BOND SCHOENECK & KING ATTORNEYS

Sexual and Other Workplace Harassment Training

To combat sexual and other harassment in the workplace, every employer in New York State, regardless of size, must provide documented sexual harassment training for all employees.

To comply with the state regulations, the training must:

- Be interactive
- Explain sexual harassment using examples
- Inform employees about laws regulating harassment, reporting procedures and legal rights available to victims
- Address conduct by supervisors, and additional responsibilities for supervisors
- Be completed annually

With vast experience preventing and defending sexual and other workplace harassment claims, Bond will provide a program to your organization that meets the standards set by the state.

Bond's interactive web-based training is available in English and Spanish and is updated annually. The training includes the New York State sexual workplace harassment hotline, which all employers must provide to their employees.

Discount pricing is available for larger employers and for employers with their own Learning Management System (LMS).

Bond offers these versions of the web-based training:

- New York State: employee and supervisor (English)
- New York City: employee and supervisor (English)
- New York City: employee (Spanish, suitable for any NYS employee)
- Federal: employee and supervisor (English)

Bond's Labor & Employment Practice

Bond has one of the largest and most experienced labor and employment law practices in the Northeast. The firm's size ensures familiarity with any workplace issue based on firsthand experience.

We provide day-to-day guidance to human resource and business managers on the many labor and employment laws and regulations employers face. Our goal is to help our clients create and maintain a positive work environment and support them in anticipating and preventing employment problems.

Our team is also prepared to handle a full range of labor and employment-related litigation matters, as well as advise on collective bargaining and grievance and arbitration proceedings.

For more information, visit bsk.com/practices/labor-employment.

FAQ

1. **How "mandatory" is this training?**
   All New York State employers with at least one employee are required to give training to each employee, exempt or non-exempt employees, part-time workers, seasonal workers and temporary workers.

2. **How often must employees receive sexual harassment training?**
   New York State employees must be trained at least once per year, based on the calendar year, anniversary of each employee's start date, or any other date the employer chooses.

3. **How does the interactive program work?**
   Our online training is an interactive, web-based program that your employees take individually on a computer. The NYS and federal programs are designed to be completed within 30-45 minutes.

4. **Does the program have a Learning Management System (LMS) or can it be incorporated into my company's LMS?**
   The training is built into an LMS where managers track employee training. Please contact us if you have your own LMS that you would like to use.

5. **What do my employees learn with this program?**
   Our program includes information on:
   - What constitutes sexual harassment
   - Who the law protects from sexual harassment
   - Employer responsibilities
   - Exercising an employee's rights
   - How to avoid or prevent sexual harassment
   - Federal and New York State sexual harassment laws. Alternate versions for New York City, Federal (all states except NY and CA).

6. **Do you offer separate training for supervisors?**
   Yes, we have a separate version for supervisors that complements the employee versions. Please inquire when ordering if you would like to also order a supervisor's version.

7. **Do you offer training in Spanish?**
   Yes, our New York City employee training is available in Spanish, including Spanish closed-captioning (may also be used for New York State employees).

8. **How much does the program cost?**
   The pricing is volume-based, meaning the price per person goes down for larger numbers of employees.

   We have three price tiers:

Number of Users	NY, NYC and Federal (Employee or Supervisor)
1-99	$20/person (max. of $1,500)
100-499	$15/person (max. of $5,000)
500+	$10/person

   The price includes a Learning Management System (LMS) to track who at your organization has viewed and completed the training. (Separate pricing is available for companies with their own LMS.)

9. **How do I order?**
   For more information or to order, please e-mail bondonline@bsk.com.

Find out more about our labor and employment practice:
- Bond labor and employment practice: bsk.com/practices/labor-employment
- Bond New York Labor & Employment Law Report blog: nylaborandemploymentlawreport.com

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