

Harassment prevention training requirements handbook

US version



Harassment prevention training for your whole business—anytime, anywhere.

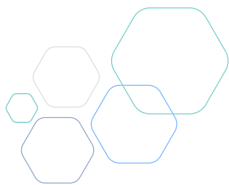
LRN delivers harassment prevention training that works. Our sexual harassment prevention training course covers all US federal and state legal regulations for compliance. LRN's state-of-the-art adaptive learning allows your organization to deploy one course to the entire company, which users can further customize to all different job titles, states, and even countries. If you have employees in any US states or overseas, we have your whole business covered.

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Want to try harassment prevention adaptive learning?



Guide to **California's** sexual harassment training requirements

The purpose of this guidance document is to outline California's training requirements on sexual harassment and how LRN's anti-harassment and discrimination courses address those requirements.

Training requirements

Employers in California with five or more employees must provide sexual harassment training to all supervisory and nonsupervisory employees every two years and within six months of starting a supervisory or nonsupervisory position.

Requirements for nonsupervisory employees

All employers with five or more employees must provide at least one hour of sexual harassment training to all nonsupervisory employees. The training program must be interactive and cover:

- The definition of sexual harassment under the Fair Employment and Housing Act and Title VII of the federal Civil Rights Act of 1964.
- The statutes and case-law prohibiting and preventing sexual harassment.
- The types of conduct that can be sexual harassment.
- The remedies available for victims of sexual harassment.
- Strategies to prevent sexual harassment.
- Practical examples of harassment.
- The limited confidentiality of the complaint process.
- Resources for victims of sexual harassment, including to whom they should report it.
- How employers must correct harassing behavior.
- The elements of an effective anti-harassment policy and how to use it.
- "Abusive conduct" under California Government Code section 12950.1, subdivision (g)(2).
- Harassment based on gender identity, gender expression, and sexual orientation, which must include practical examples.

Any training must include questions that assess learning, skill-building activities to assess understanding and application of content, and hypothetical scenarios about harassment with discussion questions. E-learning training must also provide instructions on how to contact a trainer who can answer questions within two business days.

Requirements for supervisory employees

All employers with five or more employees must provide at least two hours of sexual harassment training to all supervisory employees. The training program must cover the points listed above, as well as:

- The specific responsibilities of supervisory employees for preventing sexual harassment and retaliation.
- The obligation of supervisory employees to report harassment to the organization.
- What supervisory employees should do if they are personally accused of harassment.
- The steps necessary to take remedial actions, including the employer's obligation to conduct an effective workplace investigation of a harassment complaint.

How LRN courses address the California training requirements

LRN's all-in-one harassment prevention course aligns with the California training requirements and uses adaptive technology to deliver the right content to the right person.



Guide to **Chicago's** sexual harassment training requirements

The purpose of this guidance document is to outline Chicago's training requirements on sexual harassment and how LRN's anti-harassment and discrimination courses address those requirements.

Training requirements

As of July 1, 2022, all employers in Chicago with employees working in the city must provide the following training annually:

- One hour of sexual harassment training for all employees.
- Two hours of sexual harassment training for all supervisors.
- One hour of bystander training for all employees.

Requirements for nonsupervisory employees

At a minimum, the training must meet the State of Illinois' content requirements. Training courses must cover:

- The definition of sexual harassment.
- Examples of prohibited conduct.
- A summary of relevant federal and state laws addressing sexual harassment, including available remedies.
- A summary of an employer's responsibility to prevent, investigate, and address sexual harassment.

How LRN courses address the Chicago training requirements

LRN's all-in-one harassment prevention course aligns with the Chicago training requirements and uses adaptive technology to deliver the right content to the right person.



Guide to **Connecticut's** sexual harassment training requirements

The purpose of this guidance document is to outline Connecticut's training requirements on sexual harassment and how LRN's anti-harassment and discrimination courses address those requirements.

Training requirements

As of October 1, 2019, all employers with three or more employees must provide at least two hours of sexual harassment training to all nonsupervisory employees in Connecticut. Additionally, all employers must provide two hours of training to all supervisors in Connecticut. Employees must be retrained at least every 10 years.

Requirements for supervisory and nonsupervisory employees

The training course must:

- Provide the definition of sexual harassment.
- Describe all federal and state statutory provisions prohibiting sexual harassment in the workplace.
- Define sexual harassment as set forth in the Connecticut General Statutes.
- Discuss the types of conduct that may constitute sexual harassment under the law, including the fact that the harasser or the victim of harassment may be either a man or a woman and that harassment can occur involving persons of the same or opposite sex.
- Describe the remedies available in sexual harassment cases, including but not limited to: cease and desist orders; hiring, promotion or reinstatement; compensatory damages; and back pay.
- Advise employees that individuals who commit acts of sexual harassment may be subject to both civil and criminal penalties.
- Discuss strategies to prevent sexual harassment in the workplace.

Online training complies with Connecticut law as long as the training “provides an opportunity for students to ask questions and obtain answers in a reasonably prompt manner.”

How LRN courses address the Connecticut's training requirements

LRN's all-in-one harassment prevention course aligns with the Connecticut training requirements and uses adaptive technology to deliver the right content to the right person.



Guide to **Delaware's** sexual harassment training requirements

The purpose of this guidance document is to outline Delaware's training requirements on sexual harassment and how LRN's anti-harassment and discrimination courses address those requirements.

Training requirements

As of January 1, 2019, employers in Delaware with 50 or more employees must provide sexual harassment training to all supervisory and nonsupervisory employees every two years and within one year of starting a supervisory or nonsupervisory position.

Requirements for nonsupervisory employees

The training program must be interactive and:

- Provide the definition of sexual harassment.
- Inform employees that sexual harassment is illegal.
- Define sexual harassment with examples.
- Describe the remedies and complaint process available to victims of sexual harassment.
- Direct employees on how to contact the Delaware Department of Labor.
- Inform employees that retaliation is prohibited.

Requirements for supervisory employees

For supervisors, the training program must cover the points listed above, as well as the specific responsibilities of supervisory employees for preventing and correcting sexual harassment and retaliation.

How LRN courses address the Delaware training requirements

LRN's all-in-one harassment prevention course aligns with the Delaware training requirements and uses adaptive technology to deliver the right content to the right person.



Guide to **Illinois'** sexual harassment training requirements

The purpose of this guidance document is to outline Illinois' training requirements on sexual harassment and how LRN's anti-harassment and discrimination courses address those requirements.

Training requirements

As of January 1, 2020, all employers in Illinois with employees working in the state must provide annual sexual harassment training to all employees.

Requirements for nonsupervisory employees

At a minimum, the training must include:

- The definition of sexual harassment.
- Examples of prohibited conduct.
- A summary of relevant federal and state laws addressing sexual harassment, including available remedies.
- A summary of an employer's responsibility to prevent, investigate and address sexual harassment.

Restaurants and bars must supplement the training with a program addressing issues specific to the industry. This program may be their own or they may use model training created by the Illinois Department of Human Rights (IDHR).

How LRN courses address the Illinois training requirements

LRN's all-in-one harassment prevention course aligns with the Illinois training requirements and uses adaptive technology to deliver the right content to the right person.



Guide to **Maine's** sexual harassment training requirements

The purpose of this guidance document is to outline Maine's training requirements on sexual harassment and how LRN's anti-harassment and discrimination courses address those requirements.

Training requirements

Maine requires employers with 15 or more employees to provide sexual harassment training to all employees. Employees and supervisors must be trained within one year of starting their position.

Requirements for nonsupervisory employees

At a minimum, the training must include:

- A written notice of the illegality of sexual harassment.
- The definition of sexual harassment under Maine law.
- A description of sexual harassment, utilizing examples.
- The internal complaint process available to the employee.
- The legal recourse and complaint process available through the Maine Human Rights Commission.
- Directions on how to contact the Maine Human Rights Commission.
- The protection against retaliation, as provided pursuant to Maine law.

Requirements for supervisory employees

In addition to the above requirements, supervisors must also be trained on:

- The specific responsibilities of supervisory employees.
- Methods supervisors must take to ensure immediate and appropriate corrective action in addressing sexual harassment complaints.

How LRN courses address the Maine training requirements

LRN's all-in-one harassment prevention course aligns with the Maine training requirements and uses adaptive technology to deliver the right content to the right person.



Guide to **New York's** sexual harassment training requirements

The purpose of this guidance document is to outline New York State and New York City's training requirements on sexual harassment and how LRN's anti-harassment and discrimination courses address those requirements.

Training requirements

In April 2018, New York State and New York City passed laws designed to prevent sexual harassment in the workplace. Among the measures included in these laws is mandatory annual sexual harassment prevention training.

New York State

As of October 9, 2018, all employers must distribute a written anti-harassment policy and provide annual sexual harassment prevention training to all employees. The training program must be interactive and include:

- An explanation of sexual harassment.
- Examples of conduct that would constitute unlawful sexual harassment.
- Information on federal and state laws concerning sexual harassment and remedies available to victims.
- Information on employees' rights of redress and all available administrative and judicial forums for resolving complaints.
- Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

The New York Department of Labor and New York State Division of Human Rights has developed a [model anti-sexual harassment policy and a model training program](#) that outlines required and recommended information that employers should include in their own policy and training program.

New York City

On April 11, 2018, the New York City Council passed the Stop Sexual Harassment in New York City Act. This legislation is similar in many respects to the one passed in New York State. It requires all employers with 15 or more employees to provide sexual harassment training to all employees on an annual basis, as well as all new employees within 90 days of employment. At a minimum, the training must include:

- An explanation of sexual harassment and retaliation.
- Examples of conduct that would constitute unlawful sexual harassment and retaliation.
- Information on internal complaint processes and the complaint process available through the NYC Commission on Human Rights and the United State Equal Employment Opportunity Commission.
- Information on bystander intervention.
- Guide to New York's Sexual Harassment Training Requirements

- Specific responsibilities of supervisory employees for preventing sexual harassment and retaliation.

How LRN courses address the New York training requirements

LRN's all-in-one harassment prevention course aligns with the New York training requirements and uses adaptive technology to deliver the right content to the right person.



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About LRN

LRN's mission and purpose is to inspire principled performance and help people around the world do the right thing. Since 1994, LRN has worked to propel organizations forward with the partnership, knowledge, and tools to build ethical culture.

More than 1,000 companies and 30 million learners worldwide utilize LRN services and take LRN e-learning courses to help navigate complex regulatory environments and foster ethical, responsible, and inclusive cultures. In partnership with LRN, companies translate their values into concrete corporate practices and leadership behaviors that create sustainable competitive advantage. By acting upon shared values, companies and their people find the means to outbehave and outperform.

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