

NEW YORK and NEW YORK CITY

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.

NOTE: New York law requires that any e-learning format must provide an opportunity for students to ask questions and obtain answers from a moderator.

Training requirements

New York State and New York City passed laws designed to prevent sexual harassment in the workplace. Among the measures included in these laws is mandatory annual sexual harassment prevention training.

New York State

<https://www.ny.gov/combating-sexual-harassment-workplace/employers>

All employers must distribute a written anti-harassment policy and provide annual sexual harassment prevention training to all employees. The training program must be interactive and include:

- An explanation of sexual harassment.
- Examples of conduct that would constitute unlawful sexual harassment.
- Information on federal and state laws concerning sexual harassment and remedies available to victims.
- Information on employees' rights of redress and all available administrative and judicial forums for resolving complaints.
- Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

All employers must provide employees with a:

- Sexual harassment & workplace discrimination prevention policy
- Annual sexual harassment and discrimination prevention training
- Copy of sexual harassment policy to employees

One copy must be provided on paper or by email at the time of hiring o A second copy must be provided every year at the annual sexual harassment training

The New York Department of Labor and New York State Division of Human Rights has developed a model anti-sexual harassment policy and a model training program that outlines required and recommended information that employers should include in their own policy and training program.

For sample policies and forms, just go to:

New York City

New York City Council passed the Stop Sexual Harassment in New York City Act. This legislation is similar in many respects to the one passed in New York State. It requires all employers with 15 or more employees to provide sexual harassment training to all employees on an annual basis, as well as all new employees within 90 days of employment. At a minimum, the training must include:

- An explanation of sexual harassment and retaliation.
- Examples of conduct that would constitute unlawful sexual harassment and retaliation.
- Information on internal complaint processes and the complaint process available through the NYC Commission on Human Rights and the United State Equal Employment Opportunity Commission.
- Information on bystander intervention.
- Guide to New York’s Sexual Harassment Training Requirements.
- Specific responsibilities of supervisory employees for preventing sexual harassment and retaliation.