving matters with permanency

Local Government Ethics Law and disciplinary matters

- A review of disciplinary issues

Registration Fee: \$99.00 per Person

Fax Registration to 856-785-0089

Make checks payable to: ***Advance Learning***, PO Box 22, Mauricetown, NJ 08329.

Call 856-785-0047 for more information about this class.

Cancellation Policy: 48 hours in advance of seminar.

Name

Title

Phone Number

Organization and Address

Claimant's Certification & Declaration

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or person within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Nancy Babbitt

INVOICE \$99.00

Use this sheet as your invoice.

*How did you hear of this class?

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