MVP HR Policy and Law – Preventing Workplace Harassment

This course contains three modules to assist supervisors and managers in preventing workplace harassment.

Module I – Preventing Workplace Harassment: The fact that individuals interpret statements or behaviors differently based on gender or cultural origin can cause seemingly harmless behaviors to be misinterpreted as harassment. This module will help you define what workplace harassment is, give you guidelines to preventing harassment, and help you handle harassment complaints in your workplace. Everyone deserves a work environment that values and respect all employees.

Module II – Preventing Sexual Harassment: Everyone deserves a work environment that values and respects all employees. This module will help you define what sexual harassment is, give you guidelines to preventing sexual harassment, and help you handle sexual harassment complaints in your workplace.

Module III - Vicarious Liability: Vicarious liability means that an employer will be automatically liable for the wrongdoing of others, regardless of fault. This module will define vicarious liability, identify employer responsibilities, identify the cost to the employer, and will help you determine how to avoid liability.

Log in and enroll in Workplace Harassment (supervisor and manager) training

1. To access the RU domain of the COVKC, use this link: https://covkc.virginia.gov/ru

2. Your Login ID is your State Employee ID (with no leading zeroes). If you know your state ID, go to instruction 3; otherwise, follow these steps:
   - Sign in to my RU: https://myru.radford.edu
   - Click on the “My Accounts” tab
   - Locate the “Personal Information and Emergency Contacts” channel
   - Make note of your state ID and return to the COVKC

3. If this is your first time in the Knowledge Center or you have forgotten your password, enter your Login ID, click “Forgot Password” and follow the instructions. Otherwise, enter your Login information and click the “Log In” button.

4. The first screen is “My Homepage” (if not, click “My Workspace” and select it there). Click on “Learning Center”, select “Course Catalog” and do the following:
   - Type “MVP workplace harassment” in the search text box
   - Select “All words” in the next drop-down box
   - Click the “Search” button

5. Locate and click on the online course entitled “MVP HR Policy and Law – Preventing Workplace Harassment”. When ready to begin the course, click the “Enroll” button.

6. If you encounter problems, notify the Site Administrator by clicking on the “Email Administrator” link at the top right-hand of the login screen or by sending an email to hrtraining@radford.edu.

Please note: Internet Explorer is the recommended web browser and Mac computers are not supported.