

**MSS SUCCESS SPACES**

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SAFE SPACES ACT TRAINING IN THE PHILIPPINES

SAFE, RESPECTFUL, AND ACCOUNTABLE

Practical RA 11313 Awareness, Prevention, Reporting, and Workplace Responsibility

TRAINING OVERVIEW

Every employee has the right to be treated with dignity and to work in an environment free from gender-based sexual harassment.

However, organizations cannot create safe spaces through policies and posters alone. Employees must understand which words, actions, messages, images, invitations, jokes, gestures, and online behaviors may cross professional and legal boundaries. Supervisors and managers must know how to respond when concerns are raised. Employers must establish preventive measures, workplace policies, reporting mechanisms, and impartial procedures for handling complaints.

Republic Act No. 11313, officially known as the **Safe Spaces Act** and commonly referred to as the **Bawal Bastos Law**, addresses gender-based sexual harassment in streets and public spaces, online environments, workplaces, and educational or training institutions. The law recognizes that gender-based sexual harassment may be committed not only by a superior against a subordinate but also between peers and by a subordinate against a superior.

Gender-based sexual harassment in the workplace may include unwelcome sexual advances, requests or demands for sexual favors, acts of a sexual nature that could negatively affect employment conditions or opportunities, conduct based on sex that affects a person's dignity, and unwelcome pervasive conduct that creates an intimidating, hostile, or humiliating environment. These acts may be verbal, physical, or technology-enabled through email, text messages, online platforms, and other information and communication systems.

Safe, Respectful, and Accountable: Safe Spaces Act Training in the Philippines equips employees, supervisors, managers, HR professionals, business owners, workplace leaders, change champions, and organizational representatives with practical knowledge of Republic Act No. 11313 and their responsibilities in preventing and responding to gender-based sexual harassment.

This program goes beyond reading provisions of the law. Participants examine realistic workplace situations and learn how to:

- Recognize potentially prohibited or inappropriate conduct;
- Distinguish gender-based sexual harassment from general workplace conflict, poor manners, legitimate management action, and other employee-relations concerns;
- Understand consent, unwelcomeness, personal boundaries, impact, repetition, and power differences;
- Apply professional boundaries in face-to-face and online communication;
- Respond constructively when someone expresses discomfort;
- Discourage inappropriate conduct without creating further harm;

- Support a co-worker who raises a concern;
- Preserve relevant information and use proper reporting channels;
- Avoid gossip, retaliation, victim-blaming, and premature conclusions;
- Respect confidentiality and due process; and
- Contribute to a workplace culture in which gender-based sexual harassment is neither normalized nor ignored.

The law requires employers to disseminate or conspicuously post a copy of the Act, provide preventive measures such as anti-sexual-harassment seminars, create an independent internal mechanism or Committee on Decorum and Investigation, and establish a workplace policy containing complaint procedures and administrative penalties. Employees and co-workers are also required to refrain from committing gender-based sexual harassment, discourage such conduct, provide support to affected colleagues, and report incidents they witness.

Consistent with MSS Corporation's **EnterTRAINment** methodology, this **Training on Republic Act 11313 in the Philippines** combines concise legal-awareness discussions with workplace case analysis, behavior-classification exercises, bystander-response practice, reporting simulations, communication activities, and individual action planning.

The program may be customized according to the client's industry, workforce profile, employee handbook, code of conduct, anti-sexual-harassment policy, Committee on Decorum and Investigation procedures, reporting channels, digital communication practices, and actual anonymized workplace concerns.

TRAINING GOAL

To equip participants with the awareness, practical judgment, communication skills, and workplace-response tools needed to understand Republic Act No. 11313, prevent gender-based sexual harassment, maintain appropriate professional boundaries, support affected employees, use proper reporting channels, and fulfill their respective responsibilities in creating safer and more respectful workplaces.

TRAINING OBJECTIVES

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

1. **Explain** the purpose, scope, and key workplace provisions of Republic Act No. 11313;
2. **Identify** the environments covered by the Safe Spaces Act, including public spaces, online environments, workplaces, and educational or training institutions;
3. **Differentiate** the Safe Spaces Act from the Anti-Sexual Harassment Act of 1995, general workplace sensitivity training, and ordinary employee-relations concerns;
4. **Recognize** possible verbal, physical, visual, written, and technology-enabled forms of gender-based sexual harassment;
5. **Explain** how unwelcomeness, consent, impact, repetition, context, power, and workplace consequences may affect the assessment of conduct;

6. **Identify** risky or inappropriate behaviors involving sexual remarks, persistent invitations, personal messages, jokes, gestures, images, online communication, and physical boundaries;
7. **Describe** the legal and organizational duties of employers, supervisors, employees, co-workers, HR personnel, and internal complaint-handling mechanisms;
8. **Demonstrate** appropriate ways to discourage, interrupt, document, support, report, or escalate concerning workplace behavior;
9. **Respond** constructively when informed that a statement or action caused discomfort;
10. **Avoid** retaliation, victim-blaming, gossip, evidence manipulation, public accusation, and other actions that may compromise safety, confidentiality, or due process;
11. **Apply** the MSS S.P.A.C.E. Workplace Prevention and Response Guide to realistic workplace situations; and
12. **Prepare** a personal or team commitment for strengthening Safe Spaces Act compliance and respectful workplace behavior.

LEARNING DOMAINS ADDRESSED

Cognitive Domain

Participants understand the scope of RA 11313, workplace gender-based sexual harassment, online conduct, employer and employee duties, reporting mechanisms, confidentiality, non-retaliation, and due process.

Affective Domain

Participants strengthen respect for dignity, empathy, personal responsibility, fairness, courage to discourage inappropriate behavior, willingness to support affected colleagues, and openness to correction.

Psychomotor and Behavioral Domain

Participants practice recognizing concerning conduct, setting boundaries, responding to feedback, intervening as co-workers, preserving information, reporting appropriately, and applying workplace policies.

FROM POINT A TO POINT B

Point A: Before the Training

Participants may:

- Believe that sexual harassment can only be committed by a manager against a subordinate;
- Assume that men cannot experience gender-based sexual harassment;
- Treat sexual jokes, persistent invitations, personal comments, or suggestive messages as harmless workplace fun;
- Believe that behavior is acceptable when the person responsible claims to be joking;
- Assume that silence automatically means consent;
- Continue an invitation or behavior after a person has declined or expressed discomfort;
- Share sexual jokes, photos, videos, memes, or comments through workplace group chats;

- Believe that conduct outside the physical office cannot affect the workplace;
- Ignore concerning behavior between peers;
- Remain silent because they are unsure how to intervene;
- Pressure an affected employee to confront the person responsible;
- Blame the recipient for being too sensitive;
- Spread information about a reported incident;
- Publicly accuse a person before the facts have been properly examined;
- Confuse confidentiality with concealing a concern from authorized personnel;
- Assume that HR alone is responsible for preventing harassment;
- Retaliate against, isolate, or discredit a person who raises a concern;
- Conduct an informal investigation without authority;
- Fail to preserve relevant messages or records; or
- Be unaware of the organization's complaint and reporting procedures.

Point B: After the Training

Participants should be better able to:

- Recognize that the Safe Spaces Act covers different environments and workplace relationships;
- Identify potentially concerning verbal, physical, visual, and online behaviors;
- Consider consent, unwelcomeness, context, impact, repetition, and power;
- Respect verbal and nonverbal expressions of discomfort;
- Maintain professional communication boundaries;
- Avoid forwarding or posting inappropriate digital content;
- Respond professionally when another person sets a boundary;
- Discourage gender-based sexual harassment among co-workers;
- Support an affected colleague without pressuring or blaming them;
- Choose an intervention based on seriousness, safety, authority, and policy;
- Preserve relevant information without circulating it unnecessarily;
- Report concerns through authorized organizational channels;
- Respect confidentiality to the greatest extent possible;
- Avoid retaliation and premature judgment;
- distinguish support from investigation;
- Cooperate appropriately with authorized procedures;
- Understand the respective roles of employees, managers, HR, and the CODI;
- accept responsibility for correcting behavior; and
- contribute actively to a safer and more respectful workplace.

ORGANIZATIONAL CHALLENGES ADDRESSED

This **RA 11313 Training in the Philippines** may help organizations address situations such as:

- Sexual jokes are normalized in the workplace;
- Employees send suggestive messages through chat or social media;

- Personal invitations continue after an employee has declined;
- Co-workers comment repeatedly on another person's body, appearance, gender, or sexuality;
- Employees share inappropriate images, recordings, memes, or videos;
- Workplace teasing becomes sexual, sexist, homophobic, or transphobic;
- Employees believe harassment requires physical contact;
- Managers assume that peer-to-peer incidents are private matters;
- Employees do not know how to respond when they witness concerning conduct;
- Reported incidents become subjects of workplace gossip;
- Employees fear retaliation after reporting;
- Supervisors are uncertain whether to address, document, or refer a concern;
- Reporting channels are unclear or not trusted;
- Employees do not understand the difference between receiving a complaint and investigating one;
- Existing policies are written in legal language that employees do not understand;
- The organization has a CODI but employees do not understand its purpose;
- Digital and after-hours communication creates boundary concerns;
- Supervisors make premature conclusions about the complainant or respondent;
- Employees confuse a respectful workplace with the elimination of ordinary social interaction;
- Employees need clearer standards for invitations, humor, compliments, physical contact, and messaging;
- The organization requires an employee-awareness program as part of its preventive measures; or
- Leadership wants to strengthen a culture of dignity, professional boundaries, accountability, and non-retaliation.

WHAT THE SAFE SPACES ACT COVERS

Republic Act No. 11313 addresses gender-based sexual harassment in four broad environments:

1. Streets and Public Spaces

The law covers unwanted and uninvited sexual actions or remarks in public spaces. Its provisions include conduct such as catcalling, wolf-whistling, persistent unwanted comments, sexist or gender-based slurs, unwanted invitations, sexual comments, stalking, groping, and other acts identified by the law.

2. Online Environments

Gender-based online sexual harassment may include unwanted sexual, misogynistic, transphobic, homophobic, or sexist remarks; cyberstalking and incessant messaging; unauthorized uploading or sharing of certain photos, recordings, videos, or information; online impersonation; and other conduct defined by the Act.

3. Workplaces

The workplace provisions address specified unwelcome sexual advances, demands for sexual favors, sexual conduct, sex-based conduct affecting dignity, and pervasive conduct creating an intimidating, hostile, or humiliating environment. The law expressly recognizes that workplace gender-based sexual harassment may occur between peers or be committed by a subordinate against a superior.

4. Educational and Training Institutions

The Act also establishes responsibilities and complaint-handling requirements for schools and educational or training institutions.

The standard in-house corporate program gives primary attention to workplace and work-related online behavior. Broader coverage may be incorporated when the client operates schools, training institutions, establishments open to the public, transportation services, or other environments with additional responsibilities under the law.

UNDERSTANDING GENDER-BASED SEXUAL HARASSMENT IN THE WORKPLACE

The training helps participants examine workplace conduct through several practical considerations.

Unwelcomeness

An action may become concerning when it is unwanted, unsolicited, or continued despite expressed or reasonably apparent discomfort.

Previous friendliness, familiarity, or voluntary interaction does not automatically make all future behavior welcome.

Consent and Boundaries

Consent should not be presumed from silence, nervous laughter, past interaction, clothing, personality, or workplace friendliness.

Employees must respect a clear refusal, withdrawal, hesitation, or request to stop.

Context

The same words or actions may carry different implications depending on:

- The relationship of the people involved;
- Workplace hierarchy;
- Prior interactions;
- The setting;
- Frequency or repetition;
- Whether a boundary was expressed;
- The content of the communication;
- Employment consequences; and
- Applicable policies.

Impact

The recipient's experience and the possible effect on dignity, safety, employment conditions, job performance, opportunities, and the workplace environment are relevant considerations under the law.

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Pattern and Pervasiveness

Some situations involve repeated behavior or a pattern that creates an intimidating, hostile, or humiliating environment.

An isolated action should not automatically be dismissed, however, because the appropriate assessment depends on the conduct and applicable law or policy.

Technology

Workplace behavior is not confined to the physical office. Text messages, emails, group chats, direct messages, social-media interactions, recordings, images, and other digital communication may be relevant.

SAFE SPACES ACT VERSUS RELATED LAWS AND PROGRAMS

Republic Act No. 11313: Safe Spaces Act

The Safe Spaces Act covers gender-based sexual harassment in public spaces, online environments, workplaces, and educational or training institutions. Its workplace provisions extend beyond traditional top-down workplace relationships and recognize peer-to-peer and subordinate-to-superior conduct.

Republic Act No. 7877: Anti-Sexual Harassment Act of 1995

RA 7877 addresses work-, education-, or training-related sexual harassment committed by a person who has authority, influence, or moral ascendancy over another and demands, requests, or requires a sexual favor under the circumstances defined by the law. It also requires employers or heads of institutions to establish preventive and complaint-resolution procedures and create a Committee on Decorum and Investigation.

Workplace Sensitivity Training

Workplace sensitivity training addresses a broader range of everyday behaviors, assumptions, jokes, communication habits, and interpersonal conduct that may affect dignity and inclusion. Not every insensitive statement automatically constitutes gender-based sexual harassment.

Gender Sensitivity Training

Gender sensitivity training examines gender roles, stereotypes, equality, respectful behavior, and the impact of gender-based assumptions.

It supports prevention but is not identical to detailed RA 11313 legal-awareness training.

CODI Training

CODI training focuses on the specialized responsibilities of committee members, including receiving complaints, impartiality, case management, due process, evidence, confidentiality, report preparation, and decision-making under applicable legal and organizational procedures.

A general employee Safe Spaces Act seminar does not qualify participants to investigate complaints.

DUTIES OF EMPLOYERS UNDER RA 11313

The Safe Spaces Act requires employers or other persons of authority, influence, or moral ascendancy to prevent, deter, or punish gender-based sexual harassment in the workplace.

Required measures include:

- Disseminating or conspicuously posting a copy of the law;
- Providing preventive measures, such as anti-sexual-harassment seminars;
- Creating an independent internal mechanism or CODI;
- Ensuring appropriate representation in the committee;
- Designating a woman as head and ensuring that at least half of the members are women;
- Appointing impartial members who are not connected or related to the alleged perpetrator;
- Observing due process;
- Protecting the complainant from retaliation;
- Maintaining confidentiality to the greatest extent possible;
- Establishing and disseminating a code of conduct or workplace policy;
- Stating complaint procedures; and
- Establishing administrative penalties.

The law also states that employers may be held responsible for failing to implement their duties or failing to take action on reported workplace gender-based sexual harassment. DOLE is assigned to conduct yearly spontaneous inspections in the private sector, while the Civil Service Commission performs this role in the public sector.

Training is one important preventive measure, but it does not replace the organization's obligations regarding policy, internal mechanisms, complaint handling, due process, confidentiality, non-retaliation, and appropriate action.

DUTIES OF EMPLOYEES AND CO-WORKERS

Under RA 11313, employees and co-workers have duties to:

- Refrain from committing gender-based sexual harassment;
- Discourage gender-based sexual harassment in the workplace;
- Provide emotional or social support to affected colleagues; and
- Report acts of gender-based sexual harassment they witness.

These responsibilities do not authorize employees to conduct unauthorized investigations, circulate accusations, publicly shame another person, retaliate, or determine guilt.

Employees should follow the organization's approved policy and reporting procedures.

THE MSS S.P.A.C.E. WORKPLACE PREVENTION AND RESPONSE GUIDE

The program introduces a practical guide for responding responsibly to possible Safe Spaces Act concerns.

S — Spot the Conduct and Safety Concern

Recognize the observable words, actions, messages, images, invitations, gestures, or physical behavior involved. Avoid immediately reducing the situation to rumors, assumptions, or character judgments.

P — Pause, Protect, and Preserve

Consider immediate safety and wellbeing.

Where appropriate:

- Interrupt or end the interaction;
- Move to a safer environment;
- Check on the affected person;
- Preserve relevant messages or information; and
- Avoid deleting, editing, forwarding, or publicly circulating potential evidence.

A — Act Within Your Role

Employees may discourage the behavior, support a co-worker, or report what they witnessed. Managers may have additional responsibilities under organizational policy.

Receiving information does not automatically authorize a person to investigate, promise a particular result, or confront the alleged respondent.

C — Channel the Concern Properly

Use the organization's authorized reporting mechanism, which may involve:

- The immediate supervisor;
- A designated anti-sexual-harassment officer;
- Human Resources;
- Employee Relations;
- The CODI;
- An ethics or whistleblowing channel; or
- Another authorized office identified in the workplace policy.

Emergencies or possible criminal conduct may require external assistance according to law and organizational protocol.

E — Ensure Responsible Follow-Through

Protect confidentiality to the greatest extent possible, avoid retaliation, cooperate with authorized procedures, respect due process, and refrain from prejudging either party.

The S.P.A.C.E. Guide is a workplace-response aid. It is not a substitute for the company's policy, an authorized investigation, or legal advice.

ONE-DAY SAFE SPACES ACT TRAINING OUTLINE

Time	Modules and Essential Topics	Major Activity and Participant Output
8:00 AM–10:00 AM	MODULE 1: KNOW THE LAW— UNDERSTANDING RA 11313 AND WORKPLACE BOUNDARIES 1. The Safe Spaces Act or Bawal Bastos Law • Purpose, scope, and environments covered • Dignity, equality, security, and safety 2. Workplace Gender-Based Sexual Harassment • Verbal, physical, visual, written, and technology-enabled conduct • Employment impact, dignity, and hostile or humiliating environments 3. Who May Commit or Experience the Conduct • Superior-to-subordinate, peer-to-peer, and subordinate-to-superior situations • Avoiding assumptions based on sex, gender, rank, or identity 4. Consent, Unwelcomeness, Context, and Impact • Silence, familiarity, joking, repetition, and expressed boundaries • Why intention alone does not resolve the concern 5. RA 11313 and Related Workplace Concerns	Major Activity: Safe Space or Warning Sign? Workplace Case Laboratory — Participants analyze realistic face-to-face and online situations, identify observable behavior, examine boundaries and context, and determine the appropriate immediate response without prematurely deciding legal guilt. Major Output: RA 11313 Workplace Conduct and Response Map

Time	Modules and Essential Topics	Major Activity and Participant Output
	• Safe Spaces Act versus RA 7877, sensitivity concerns, misconduct, and ordinary conflict • When a concern requires authorized assessment	
10:00 AM–10:15 AM	MORNING BREAK	
10:15 AM–12:00 NN	MODULE 2: PREVENTION BEGINS WITH BEHAVIOR—PROFESSIONAL BOUNDARIES AT WORK 1. Sexual Remarks, Jokes, and Conversations • Workplace humor, personal comments, sexualized language, and persistent teasing • Audience, setting, repetition, and impact 2. Invitations, Compliments, and Personal Attention • Respecting refusals and signs of discomfort • When interest becomes persistent or unwelcome 3. Physical and Visual Boundaries • Touching, gestures, staring, images, recordings, and personal space • Consent and professional appropriateness 4. Digital and Online Conduct • Email, direct messages, group chats, social media, photos, videos, and after-hours communication • Privacy, forwarding, screenshots, and unauthorized sharing 5. Responding When a Boundary Is Communicated • Listening, stopping, acknowledging, apologizing, and adjusting • Avoiding defensiveness, retaliation, ridicule, or blame	Major Activity: Boundary Check and Communication Redesign Workshop — Participants evaluate risky workplace statements, invitations, jokes, messages, and online interactions, then redesign them into professional and boundary-respecting communication. Major Output: Safe and Respectful Workplace Communication Guide

Time	Modules and Essential Topics	Major Activity and Participant Output
12:00 NN–1:00 PM	LUNCH BREAK	
1:00 PM–3:00 PM	MODULE 3: DO NOT IGNORE—RESPONDING, SUPPORTING, AND REPORTING RESPONSIBLY 1. Duties of Employees and Co-Workers • Refraining, discouraging, supporting, and reporting • Shared responsibility for workplace safety 2. Responding as the Recipient • Setting boundaries and seeking support • Preserving relevant information and using reporting channels 3. Responding as a Witness or Bystander • Interrupting, redirecting, checking in, supporting, documenting, and reporting • Selecting an action based on safety and seriousness 4. Responding as a Supervisor or Manager • Listening without blame or premature conclusions • Avoiding unauthorized promises, confrontation, mediation, or investigation 5. Applying the MSS S.P.A.C.E. Guide • Spot, Pause, Act, Channel, and Ensure follow-through • Matching the response with the person's role and company policy	Major Activity: Safe Spaces Workplace Response Simulation — Participants rotate through employee, witness, supervisor, and observer roles while practicing boundary-setting, support, initial response, information preservation, and proper referral. Major Output: Completed S.P.A.C.E. Workplace Response and Observer Feedback Record
3:00 PM–3:15 PM	AFTERNOON BREAK	
3:15 PM–5:00 PM	MODULE 4: FROM AWARENESS TO ACCOUNTABILITY—BUILDING A SAFER WORKPLACE 1. Employer Duties and Preventive Measures	Major Activity: Safe Workplace Accountability Challenge — Participants analyze an organizational response case, identify compliance and behavioral gaps, and develop practical preventive and corrective actions.

Time	Modules and Essential Topics	Major Activity and Participant Output
	- Information dissemination, training, policy, reporting mechanisms, and CODI - Management responsibility and leadership example 2. Confidentiality, Due Process, and Non-Retaliation - Protecting information to the greatest extent possible - Fair treatment of complainants, respondents, and witnesses 3. What Employees Should Not Do - Gossip, victim-blaming, public accusations, evidence tampering, and retaliation - Unauthorized investigation or confrontation 4. Using the Workplace Policy - Authorized reporting channels, documentation, escalation, and employee support - Knowing where the general seminar ends and specialized processes begin 5. Sustaining a Safe-Space Culture - Reinforcement, leadership consistency, communication standards, and follow-through - Personal and team responsibility	Major Output: 30-, 60-, or 90-Day Safe and Respectful Workplace Action Plan
5:00 PM	PROGRAM CLOSING	Learning synthesis, commitments, evaluation, and recommended next steps

MAJOR PARTICIPANT OUTPUTS

Participants are expected to complete:

1. **RA 11313 Workplace Conduct and Response Map;**
2. **Safe and Respectful Workplace Communication Guide;**
3. **S.P.A.C.E. Workplace Response and Observer Feedback Record; and**
4. **30-, 60-, or 90-Day Safe and Respectful Workplace Action Plan.**

TRAINING METHODS

The program follows MSS Corporation's **EnterTRAINment** standard:

- Approximately **30% concise trainer input, legal-awareness discussion, demonstration, and synthesis;** and
- Approximately **70% workplace case analysis, communication practice, simulation, reflection, feedback, and application planning.**

Methods may include:

- Facilitated legal-awareness discussions;
- Anonymous knowledge checks;
- Workplace behavior-classification exercises;
- Scenario analysis;
- Boundary-setting practice;
- Digital communication review;
- Message-redesign activities;
- Bystander-response simulations;
- Supervisor initial-response practice;
- Observer-guided feedback;
- Workplace policy application; and
- Personal or team action planning.

Participants will not be required to reveal private experiences or identify actual individuals during the workshop. Hypothetical or properly anonymized cases should be used to protect confidentiality and due process.

TARGET PARTICIPANTS

This **Safe Spaces Act Training in the Philippines** is recommended for:

- Rank-and-file employees;
- Supervisors and team leaders;
- Middle and senior managers;
- Department heads;
- Business owners and executives;
- Human resource professionals;
- Employee-relations personnel;
- Learning and development practitioners;
- Ethics and compliance personnel;
- Workplace anti-sexual-harassment officers;
- Project and cross-functional teams;
- Customer-facing employees;
- Sales and service personnel;
- Administrative and support staff;

- Remote and hybrid employees;
- Contractual, project-based, and deployed personnel;
- Internal trainers and facilitators;
- Security and frontline personnel, where relevant; and
- Employees expected to interact with co-workers, customers, suppliers, contractors, trainees, or other stakeholders.

A separate specialized program should be provided for CODI members and personnel formally responsible for receiving, investigating, evaluating, or deciding complaints.

RECOMMENDED NUMBER OF PARTICIPANTS

A class size of approximately **15 to 25 participants** is recommended for meaningful discussion, safe participation, simulation, and facilitator feedback.

Larger groups may be accommodated through adjusted breakout structures, anonymous response tools, additional facilitators, or modified activities.

DELIVERY OPTIONS

The program may be delivered through:

- Face-to-face in-house training;
- Live virtual instructor-led training;
- Hybrid training;
- Public seminar;
- New-employee orientation;
- Annual employee refresher training;
- Organization-wide compliance campaign;
- Leadership and management orientation;
- Train-the-Facilitator program;
- Separate employee and leadership sessions; or
- Customized training-and-consultancy engagement.

AVAILABLE PROGRAM FORMATS

Safe Spaces Act Employee Orientation

A concise awareness program covering the law's purpose, prohibited workplace conduct, professional boundaries, employee responsibilities, reporting channels, and non-retaliation.

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One-Day Safe Spaces Act Training

Recommended for comprehensive employee awareness, workplace case analysis, communication practice, bystander response, reporting simulations, and action planning.

Two-Day RA 11313 Workplace Workshop

Recommended when the organization requires:

- More extensive legal-awareness discussion;
- Greater practice with workplace and online situations;
- Separate employee and leadership applications;
- Policy integration;
- Bystander-intervention practice;
- Reporting and documentation exercises;
- Supervisor initial-response simulations; and
- Individualized facilitator feedback.

Separate Employee and Leadership Sessions

The employee version focuses on professional boundaries, prohibited behavior, co-worker duties, support, reporting, and non-retaliation.

The leadership version includes preventive responsibilities, receiving concerns, immediate safety, documentation, referral, confidentiality, non-retaliation, and avoiding unauthorized investigation.

CODI Capability-Building Program

A specialized program for duly appointed CODI members may cover:

- Mandate and composition;
- Impartiality and conflicts of interest;
- Complaint intake;
- Jurisdiction and preliminary assessment;
- Due process;
- evidence and documentation;
- interviewing;
- confidentiality;
- case timelines;
- report and decision preparation;
- administrative procedures; and
- records management.

This should be treated as a separate intervention from general employee training.

Safe Spaces Act Compliance and Culture Learning Journey

May include:

- Policy and document review;
- employee awareness survey;

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- general employee training;
- leadership orientation;
- CODI capability-building;
- reporting-channel communication;
- reinforcement materials;
- policy launch or relaunch;
- follow-through learning sessions;
- workplace culture pulse checks; and
- post-program recommendations.

CUSTOMIZATION OPTIONS

This **Training on the Bawal Bastos Law in the Philippines** may be customized using:

- The organization's employee handbook;
- Code of conduct;
- Anti-sexual-harassment policy;
- Safe Spaces Act policy;
- CODI rules and procedures;
- Reporting channels;
- Ethics or whistleblowing mechanisms;
- Non-retaliation policy;
- Data privacy and confidentiality requirements;
- Workplace communication rules;
- Social-media policy;
- Remote and hybrid work arrangements;
- Workplace values;
- Organizational structure;
- Employee roles;
- Customer and stakeholder interactions;
- Actual anonymized workplace situations; and
- Industry-specific risks.

The training content should be reviewed whenever the client's policy, procedures, or applicable legal requirements change.

SAMPLE WORKPLACE SITUATIONS

Activities may be customized around situations such as:

- A co-worker repeatedly sends personal invitations after being declined;
- Sexual jokes are shared in a workplace group chat;
- An employee makes repeated comments about another person's body;

- A supervisor sends suggestive late-night messages to a subordinate;
- A subordinate makes sexual remarks about a manager;
- Employees circulate an inappropriate photo without the subject's permission;
- A colleague continues using a sexualized nickname after being asked to stop;
- A team treats sexist or homophobic jokes as normal bonding;
- A person claims physical contact was only friendly;
- An employee becomes hostile after another person rejects an invitation;
- A witness is unsure whether to interrupt or report;
- A supervisor promises to keep a report completely secret;
- A manager confronts an alleged respondent without consulting authorized personnel;
- Employees begin gossiping after learning that a concern was reported;
- A complainant experiences isolation or unfavorable treatment after reporting;
- An employee deletes messages after learning that a concern may be raised;
- A manager dismisses an incident because the people involved hold the same rank;
- An employee is pressured to accept an apology and withdraw a concern;
- A group must determine whether an issue belongs with the supervisor, HR, CODI, or another authorized channel; or
- An organization must identify gaps in its preventive and response practices.

PROFESSIONAL AND LEGAL BOUNDARIES

This program provides general legal awareness and workplace capability-building. It does not constitute:

- Legal advice;
- A formal legal-compliance audit;
- An investigation;
- A determination of criminal or administrative liability;
- A finding of guilt or innocence;
- A substitute for CODI procedures;
- A substitute for administrative due process;
- Psychological counseling;
- Crisis intervention;
- Representation before government agencies or courts; or
- Case-specific employee-relations advice.

Whether a particular incident constitutes gender-based sexual harassment depends on the facts, evidence, applicable law, jurisprudence, implementing rules, organizational policy, and the findings of authorized bodies. The facilitator should not evaluate or decide active complaints during the training. Actual cases must be handled by authorized personnel using appropriate legal and organizational procedures.

Because this is a legal-compliance topic, the final client-specific program and materials should be reviewed by the organization's qualified legal counsel or labor-law adviser, particularly when they discuss investigation procedures, sanctions, external reporting, or actual cases.

FREQUENTLY ASKED QUESTIONS

What is Safe Spaces Act Training in the Philippines?

Safe Spaces Act Training in the Philippines is a workplace legal-awareness and behavior-development program that helps employees understand Republic Act No. 11313, recognize possible gender-based sexual harassment, maintain professional boundaries, respond appropriately to concerning behavior, support affected colleagues, and use proper reporting procedures.

Is the Safe Spaces Act the same as the Bawal Bastos Law?

The Safe Spaces Act is commonly referred to as the **Bawal Bastos Law**. Its official short title under Republic Act No. 11313 is the Safe Spaces Act.

What environments are covered by RA 11313?

The law covers gender-based sexual harassment in:

- Streets and public spaces;
- Online environments;
- Workplaces; and
- Educational or training institutions.

Does RA 11313 apply only to harassment by supervisors?

No.

The workplace provisions expressly recognize that gender-based sexual harassment may also occur between peers and may be committed by a subordinate against a superior.

Can men experience gender-based sexual harassment under the law?

The law's policy recognizes equality, security, and safety for both women and men in private and public environments. Its provisions refer to unwanted conduct against a person rather than limiting protection exclusively to women.

Does the Safe Spaces Act cover online behavior?

Yes.

RA 11313 contains provisions addressing gender-based online sexual harassment, including certain unwanted sexual or gender-based remarks, cyberstalking, incessant messaging, unauthorized sharing, impersonation, and other conduct specified by the law.

Can workplace group-chat messages be covered?

Potentially.

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Workplace gender-based sexual harassment may be committed through text messages, email, and other information and communication systems. Whether a particular message violates the law depends on the complete facts and authorized assessment.

Is every offensive joke automatically a Safe Spaces Act violation?

Not necessarily.

An inappropriate joke may violate organizational policy or require management action even when it is not ultimately determined to be a statutory offense. The content, context, unwelcomeness, repetition, impact, and applicable legal elements must be examined through proper procedures.

Does a person need to say “no” before conduct becomes unwelcome?

Employees should never assume that silence, nervous laughter, friendship, or previous interaction means continuing consent.

Whether conduct is legally unwelcome depends on the facts and proper assessment. The safest workplace practice is to pay attention to expressed boundaries and stop when another person declines or shows discomfort.

What should an employee do when someone says a comment was inappropriate?

The employee should listen, avoid immediate argument, stop the concerning behavior, acknowledge the feedback, apologize where appropriate, and adjust future conduct.

This does not prevent the organization from taking further action when required by policy or law.

What are the duties of employees and co-workers?

Employees and co-workers must refrain from gender-based sexual harassment, discourage such conduct, provide emotional or social support to affected colleagues, and report incidents they witness.

What are the duties of employers?

Employers must implement preventive measures, disseminate the law, create an independent internal mechanism or CODI, establish and disseminate a workplace policy, observe due process, protect complainants from retaliation, and preserve confidentiality to the greatest extent possible, among other requirements stated in the law.

Does attending this training make someone a CODI investigator?

No.

General Safe Spaces Act training creates awareness and strengthens appropriate workplace behavior. CODI members require specialized preparation for complaint intake, impartial investigation, evidence, due process, confidentiality, documentation, and decision-making.

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Can an employee promise complete confidentiality to someone reporting an incident?

An employee should not make promises that conflict with organizational reporting responsibilities or legal procedures.

Information should be shared only with authorized persons who need it for safety, support, reporting, or proper case handling. RA 11313 requires confidentiality to the greatest extent possible, which is not necessarily the same as absolute secrecy.

What is retaliation?

Retaliation may involve unfavorable, threatening, intimidating, isolating, or punitive treatment connected with a person's complaint, participation, report, or support.

The organization's policy should define prohibited retaliatory conduct and the process for reporting it. The Safe Spaces Act requires employer mechanisms to protect complainants from retaliation.

Can managers investigate a concern on their own?

Managers should follow the organization's approved reporting and case-handling procedures.

They may need to receive information, address immediate safety, preserve records, and refer the concern. They should not conduct unauthorized investigations, promise outcomes, or confront parties in ways that compromise confidentiality or due process.

Is one day enough for RA 11313 Training?

One day is sufficient for general legal awareness, behavior identification, professional-boundary practice, bystander response, reporting awareness, and action planning.

A separate leadership session, CODI program, policy review, or compliance intervention may be needed for organizations requiring deeper capability.

Can the program be delivered virtually?

Yes.

Virtual delivery may use anonymous polls, digital case analysis, message reviews, breakout-room simulations, policy exercises, and online action-planning tools.

Can MSS Corporation use our company policy during the training?

Yes.

The organization's authorized reporting channels, workplace policy, terminology, CODI structure, and escalation process may be integrated into the training so participants understand both the law and the company-specific procedure.

Does training alone make the organization compliant?

No.

Training supports prevention and awareness, but organizational compliance also requires the other employer duties prescribed by law, including appropriate policies, internal mechanisms, dissemination, complaint procedures, due process, non-retaliation, confidentiality, and action on reported incidents.

RELATED MSS CORPORATION TRAINING PROGRAMS

Organizations considering this program may also explore:

- Committee on Decorum and Investigation Training;
- Anti-Sexual Harassment Training;
- Workplace Sensitivity Training in the Philippines;
- Gender Sensitivity Training;
- Inclusive Workplace Communication Training;
- Diversity, Equity, Inclusion, and Belonging Training;
- Respectful Workplace Training;
- Workplace Civility Training;
- Professional Workplace Communication Training;
- Bystander Intervention Training;
- Employee Discipline and Administrative Due Process;
- Grievance Handling Training;
- Workplace Investigation Training;
- Managing Difficult Employees;
- Difficult Conversations for Leaders;
- Code of Conduct Orientation;
- Business Ethics and Professionalism Training; and
- Psychological Safety Training.

WHY CHOOSE MSS CORPORATION FOR SAFE SPACES ACT TRAINING IN THE PHILIPPINES?

Practical Legal Awareness

The program translates important provisions of RA 11313 into understandable workplace situations and employee responsibilities.

Behavior-Based Rather Than Fear-Based

Participants learn to recognize observable conduct, maintain boundaries, respond appropriately, and use reporting procedures without relying on threats or sensationalized examples.

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Coverage of Face-to-Face and Online Conduct

The program addresses physical workplaces, text messages, email, group chats, social media, images, recordings, and other technology-enabled interactions.

Clear Distinction Between Support and Investigation

Employees and supervisors learn what they may appropriately do when a concern arises—and what must be handled by HR, CODI, legal counsel, or other authorized personnel.

Balanced Protection of Rights

The program emphasizes dignity, support, confidentiality, non-retaliation, impartiality, and due process without encouraging gossip, public accusation, or premature judgment.

Customized to the Organization's Policy

Activities may incorporate the client's reporting channels, code of conduct, employee handbook, organizational structure, and authorized procedures.

Appropriate for Different Employee Levels

The program may be customized separately for general employees, supervisors, managers, HR professionals, executives, and CODI members.

EnterTRAINment Methodology

Participants do not merely listen to a legal lecture. They analyze situations, redesign communication, practice responses, receive feedback, and develop concrete workplace commitments.

Training and Consultancy Capability

MSS Corporation may support organizations through employee awareness training, leadership orientation, policy communication, CODI capability-building, respectful-workplace interventions, and post-training reinforcement.

CALL TO ACTION**Build a Workplace Where Dignity and Professional Boundaries Are Protected**

Help your employees understand the Safe Spaces Act, recognize gender-based sexual harassment, maintain respectful boundaries, respond responsibly to concerns, support affected colleagues, and use the organization's proper reporting procedures.

Partner with MSS Corporation for a customized:

- **Safe Spaces Act Training in the Philippines**
- **Training on Safe Spaces Act in the Philippines**
- **Bawal Bastos Law Training in the Philippines**
- **Training on the Bawal Bastos Law in the Philippines**
- **RA 11313 Training in the Philippines**

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- **Training on RA 11313 in the Philippines**
- **Republic Act 11313 Training in the Philippines**
- **Training on Republic Act 11313 in the Philippines**

designed around your employees, workplace policy, organizational responsibilities, reporting mechanisms, and actual operating environment.

With MSS, We Make Strong Success.