



# Complying with Workplace Harassment Law

## We've Got You Covered

Creating a culture free from harassment is critical to your organization's success. Under the [U.S. Equal Employment Opportunity Commission's \(EEOC\) guidance](#), "employers are encouraged to take appropriate steps to prevent and correct unlawful harassment." In effect, employers can be held liable if reasonable efforts to provide a working environment free from hostile or offensive harassment were not taken. Organizations everywhere are faced with elevated expectations by regulators and employees alike to foster a workplace culture your employees want to be a part of.

NAVEX's workplace harassment training was developed specifically to align with federal and state training regulations and promote a harassment-free culture. Our purpose-built solution is the most trusted in the industry and can help your organization meet compliance standards.

According to the EEOC, the best practices for employers to promote a culture free from harassment include:

1. Provide anti-harassment training to their manager and employees:
  - NAVEX's Workplace Harassment training is legally vetted to align with federal and state-mandated training requirements.
  - Our course includes the state-specific content as detailed by law including but not limited to definitions, protected characteristics, applicable strategies for prevention, retaliation and more!
2. Establish an effective complaint process and take immediate action when an employee reports harassment:
  - An incident management system enables you to investigate ethics and compliance reports from across your organization – from all reporting channels – in a centralized database. This enables compliance officers to effectively record and resolve specific incidents, escalate complaints to the appropriate stakeholders, and identify risk areas using system-wide metrics.
3. Clearly communicate harassment will not be tolerated and describe appropriate conduct:
  - Your company policies can be accessed in the training courseware, making it a seamless experience for your employees to know where you stand on harassment while training on it. Using policy and procedure management software, you can ensure employees always have easy access the most recent version of your policies on harassment and procedures for reporting complaints.

## Designed for Compliance with Federal and State Harassment Training Regulations

Every employer across the country must put measures into place to prevent harassment. Some states and cities enacted legislation requiring training on specific harassment laws and topics. NAVEX reduces the uncertainty and complexity of designing a program to prevent harassment.

Below is a general overview of state and city training requirements. Please note that this is not intended as nor should be relied upon as legal advice, and we recommend all customers review their organization's specific compliance requirements with dedicated legal counsel.

California	
Laws:	AB 1825, AB 2053, SB 396, SB 1343, SB 778, AB 1661
Who it applies to:	All California employers with 5+ employees
Required duration:	Supervisors: 2 Hours; Employees: 1 Hour
Frequency of Training:	Every 2 years

*\*Please note that the above does not address California's live training requirement for janitorial employers established by the Property Service Workers Protection Act.*

Connecticut	
Laws:	Public Act No. 19-16; Public Act No. 19-93
Who it applies to:	All Connecticut employers with 1+ employees; All employers of any size for supervisor training
Required duration:	Supervisors: 2 Hours; Employees: 2 Hours
Frequency of Training:	Periodic supplemental training is required; Recommended every 3 years

Delaware	
Laws:	HB 360
Who it applies to:	All Delaware employers with 50+ employees
Required duration:	No required duration
Frequency of Training:	Periodic supplemental training is required; Recommended every 3 years

Illinois	
Laws:	775 Illinois Human Rights Act Section 2-109, 2-110
Who it applies to:	All Illinois employers with 1+ employees
Required duration:	No required duration
Frequency of Training:	Annually

*\*For employers in the city of Chicago, see Chicago for different requirements*

<b>Chicago</b>	
Laws:	City of Chicago Human Rights Ordinance
Who it applies to:	All Chicago employers with 1+ employees
Required duration:	Supervisors: 2 hours; Employees: 1 hour; All: 1 hour of bystander intervention training
Frequency of Training:	Annually

<b>Maine</b>	
Laws:	Title 26 M.R.S.A. 807
Who it applies to:	All Maine employers with 15+ employees
Required duration:	No required duration
Frequency of Training:	NAVEX recommends training annually as a best practice

<b>New York</b>	
Laws:	Section 201-G; NY 8421
Who it applies to:	All New York employers - regardless of immigration status, including exempt and non-exempt employees, part-time workers, seasonal and temporary workers - who work or will work any portion of time in the state
Required duration:	No time length specified
Frequency of Training:	Annually

\*See New York City requirements for those working in New York City

<b>New York City</b>	
Laws:	Local Law 96 of 2018
Who it applies to:	All employers with 15+ employees (including interns) are subject to the City's sexual harassment and bystander training requirements for each employee who works in NYC 80+ hours per calendar year, whether full-time or part-time
Required duration:	No time/duration specified
Frequency of Training:	Annually

<b>Washington</b>	
Laws:	Revised Code of Washington, Section 9A.46.020; Revised Code of Washington Title 49 Chapter 60 Section 515
Who it applies to:	Every hotel, motel, retail, or security guard entity, or property services contractor, that employs at least one person; trainings must be provided for all managers, supervisors, and employees, especially those whose responsibility involves working without another coworker present
Required duration:	No required duration
Frequency of Training:	NAVEX recommends training annually as a best practice

Washington D.C.	
Laws:	The Tipped Wage Workers Fairness Amendment Act of 2018 (D.C. Law 22-196)
Who it applies to:	All employees, managers, owners, and operators of any organization in the District of Columbia that employs tipped-waged employees
Required duration:	No required duration
Frequency of Training:	Every 2 years

Every organization is responsible for enacting appropriate compliance efforts to prevent workplace harassment. When done successfully, employees are better supported and respected – leading to higher productivity, greater employee satisfaction, and a stronger business overall. Contact your NAVEX representative today to get started.