



## **FAQs Regarding Sexual Harassment Prevention Training Offered through the Capital Region Chamber**

### **Q. How long is this online training?**

A. This training will take up to 1 hour to complete.

### **Q. How do I know that my employees have completed the training?**

A. The employer, or their appointed contact person will receive a separate login to view a report with a list of attendees that have completed the course in real time. Employees will be able to print the last page with their score to place in an employee file.

Employees see their scores and will be provided with contact information to call for questions or concerns.

### **Q. What does this training include?**

A. Two sexual harassment programs - one program designed for employees with supervisory duties and one program designed for staff. Programs are designed to deliver a different message to each of these groups. The supervisory program is necessary for any employee within your organization that supervises one or more individuals and their activities.

Pinnacle HR shall provide sexual harassment training to Client in compliance with Section 201-g of the Labor Law of the State of New York. The training will: (i) be interactive; (ii) include an explanation of sexual harassment consistent with guidance issued by the New York State Department of Labor in consultation with the New York State and New York City Division of Human Rights; (iii) include examples of conduct that would constitute unlawful sexual harassment; (iv) include information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment; (v) include information concerning employees' rights of redress and all available forums for adjudicating complaints; and (vi) include information addressing conduct by supervisors and any additional responsibilities for the supervisors.

### **Q. How do I know which employees should take the supervisory versus the staff training?**

A. The supervisory training is necessary for any employee within your organization that supervises one or more individuals and their activities. Any staff person who has a direct report must complete the supervisory training. Launch the course by clicking on the appropriate link for Staff Training or Supervisory training.

**Q. Do all my employees have to take the training at the same time?**

A. Online program usage is available at any time from any web browser.

**Q. Is this training a webinar?**

A. No, this specific training is interactive and can be done at the convenience of the individual employees and the organization.