

# Mandatory Sexual Harassment Training

**IS NOW REQUIRED BY LAW FOR EVERY NEW YORK STATE EMPLOYEE**

## Is Your Company Prepared to Comply?

**Within the last 12 months, both NYS and NYC have enacted sweeping sexual harassment prevention initiatives, including the requirement that all employees must undergo annual sexual harassment training that meets certain minimum guidelines, beginning on October 9, 2018.**

**We are offering several training options that satisfy the New York State requirements, including:**

- separate trainings specifically targeted for non-supervisory employees or supervisors/managers/executives;
- training is available in either English or Spanish by bi-lingual HR professionals;
- on-site trainings for your company only, or open trainings presented in our office's state-of-the-art meeting facility in Hauppauge (ideal for small companies or businesses that want to train employees in small groups); and
- interactive activities designed to hold the participants' interest and maximize their understanding and retention of the training content, including: Q&A time, pre- and post-training quizzes, analysis of potential harassment scenarios, and/or team games.

**Each of our trainings will include the following mandated content:**

- an explanation of the legal definition of sexual harassment;
- examples of conduct that constitutes sexual harassment;
- discussion of the federal, state and local laws prohibiting sexual harassment and the legal remedies available to victims of sexual harassment;
- procedures for making a harassment complaint within the company and with outside agencies or courts; and
- the responsibilities of supervisors and other management employees with regard to preventing and responding to workplace harassment claims.

**Attendees will receive signed and dated acknowledgment forms to document their attendance, which can be retained by your company to document compliance with the training requirements.**

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WORKFORCE SOLUTIONS  
...THE SMALL BUSINESS HR EXPERTS

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## The Compass advantages include:

- Training by HR professionals with extensive field and employee communication experience
- Bi-lingual HR professionals in English & Spanish
- Ability to deliver custom solutions to address employer specific incidents or concerns
- Additional content on bullying and civility is available
- Access to HR professionals on a follow up basis via phone or email

Contact our office today at 631-794-7400 or [info@compasswfs.com](mailto:info@compasswfs.com) for more information and to schedule your trainings!

## Workplace Compliance Hotline

Direct your employees to HR professionals that know the difference between uncivil behavior, bullying, performance feedback and sexual harassment via our Compliance Hotline.

Employees are more aware than ever of their rights under discrimination and harassment laws. Employees often take their definitions of discriminatory or harassing behavior from their friends, social media, TV and movie definitions that are misleading and not based on laws or facts. Managers even when trained can be a significant source of liability in how they receive an employee complaint or concern.

Provide your employees with a way to speak to an unbiased HR professional that is well versed in how to take a complaint, get to the heart of the facts and provide management with a detailed actionable report of employee concerns.

Contact our office today at 631-794-7400 or [info@compasswfs.com](mailto:info@compasswfs.com) for more information about our Workplace Compliance Hotline via phone and email!

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