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The British Columbia Human Rights Commission manual contains guidelines to preventing harassment in the workplace, e.g.:

- Management should make it clear that harassment in the workplace will not be tolerated;
- Staff should be educated;
- Information should be provided to staff on a regular basis so that awareness is created;
- Policies should be in place and adhered to;
- Managers and supervisors should understand their responsibility of providing a harassment-free work environment;
- Management should deal with complaints promptly;
- Should disciplinary action be required, it should be carried out swiftly;
- Support should be provided to employees who feel that they are being harassed.



Watch your mouth ...

A study done by CareerBuilder.com a couple of years back reflects that 81% of employers believe cursing brings an employee's professionalism into question.

"We have heard of swearing being a part of a bigger picture. It taught us that you really can't let your guard down and feel like it's okay to start using this type of language. You may see that your co-workers are cursing right and left, but they could be on thin ice, and you don't want to get painted with the same brush."

<http://www.foxbusiness.com/personal-finance/2012/08/02/watch-your-mouth-cursing-in-workplace-could-get-fired/>

Administrative Professionals' Day—2 September 2015

In South Africa we celebrate Administrative Professionals' Day annually on the first Wednesday of September to recognize those amongst us whose skills, loyalty and efficiency makes life so much easier in the office. Thank you for the value that you add to our workplaces, for the attitude that you serve others with in the office every day. We salute you.

