

**MSS SUCCESS SPACES**

Units 2K-2L, 2nd Floor E.C. Valle Commercial Center M.L.
Quezon Avenue Brgy. San Isidro, Angono, Rizal



(02) 7255 5568



0995 846 2495 | 0917 123 1017



info@mssccorporation.com.ph



www.MSSCorporation.com.ph

ANTI-SEXUAL HARASSMENT TRAINING IN THE PHILIPPINES

Preventing Workplace Sexual Harassment and Promoting Safe, Respectful, and Professional Workplaces

Understanding Republic Act No. 7877 and Republic Act No. 11313

TRAINING OVERVIEW

Every employee has the right to work in an environment where personal dignity, professional boundaries, and mutual respect are protected. However, sexual harassment may occur through inappropriate requests, comments, jokes, messages, gestures, advances, displays, or other conduct that creates discomfort, intimidation, humiliation, or an offensive working environment.

Republic Act No. 7877, otherwise known as the **Anti-Sexual Harassment Act of 1995**, declares sexual harassment unlawful in employment, education, and training environments. It covers situations in which a person who possesses authority, influence, or moral ascendancy demands, requests, or requires a sexual favor, including circumstances affecting employment opportunities, workplace rights, or the working environment. The law also requires employers to establish appropriate rules, investigation procedures, workplace decorum guidelines, and a Committee on Decorum and Investigation.

Republic Act No. 11313, otherwise known as the **Safe Spaces Act** or **Bawal Bastos Law**, provides broader protection against gender-based sexual harassment in workplaces, public spaces, educational institutions, and online environments. It reinforces the responsibility of employers, employees, supervisors, managers, and coworkers to prevent, report, and appropriately address prohibited behavior.

This one-day **Anti-Sexual Harassment Training in the Philippines** helps participants understand the provisions of RA 7877 and RA 11313, recognize inappropriate workplace conduct, observe professional boundaries, respond properly to incidents, and support a safe and respectful workplace.

The program uses practical workplace scenarios, facilitated discussions, case analyses, and response exercises rather than relying on legal lectures alone. Participants will learn not only what the law prohibits but also how respectful behavior, responsible intervention, proper reporting, confidentiality, and due process should be practiced in actual workplace situations.

TRAINING GOAL

To strengthen participants' knowledge, skills, and commitment to preventing sexual harassment, maintaining professional workplace boundaries, responding appropriately to incidents, and contributing to a safe, respectful, and legally compliant working environment.

TRAINING OBJECTIVES

By the end of the program, participants will be able to:

1. Explain the essential provisions and workplace applications of Republic Act No. 7877 and Republic Act No. 11313.
2. Recognize behaviors and situations that may constitute sexual harassment or gender-based sexual harassment.
3. Distinguish acceptable professional interaction from inappropriate, unwelcome, or prohibited workplace conduct.
4. Demonstrate appropriate ways of responding to, documenting, reporting, or intervening in possible incidents.
5. Explain the responsibilities of employees, supervisors, management, witnesses, and the Committee on Decorum and Investigation.
6. Practice respect, sensitivity, accountability, confidentiality, and professional boundaries in workplace relationships.

TRAINING OUTLINE

The outline covers the authority-based sexual harassment prohibited under **RA 7877** and the broader workplace, peer-to-peer, subordinate-to-superior, and technology-facilitated conduct covered by the **Safe Spaces Act or RA 11313**.

Time	Modules and Topics	Activities and Outputs
8:00–10:00 AM	MODULE 1: UNDERSTANDING SEXUAL HARASSMENT IN THE PHILIPPINE WORKPLACE • Purpose and essential provisions of RA 7877 and RA 11313 • Sexual harassment involving authority, influence, or moral ascendancy • Gender-based sexual harassment among peers and across organizational levels • Verbal, physical, visual, written, and technology-facilitated misconduct • Understanding unwelcome behavior, consent, impact, and hostile work environments	Harassment, Inappropriate, or Acceptable? Teams assess realistic workplace situations and explain their decisions. Myth or Fact Challenge Participants correct common misconceptions about sexual harassment. Output: Workplace Sexual Harassment Recognition Guide
10:00–10:15 AM	Morning Break	
10:15 AM–12:00 NN	MODULE 2: PRACTICING PROFESSIONAL BOUNDARIES AND	Boundary Check Workshop Participants evaluate common workplace

Time	Modules and Topics	Activities and Outputs
	RESPECTFUL CONDUCT • Distinguishing friendly interaction from unwelcome conduct • Respecting personal space, consent, and professional boundaries • Appropriate workplace conversations, humor, compliments, and social invitations • Professional conduct in email, chat, social media, video calls, and other digital channels • Responding appropriately when another person expresses discomfort	interactions and identify safer, more professional alternatives. Communication Makeover Teams rewrite inappropriate comments, messages, jokes, and responses. Output: Personal Professional Boundaries Checklist
12:00–1:00 PM	Lunch Break	
1:00–3:00 PM	MODULE 3: RESPONDING, REPORTING, AND SUPPORTING OTHERS • What an affected employee may do during or after an incident • Documenting relevant facts and preserving available evidence • Using the organization's reporting channels and internal procedures • Responsibilities of employees and coworkers who witness misconduct • Supportive bystander responses without blaming, gossiping, or conducting an unofficial investigation • Confidentiality, protection from retaliation, fairness, and due process	Choose Your Response Challenge Teams decide how the affected employee, witness, supervisor, and coworker should respond to different incidents. Bystander Intervention Practice Participants practice safe ways to interrupt, redirect, support, document, and report. Output: Incident Response and Reporting Guide
3:00–3:15 PM	Afternoon Break	
3:15–5:00 PM	MODULE 4: BUILDING A SAFE, RESPECTFUL, AND ACCOUNTABLE WORKPLACE • Employer responsibilities for prevention, education, policy dissemination, reporting mechanisms, and corrective action • Role of supervisors and leaders in receiving and escalating concerns	Integrated Workplace Case Simulation Participants analyze an incident from initial behavior to reporting, support, referral, and organizational response. Respectful Workplace Commitment Activity Teams identify behaviors they will stop, start, and continue after the program.

Time	Modules and Topics	Activities and Outputs
	properly • Purpose and responsibilities of the Committee on Decorum and Investigation • Avoiding retaliation, victim-blaming, favoritism, and breaches of confidentiality • Individual and team commitments to respectful workplace conduct	Outputs: • Safe Workplace Response Map • Personal and Team Commitment Plan

Under RA 11313, employers must provide preventive education, establish an impartial internal mechanism or CODI, protect complainants from retaliation, observe due process, and maintain confidentiality to the greatest extent possible. Employees are likewise expected to refrain from harassment, discourage it, support affected coworkers, and report witnessed incidents.

TRAINING METHODOLOGY

The program will use the MSS **EnterTRAINment®** methodology to make a sensitive legal and workplace topic clear, practical, respectful, and engaging without trivializing the seriousness of sexual harassment.

The training methods will include:

- Short facilitator-led discussions
- Philippine workplace case analyses
- Myth-or-fact learning challenges
- Boundary and behavior assessment exercises
- Communication makeover activities
- Bystander intervention practice
- Reporting and response simulations
- Small-group discussions
- Facilitator debriefing and clarification
- Personal and team commitment planning

The workshop will minimize lengthy legal lectures and focus on helping participants recognize prohibited and inappropriate behavior, practice professional boundaries, respond responsibly, and apply the requirements of **Republic Act No. 7877** and **Republic Act No. 11313** in realistic workplace situations.

All activities will be facilitated with sensitivity. Participants will not be required to disclose personal experiences, and discussions will reinforce respect, confidentiality, non-retaliation, fairness, and due process.

TARGET PARTICIPANTS

This **Anti-Sexual Harassment Training in the Philippines** is recommended for:

- Rank-and-file employees
- Supervisors and team leaders
- Managers and department heads
- Human Resources and Employee Relations personnel
- Members of the Committee on Decorum and Investigation
- Compliance, Legal, and Administrative personnel
- Business owners, executives, and organizational leaders
- Interns, trainees, contractual personnel, and other workplace stakeholders

The program may be delivered as an **all-employee awareness workshop** or customized for specific groups whose responsibilities require more focused learning.

For managers, HR personnel, and CODI members, additional emphasis may be placed on receiving complaints, proper escalation, confidentiality, non-retaliation, impartiality, due process, documentation, and organizational accountability.

PROGRAM DURATION AND DELIVERY FORMAT

This **Anti-Sexual Harassment Training in the Philippines** is designed as a:

- **One-day program**
- **8:00 AM to 5:00 PM**
- **Four-module learning workshop**
- **Face-to-face, virtual, or hybrid training**
- **Customized in-house program for private companies, government agencies, schools, associations, and other organizations**

The face-to-face format is recommended when the organization wants more extensive case discussions, group activities, response simulations, and interaction among employees and leaders.

The virtual format may be delivered through Zoom, Microsoft Teams, Google Meet, or the client's preferred online platform. Activities may be adapted through breakout rooms, polls, chat-based exercises, and facilitated case discussions.

The program may also be adjusted into shorter formats:

- **Half-day Employee Awareness Session** — focuses on recognizing sexual harassment, professional boundaries, respectful conduct, and reporting responsibilities.
- **Half-day Supervisory and Management Session** — focuses on leadership responsibilities, proper handling and escalation of concerns, confidentiality, non-retaliation, and due process.

- **Specialized CODI Training** — focuses on complaint handling, impartial investigation, evidence assessment, documentation, report writing, confidentiality, and procedural fairness.

The contents, activities, cases, terminology, and reporting procedures may be customized according to the organization's industry, workforce profile, existing Code of Conduct, Anti-Sexual Harassment Policy, Safe Spaces Policy, and internal complaint-handling process.

EXPECTED PARTICIPANT OUTPUTS

By the end of the **Anti-Sexual Harassment Training in the Philippines**, participants will have completed or received the following practical learning tools:

- Workplace Sexual Harassment Recognition Guide
- Professional Boundaries Checklist
- Appropriate Workplace Communication Guide
- Bystander Intervention and Support Guide
- Incident Documentation and Reporting Guide
- Safe Workplace Response Map
- Personal Respectful Workplace Commitment
- Team Stop–Start–Continue Action Plan

These outputs will help participants apply the lessons after the training by recognizing inappropriate behavior, maintaining professional boundaries, responding responsibly to possible incidents, using proper reporting channels, and contributing to a workplace culture founded on dignity, respect, accountability, and safety.

PROGRAM CUSTOMIZATION OPTIONS

The **Anti-Sexual Harassment Training in the Philippines** may be customized according to the organization's workforce, industry, policies, and existing complaint-handling procedures.

Customization may include:

- Incorporating the organization's Anti-Sexual Harassment Policy, Safe Spaces Policy, Code of Conduct, and reporting channels
- Using workplace cases relevant to the client's industry and employee population
- Aligning discussions with the organization's existing disciplinary and grievance procedures
- Clarifying the respective responsibilities of employees, supervisors, managers, Human Resources, and CODI members
- Adapting examples for onsite, remote, hybrid, field-based, or customer-facing work arrangements
- Including concerns involving workplace chat groups, social media, email, online meetings, and other digital platforms
- Emphasizing leadership responsibilities, confidentiality, non-retaliation, and proper escalation
- Providing separate or advanced sessions for supervisors, HR personnel, investigators, and CODI members

**MSS SUCCESS SPACES**

Units 2K-2L, 2nd Floor E.C. Valle Commercial Center M.L.
Quezon Avenue Brgy. San Isidro, Angono, Rizal



(02) 7255 5568



0995 846 2495 | 0917 123 1017



info@mssccorporation.com.ph



www.MSSCorporation.com.ph

Before the program, MSS Corporation may conduct a brief coordination meeting with the client to understand its objectives, participant profile, workplace environment, existing policies, and preferred learning outcomes.

This ensures that the training remains legally aligned, organizationally relevant, practical, and appropriate for the participants without requiring the disclosure of confidential cases or personal experiences.

WHY CHOOSE MSS CORPORATION?

MSS Corporation delivers the program through its **EnterTRAINment®** methodology, making a serious and sensitive subject clear, practical, respectful, and engaging.

Rather than conducting a purely legal lecture, the program helps participants understand how the laws apply to actual workplace behavior and decisions. The learning experience combines concise discussions with carefully facilitated cases, exercises, simulations, and reflection activities.

The program may be customized using the client's:

- Anti-Sexual Harassment and Safe Spaces Policy
- Code of Conduct
- Reporting and escalation procedures
- Committee on Decorum and Investigation structure
- Workplace communication channels
- Industry-relevant situations
- Organizational values and expected behaviors

Activities are facilitated without requiring participants to disclose personal experiences.

FREQUENTLY ASKED QUESTIONS

Is this training limited to Republic Act No. 7877?

No. The program covers both:

- **Republic Act No. 7877**, or the Anti-Sexual Harassment Act of 1995
- **Republic Act No. 11313**, or the Safe Spaces Act

RA 7877 addresses sexual harassment committed by a person with authority, influence, or moral ascendancy. RA 11313 provides broader workplace protection against gender-based sexual harassment, including conduct among peers and through digital or online channels.

Is this suitable for all employees?

Yes. The general program may be delivered to employees across different departments and organizational levels. The cases and discussions may be adjusted according to the participants' roles and workplace exposure.

Can managers and supervisors attend the same session?

Yes. Managers and supervisors will also learn how to receive concerns appropriately, avoid victim-blaming, protect confidentiality, prevent retaliation, and refer complaints through the proper organizational process.

Is this the same as CODI investigation training?

No. This program is primarily designed for workplace awareness, prevention, professional conduct, reporting, and responsible response.

A separate and more specialized **Committee on Decorum and Investigation Training** is recommended for CODI members who need to learn complaint intake, investigation planning, interviewing, evidence assessment, documentation, report writing, due process, and case resolution.

Can the company's existing policy be incorporated?

Yes. The organization may provide its relevant policies, reporting channels, and procedures before the training so these can be incorporated into the discussions and activities.

Will participants be required to share personal experiences?

No. Participants will not be required to disclose personal incidents or sensitive information. Cases may be discussed through fictionalized and workplace-appropriate scenarios.

Can the program be delivered virtually?

Yes. The program may be delivered face-to-face, virtually, or through a hybrid arrangement. The activities will be adapted to the chosen delivery format.

Does conducting the training already make the organization fully compliant?

Training is an important preventive measure, but it is only one part of organizational compliance. Under RA 11313, employers must also establish an independent internal mechanism or CODI, disseminate an appropriate workplace policy, provide reporting procedures, protect complainants from retaliation, observe due process, and preserve confidentiality to the greatest extent possible.

RELATED TRAINING PROGRAMS

Organizations may also consider the following complementary programs:

- Committee on Decorum and Investigation Training
- Safe Spaces Act Awareness Training
- Gender Sensitivity Training
- Diversity, Equity, Inclusion, and Belonging Training
- Workplace Ethics and Professional Conduct
- Respectful Workplace and Anti-Bullying Training
- Handling Employee Complaints and Grievances
- Administrative Investigation and Report Writing
- Psychological Safety in the Workplace

**MSS SUCCESS SPACES**

Units 2K-2L, 2nd Floor E.C. Valle Commercial Center M.L.
Quezon Avenue Brgy. San Isidro, Angono, Rizal



(02) 7255 5568



0995 846 2495 | 0917 123 1017



info@mssccorporation.com.ph



www.MSSCorporation.com.ph

- Leadership Accountability and Workplace Culture

IMPORTANT PROFESSIONAL NOTE

This program is intended for education, awareness, prevention, and organizational capability-building. It does not replace legal advice, an official administrative investigation, or professional counsel concerning a specific complaint or case.

Organizations should coordinate with qualified legal counsel, Human Resources professionals, or appropriate government authorities when interpreting legal obligations or handling actual incidents.

REQUEST A CUSTOMIZED ANTI-SEXUAL HARASSMENT TRAINING PROGRAM

MSS Corporation can customize this **Anti-Sexual Harassment Training in the Philippines** according to the organization's:

- Industry and nature of operations
- Number and profile of participants
- Existing policies and reporting mechanisms
- Workplace setup and communication channels
- Preferred delivery format
- Desired schedule and learning outcomes

The customized program may be conducted onsite anywhere in the Philippines or delivered through an online or hybrid learning arrangement.

Build a workplace where dignity is protected, professional boundaries are respected, concerns are handled responsibly, and everyone understands their role in preventing sexual harassment.