

A person wearing a white lab coat over a blue shirt is sitting at a desk, writing on a document with a black pen. The background is a blurred office setting.

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 using examples
- Inform employees about laws regulating harassment, reporting procedures and legal rights available to victims
- Address conduct by supervisors, and additional responsibilities for supervisors
- Be completed by all employees

Forework offers two training options:

In-person training and live training by zoom

Forework can provide training as follows:

- General mandated training for all employees
- Training for supervisors only
- Training for future "trainers"

Live training is considered a "best practice" by New York State standards. We can customize the program for your workplace, answer questions and work with managers to ensure they have the proper training to ensure your workplace is compliant with training requirements.



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

FAQ

1. How mandatory is the training?

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

2. How often must employees receive sexual harassment training?

Employees must be trained at least once per year.

3. 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. The program may also require participants to partake in the actual training by being the actors.

4. What do my employees learn with this program?

Our program includes information on:

- What constitutes sexual harassment
- Who the law protects from sexual harassment
- Employer responsibilities
- Exercising an employee's rights
- How to avoid or prevent sexual harassment
- Federal & NYS sexual harassment laws.

5. 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.

6. How much does the program cost?

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

1-99: \$20/user (maximum of \$1,500)
100 to 499: \$15/user (maximum of \$5,000)
500+: \$10/user

7. How do I order?

For more information or to order, please email hello@forework.com

8. Do my employees receive certificates of completion?

Yes, all attendees will receive a certification of completion upon signing into the program. Forework will also submit an attendance sheet to the employer for recordkeeping.

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

FOREWORK.COM

or by calling

1-83- FOREWORK