



## Employer Requirements

### New York State

Effective October 9, 2018 (policy with complaint form)

Training completed by October 9, 2019

All employers, regardless of size

Annual training required

Employer policy must be posted and provided to each employee in writing

New hire training as quickly as possible

### New York City

Effective September 6, 2018 (policy and poster)

Effective April 1, 2019 (training)

Training completed by April 1, 2020

All employers with 15 or more employees

All employees, working more than 80+ hours/calendar year

Annual training required

Prominently displayed English and Spanish posters

Provide fact sheet to every new hire

New hire training within 90 days

Maintain training records for 3 years

# New York Sexual Harassment Prevention Mandates

## What Employers Need to Know

Both New York State and New York City have enacted sexual harassment prevention laws, with different provisions for employee communication and training along with various dates for compliance. Are you ready?

If you have one employee who lives or works in New York, they must comply with the New York State new training requirements. These requirements even apply to employees who are based out-of-state but work in New York for just one day as well as out-of-state companies with New York State contracts, even if no employees live or work in New York.

## Harassment Prevention Courses

As part of your People Risk Management strategy, ThinkHR offers workplace harassment prevention courses for both managers and employees, including specialized harassment training for the states of California, Connecticut, Delaware, Maine, and New York with more projected. Each course incorporates the necessary state references to meet the standards for New York's sexual harassment prevention training.

Want to know more about ThinkHR's harassment prevention resources? Read the next page.

Want to know more about the New York laws? Contact us today.



## ThinkHR Workplace Harassment Solutions

Heightened awareness surrounding harassment in the workplace has organizations searching for the critical tools and expertise to help them manage and mitigate people risks before, during, and after an incident.

Workplace Harassment Prevention gives employers access to new and existing mandated training courses and best practices for updating policies and procedures, reporting incidents, and following up on complaints in each state.

### Learn

ThinkHR offers state-specific courses to ensure compliance with both managerial and non-managerial requirements of the law. Both:

- ✔✔ Meet the minimum time requirements.
- ✔✔ Cover all learning objectives and required content mandated by the law.
- ✔✔ Provide interactive content such as questions, scenarios, and skill-building activities, to ensure the user is engaged with the training.
- ✔✔ Include access to a trainer who will answer questions and provide guidance within a reasonable period of time, even after the course is completed.
- ✔✔ Maintain all written questions received, and all written responses or guidance provided, for two years after the date of the response.
- ✔✔ Track completion of courses, store records, and provide certificates.

Courses available for New York State and New York City, available in English and Spanish, are:

- ✔✔ Workplace Harassment Prevention for Employees, State of NY and New York City (42 minutes)
- ✔✔ Workplace Harassment Prevention for Managers, State of NY and New York City (72 minutes)

### Living Handbook

All policies in the Living Handbook are continuously reviewed and updated, so you can be sure the sexual harassment policies are up-to-date for each state in which you have employees. Optional multistate and e-signature capabilities allow you to include multiple state-specific policies and track receipt and acknowledgment of your employee handbook.

### Comply

Training is only one part of the New York mandate. ThinkHR also provides up-to-date required resources related to the law including:

- ✔✔ Link to [sample policies](#)
- ✔✔ Link to the [state poster](#)
- ✔✔ Link to the [state complaint form](#)
- ✔✔ Link to the [New York City fact sheet](#)
- ✔✔ Detailed information on [New York State and New York City training requirements](#)
- ✔✔ A table summarizing [New York State and New York City sexual harassment laws](#)

### Live

If you receive a harassment complaint, have a question on training requirements or conducting an investigation, or have any other concern, you can speak with a Live Advisor for actionable guidance.

### Insight

ThinkHR provides insight and tools on every aspect of the law, including:

- ✔✔ Law alerts [announcing the laws](#) as they are passed, regulations finalized, and government resources made available
- ✔✔ [Blog posts](#) explaining what employers need to know
- ✔✔ Webinars on how to [comply with the New York laws](#) and how to [mitigate harassment](#)
- ✔✔ White papers like [How to Conduct a Harassment Investigation](#)

For more details on how to add Workplace Harassment Prevention to your People Risk Management solution, please call 855.271.1050 for a free consultation.