



New York Online Training Module for Employees and Supervisors

Beginning October 9, 2018, New York State (NYS) employers will need to begin having updated sexual harassment policies acknowledged by and annual training provided to all employees. **For the most up-to-date information on this requirement, including training implementation and completion dates, visit: <https://www.ny.gov/programs/combating-sexual-harassment-workplace>.**

The www.gbriskcontrol.com web platform will provide a training module for employers containing resources to implement these state requirements. Below is an outline of resources that employers may use in their implementation. The new resources will be available **September 7, 2018**.

Workplace Sexual Harassment Policy:

- A sample policy will be available when logged in to the training module and includes:
 - ✓ Statement prohibiting sexual harassment
 - ✓ Examples of sexual harassment (quid pro quo, etc.)
 - ✓ Statutory provisions (federal and state)
 - ✓ Internal compliant procedure (*must be customized*)
 - ✓ Rights of redress
 - ✓ Identify judicial and administrative file complaint outlets
 - ✓ Non-retaliation statement
 - ✓ Additional responsibility for supervisors
 - ✓ Employer responsibility for vendors and third-parties
- Employees must acknowledge the policy and employers place in their personnel file.

Complaint Form:

- A sample form will be available when logged into the training module.

Online Training:

- Covers Federal and State laws
- Employee module
- Supervisor module
- Training module's state lesson mainly follows topics from the sexual harassment policy:
 - ✓ NYS Human Rights Law
 - ✓ Reporting agencies: Equal Employment Opportunity Commission ("EEOC") and the New York State Division of Human Rights ("DHR")
 - ✓ Supervisor liability and responsibility
 - ✓ Employer responsibility for vendors and third-parties
 - ✓ Rights of redress and adjudicating sexual harassment complaints
 - ✓ Non-retaliation statement
 - ✓ Age discrimination
 - ✓ Domestic violence victim discrimination
 - ✓ Criminal or arrest record discrimination

City and Local Jurisdiction:

- Employers will need to include city and local jurisdiction requirements in their policies. These are not covered in provided resources.
- As a best practice, have legal counsel review your policies and procedures.

For more information on the training module, please contact the Gallagher Bassett Web Platform Team:

*Janelle Maciaszek: 630.694.5441, Janelle_Maciaszek@gbtpa.com
Traci Overhage: 630.694.5442, Traci_Overhage@gbtpa.com
Lauren Wilson: 630.285.3830, Lauren_Wilson@gbtpa.com*