Assignment 2 – Legal Issues

Objective:
- Identify possible legal issues for your organization
- Become familiar with various legal policies
- Develop a specific procedure for handling incidents of sexual harassment or violence in the workplace

Criteria:
- **Policies**: Brief statements, which are decision-making guidelines for implementing HR strategy. Policies are developed to ensure actions taken by ALL managers & employees are consistent with the organization’s strategy. Policies may be general or narrow statements. They provide rationale for following the specific procedures below.

- **Procedures**: Specific steps designed to implement an organization’s policies.

Deliverable:
- Identify the degree of responsibility your organization has towards the following laws: Title VII, ADA, & Age Discrimination in Employment Act. In other words, does your organization need to comply? Why or why not? Include an analysis about OSHA and potential issues you may have.

- Develop a specific procedure for handling incidents of sexual harassment. That is, develop a policy & set of procedure to prevent & handle sexual harassment in YOUR workplace. Try and keep the entire set of policies & procedures should not exceed 3 pages.

Due Date:  
MAN3301 MW CLASS: class period on Wednesday, 19 Sep. 2011  
MAN3301 R CLASS: class period Thurs, 22 Sep. 2011