



## Workplace Harassment Prevention Program

**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 State regulations, the training must:**

- \* Be interactive
- \* Explain sexual harassment
- \* Use examples
- \* Inform employees about harassment laws
- \* Discuss reporting procedures
- \* Discuss legal remedies for victims
- \* Address conduct by supervisors, and
- \* Be completed by all employees

**Forework offers two training options:**

In-person training **and** live training by zoom.

**Forework provides the following trainings:**

1. General training for all employees
2. Training for supervisors only
3. Training for future "trainers"



### Forework's Training Services

Forework's experienced and practical team of employment attorneys and human resources professionals can be engaged to provide ongoing training, education, and support related to workplace harassment avoidance and issue/risk mitigation.

Forework starts by doing a diagnostic on your current workplace harassment program and builds from there.

Forework can be on site, or remote, to provide the necessary level of support and training.

And when issues arise, Forework can provide employment advice and support on how to handle harassment matters to mitigate potential liability.

For more information, visit [www.forework.com](http://www.forework.com)

## FAQ

### How mandatory is the training?

All New York State employers with at least one employee are required to provide sexual harassment training to each employee, exempt or non-exempt employees, part-time workers, seasonal worker and temporary workers.

### How often must employees receive sexual harassment training?

Employees must receive training at least once per year.

### How does the interactive program work?

Interactive means that participants are asked questions about the subject-matter of the program and expected to answer, live.

### What do my employees learn with this program?

Employees who complete this program learn:

1. What constitutes sexual harassment
2. Who the law protects
3. Employer responsibilities
4. Exercising an employee's rights

### Do you offer separate training for supervisors?

Yes, we have a separate version for supervisors that complements the employee version for both New York State and New York City.

Please inquire when ordering if you would also like to order a supervisor's version of the harassment and discrimination training.

### How much does the program cost?

The pricing is volume-based, meaning the price goes down for larger numbers of employees. We have three price tiers:

1-99 employees: \$700 flat fee  
100 to 499 employees: \$1,200 flat fee  
500+employees: \$2,000 flat fee

\*Please call for special pricing for training for domestic employees.

### How do I order?

For more information or to order, please email [hello@forework.com](mailto:hello@forework.com).

### Do my employees receive certificates of completion?

Yes, all attendees will receive a certification of completion. Forework will also submit an attendance sheet to the employer for recordkeeping and compliance reasons.

Find out more about Forework's  
other services and benefits at:

**FOREWORK.COM**

or by calling

**1-83- FOREWORK**