

## MAINE

Once you have played the main 90 minute **Stop BULLYING & HARASSMENT NOW!** video, play the state additional training video. This additional video will fulfill the additional state requirements.

Below you will read more about the additional state requirements.

Employers should also have their policy ready to review with the employees during the training.

Maine requires employers with 15 or more employees to provide sexual harassment training to all employees. Employees and supervisors must be trained within one year of starting their position.

Maine's sexual harassment prevention training law requires that employers train their employees within the first year of a new hire. The law does not have a repetition stipulation, but experts suggest that employers train every three years to maintain a positive company culture.

### **What must be covered in training checklist?**

- ✓ Interactivity / Ability to ask questions and get trainer's answers
- ✓ Definition of protected characteristics
- ✓ Types of sexual harassment (quid pro quo and hostile work environment)
- ✓ Parties to harassment
- ✓ Remedies available
- ✓ Strategies to prevent harassment
- ✓ Practical examples from case law, news, and media
- ✓ Limited confidentiality of the complaint process
- ✓ Resources for victims and complainants
- ✓ Duty to investigate
- ✓ What to do if supervisor is personally accused
- ✓ Personal liability of harasser / Criminal liability
- ✓ Supervisor's obligation to report harassment
- ✓ Elements of the employer's harassment policy
- ✓ Retaliation

## **Requirements for nonsupervisory employees**

At a minimum, the training must include:

- A written notice of the illegality of sexual harassment.
- The definition of sexual harassment under Maine law.
- A description of sexual harassment, utilizing examples.
- The internal complaint process available to the employee.
- The legal recourse and complaint process available through the Maine Human Rights Commission.
- Directions on how to contact the Maine Human Rights Commission.
- The protection against retaliation, as provided pursuant to Maine law.

## **Requirements for supervisory employees**

In addition to the above requirements, supervisors must also be trained on:

- The specific responsibilities of supervisory employees.
- Methods supervisors must take to ensure immediate and appropriate corrective action in addressing sexual harassment complaints.