

SEXUAL HARASSMENT PREVENTION TRAINING COMPLIANCE MATRIX

This Sexual Harassment Prevention Training Compliance document is provided as a resource for HR and L&D professionals who are interested in offering (or are mandated by law to provide) sexual harassment prevention training. For training compliance, our recommended solution is detailed in the following pages, and includes our new Media Partners programs, [*Once & For All: Stopping Sexual Harassment at Work for Employees*](#) and [*Once & For All: Stopping Sexual Harassment at Work for Managers*](#).

There are currently 5 states with mandated sexual harassment training requirements for private employers:

1. Maine (1991)
2. Connecticut (1992)
3. California (2004/updated 2018)
4. New York/New York City (2018)
5. Delaware (2018)

Maryland recently passed a law that does not require training; however, training as a prevention measure given the requirements of the law is encouraged.

For each of these states, we have included the following:

1. Brief summary of the Sexual Harassment Training Laws for each state
2. State-specific compliance matrix (except Maryland) that:
 - Highlights employee and manager training topics required by law for each state.
 - Identifies how our new release *Once & For All: Stopping Sexual Harassment at Work* and its supporting training materials (Leader's Guides, Employee Handbook, and Manager Handbook) fulfill specific state compliance requirements.
 - Shows the role an organization's trainer/facilitator plays in ensuring that the sexual harassment prevention training program meets each state's training requirements.

It is important to note that Media Partners helps organizations meet the sexual harassment prevention *training* regulations. However, in all cases, the organization also has training responsibilities that only it can fulfill, such as providing the company's contact information for filing a complaint. Moreover, the employer has other responsibilities to ensure compliance with the overall regulations, such as state reporting requirements. These are not areas that Media Partners addresses. In addition, Media Partners does not advocate the disciplinary repercussions for sexual misconduct or sexual harassment in the workplace, or for filing a false complaint. If you need counsel or advice on inappropriate conduct, sexual misconduct, or potential sexual harassment matters, consult legal counsel. In summary, **this document is not a substitute for legal and/or professional advice.** To ensure complete compliance, consult legal/professional experts.

Sexual Harassment Training Laws for California

California (As of October 2018, training is now required for *managers and employees*)

- SB 1343 signed into law on October 1, 2018 requires training for employees. **It updates AB 1825 and goes into effect January 2019**
 - Requires Sexual Harassment (SH) training for employers with 5 or more employees in the state (including temporary and seasonal employees)
 - Employees must receive at least 1 hour of training every 2 years
 - Managers must receive at least 2 hours of training every 2 years
 - All employees must be trained by January 2020 and then every 2 years
 - Temporary and seasonal employees must be trained within 30 days
 - New supervisors must be trained within 6 months of hire as supervisor

AB 1825 is part of the Fair Employment and Housing Act and requires sexual harassment training for managers

--Amendment AB 2053, enacted in 2015, adds abusive conduct as a mandatory training requirement

--SB 396, enacted in January, 2018, adds gender identity, gender expression, LGBT, and sexual orientation as part of sexual harassment training

--SB 1343, enacted in October 2018, adds training requirement for employees

California Training Requirements and *Once & For All Matrix – California Version*

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
		Once & For All, Manager & Employee-CA	Instructor Responsibility	Organization Responsibility
ABOUT THE TRAINING				
Content must be created by a trainer	X	X		
Training must be interactive	X	X	X The Leader’s Guide is designed with interactive content; it is the trainer’s responsibility to ensure the workshop is interactive.	X The eLearning course is interactive; however, the employer must provide contact information for a sexual harassment Subject Matter Expert (SME) so questions during eLearning can be addressed.

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
		Once & For All, Manager & Employee-CA	Instructor Responsibility	Organization Responsibility
TOPICS				
1) Define unlawful sexual harassment (Federal-Title VII)	X	X		
2) Define unlawful sexual harassment (CA FEHA)	X	X	X The trainer should highlight CA law during the workshop, specifically the change in the legal standard for Hostile Work Environment.	
3) Define types of SH	X	X		
4) Harassment based on gender, pregnancy, sexual orientation	X	X		
5) Harassment based on gender identity, gender expression, LGBT	X	X		
6) Examples of conduct that constitutes sexual harassment	X	X		
7) How to prevent SH	X	X		
8) How to report SH internally	X	X	X The Leader’s Guide and Handbook outline a general process. The trainer should provide company-specific steps.	X The eLearning and Handbook provide a general process. The Employer should provide company-specific steps.
9) Liability	X	X		
10) Formal complaint process/contact information for CA	X	X	X The Handbook provides a general discussion. The trainer should provide specific contact information.	X The Handbook provides a general discussion. The Employer should provide specific contact information.
11) Employee recourse	X	X	X The Handbook provides a general discussion about recourse. If applicable, the trainer should also provide specific information about recourse.	X The Handbook provides a general discussion about recourse. If applicable, the employer should also provide specific information about recourse.

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
	CA	Once & For All, Manager & Employee-CA	Instructor Responsibility	Organization Responsibility
12) Remedies available to victims	X	X	X The Handbook provides a general discussion. If applicable, the trainer should also provide specific information about remedies.	X The Handbook provides a general discussion. If applicable, the employer should also provide specific information about remedies.
13) Limited confidentiality	X	X		
14) Protection against retaliation	X	X		
15) Effect of harassment	X	X		
16) Abusive conduct	X	X		
17) Written complaint process and disciplinary actions	X		X The trainer should provide employees with company-specific process and disciplinary actions.	X The Employer should provide employees with company-specific process and disciplinary actions.
18) Written policies	X	X	X The trainer should provide company-specific policies; in addition, the Leader’s Guide provides general sample policies in the Manager course that can be customized.	X The Employer should provide company-specific policies; in addition, the eLearning provides general sample policies in the Manager course that can be customized.
19) Manager’s conduct (manager module)	X	X		
20) Taking a complaint (manager module)	X	X	X The workshop provides a general process. The trainer should provide the company-specific steps for receiving a complaint.	X The eLearning provides a general process. The Employer should provide the company-specific steps for receiving a complaint.
21) Mandatory reporting (manager module)	X	X		
22) What to do if accused of harassment (manager module)	X	X		
23) Examples of conduct constituting sexual harassment	X	X		

Sexual Harassment Training Laws for **Connecticut**

Connecticut (training is required for *managers*)

- **Requires sexual harassment training be conducted by employers with at least 50 employees in the state**
 - New supervisors must be trained within 6 months of hire as supervisor
 - Training should be a minimum of two hours
 - Training should include harassment

Connecticut Training Requirements and *Once & For All – General Version* (for employees) and *CT Version* for managers*

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
		Once & For All, Manager CT & Employee-GEN	Instructor Responsibility	Organization Responsibility
TOPICS				
1) Define unlawful sexual harassment (Federal-Title VII)	X	X		
2) Define unlawful sexual harassment (CT General Statutes)	X		X The trainer should highlight CT law during the workshop. Employers may also define this as part of their policy.	X This is not included in the General version of eLearning or the General Handbook for employees; however, it is included in the CT version of eLearning for managers. Employers may define this as part of their policy.
3) Define types of SH	X	X		
4) Examples of conduct that constitutes sexual harassment	X	X		
5) Harasser or victim can be male, female, or same sex	X	X		
6) How to report SH internally	X	X	X The workshop provides a general process. The trainer should provide employees with company-specific steps.	X The eLearning provides a general process. The Employer should provide employees with company-specific steps.

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
CT		Once & For All, Manager CT & Employee-GEN	Instructor Responsibility	Organization Responsibility
7) Formal complaint process/contact information for CT	X		X The Handbook provides a general discussion. The trainer should provide specific contact information.	X The Handbook provides a general discussion. The Employer should provide specific contact information.
8) Employee recourse	X		X The Handbook provides a general discussion about recourse. If applicable, the trainer should also provide specific information about recourse.	X The Handbook provides a general discussion about recourse. If applicable, the Employer should also provide specific information about recourse.
9) Remedies available to victims	X		X The Handbook provides a general discussion. If applicable, the trainer should also provide specific information about remedies.	X The Handbook provides a general discussion. If applicable, the Employer should also provide specific information about remedies.
10) Advisement that illegal sexual harassment is subject to civil and criminal penalties	X		X The trainer should include this advisement in the workshop.	X This is not included in the General version of eLearning or the General Handbook for employees. However, it is included in the CT version of eLearning for managers.
11) Strategies to prevent sexual harassment at work	X	X		
12) Effects of sexual harassment	X	X		
13) Taking a complaint (manager module)	X	X	X The workshop provides a general process. The trainer should provide the company-specific steps for receiving a complaint.	X The eLearning provides a general process. The Employer should provide the company-specific steps for receiving a complaint.
14) Limited confidentiality (manager module)	X	X		
15) Prohibition against retaliation (manager module)	X	X		
16) Examples of conduct constituting sexual harassment	X	X		

* CT version for managers in development and due to be available 4Q 2019. CT employees should use GEN version.

Sexual Harassment Training Laws for Delaware

Delaware (training is required for *managers and employees*)

- HB 360 signed August 2018; **effective January 1, 2019**, creates a new section to the Delaware Discrimination in Employment Act (DDEA) that focuses specifically on sexual harassment.
- **Requires sexual harassment training for employers with at least 50 employees in the state** (includes unpaid interns and apprentices, but does not include independent contractors or employees who work less than 6 months)
 - New employees must be trained within 1 year of hire and every 2 years (but not until they have been employed for 6 months)
 - New supervisors must be trained within 1 year of hire as supervisor
 - Existing employees and managers must be trained by January 1, 2020, and then every 2 years

Delaware Training Requirements and *Once & For All – General Version*

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
		Once & For All, Manager & Employee-GEN	Instructor Responsibility	Organization Responsibility
TOPICS				
1) Define unlawful sexual harassment	X	X		
2) Define types of SH	X	X		
3) Examples of conduct that constitutes sexual harassment	X	X		
4) How to report SH internally	X	X	X The workshop provides a general process. The trainer should provide employees with company-specific steps.	X The eLearning provides a general process. The Employer should provide employees with company-specific steps.
5) Formal complaint process/contact information for DE	X		X The Handbook provides a general discussion. The trainer should provide specific contact information.	X The Handbook provides a general discussion. The Employer should provide specific contact information.
6) Protection against retaliation	X	X		
7) Manager’s role in prevention and correction of sexual harassment	X	X		

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
	DE	Once & For All, Manager & Employee-GEN	Instructor Responsibility	Organization Responsibility
8) Prohibition against retaliation (manager module)	X	X		
9) Examples of conduct constituting sexual harassment	X	X		

Sexual Harassment Training Laws for **Maine**

Maine (training is required for *managers and employees*)

- Sexual harassment is a violation of the Maine Human Rights Act which also protects employees from harassment and discrimination based on sexual orientation, gender identity, and gender expression
- **Requires sexual harassment training for employers with at least 15 employees in the state**
- New employees must be trained with a year of hire
- New managers must be trained within a year of hire as supervisor

Maine Training Requirements and *Once & For All – General Version*

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
		Once & For All, Manager & Employee-GEN	Instructor Responsibility	Organization Responsibility
TOPICS				
1) Define unlawful sexual harassment (Federal-Title VII)	X	X		
2) Define unlawful sexual harassment (Maine Human Rights Act)	X		X The trainer should highlight ME law during the workshop.	X This is not included in the General version of eLearning or the General Handbook. Employers often define this as part of their policy.
3) Define types of SH	X	X		
4) Examples of conduct that constitutes sexual harassment	X	X		
5) How to report SH internally	X	X	X	X The eLearning provides a general process. The Employer should provide employees with company-specific steps.
6) Formal complaint process/ contact information for ME	X		X	X The Handbook provides a general discussion. The Employer should provide specific contact information

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
	ME	Once & For All, Manager & Employee-GEN	Instructor Responsibility	Organization Responsibility
7) Protection against retaliation	X	X		
8) Manager’s role in prevention of harassment	X	X		
9) Manager’s role in addressing sexual harassment complaints	X	X		
10) Prohibition against retaliation (manager module)	X	X		
11) Examples of conduct constituting sexual harassment	X	X		
12) Compliance checklist to ensure training requirements and recording requirements are met (provided by the Maine Department of Labor)	X		X This is not included in the Leader’s Guide. Employers should provide.	X This is not included in the General version of eLearning or the General Handbook. Employers should provide.

Sexual Harassment Training Laws for **New York**

New York (training is required for *managers and employees*)

- HRL 296 signed April 2018; **effective October 9, 2018**
- **Requires SH training for ALL employers, regardless of size**
 - **All employees and managers must be trained by October 9, 2019, and then annually**
 - New employees must be trained within 30 days of hire and then annually
 - New managers must be trained within 30 days of new position and then annually
 - All Part Time employees including employees who work just 1 day (even if they are based out of state)
 - Employees who work in New York even though their company is headquartered out of state
 - Contractors who bid on NY State contracts must certify under penalty of perjury that they have provided annual sexual harassment training to all employees, even those outside of the state

New York City (training is required for *managers and employees*)

- Stop Sexual Harassment in New York City Act signed April 2018; **effective April 2019**
- **Requires SH training for employers with 15 or more employees in the City (including interns)**
 - **All employees and managers must be trained by April 1, 2020** (but State mandate is Oct 2019)
 - New employees must be trained within 90 days of hire and then every year
 - New managers must be trained within 6 months of new position and then every year

New York/New York City Training Requirements and Once & For All – New York Version

			Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
	NY	NYC	Once & For All, Manager & Employee-NY/NYC	Instructor Responsibility	Organization Responsibility
ABOUT THE TRAINING					
Content must be created by a trainer	X		X		

			Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
	NY	NYC	Once & For All, Manager & Employee-NY/NYC	Instructor Responsibility	Organization Responsibility
Training must be interactive	X		X	X The Leader’s Guide is designed with interactive content; it is the trainer’s responsibility to ensure the workshop is interactive.	X The eLearning course is interactive; however, the Employer must provide contact information for a sexual harassment Subject Matter Expert (SME) so questions during eLearning can be addressed.
TOPICS					
1) Define unlawful sexual harassment (Federal-Title VII)	X	X	X		
2) Define unlawful sexual harassment (NY state law)	X		X		
3) Define unlawful sexual harassment (NYC law)		X	X		
4) Define types of SH	X	X	X		
5) Harassment based on gender, pregnancy, sexual orientation	X	X	X		
6) Harassment based on gender identity, gender expression, LGBT	X	X	X		
7) Examples of conduct constituting sexual harassment	X	X	X		
8) Sex stereotyping	X		X		
9) How to prevent SH	X	X	X		
10) How to report SH internally	X	X	X	X The Leader’s Guide and Handbook outline a general process. The trainer should provide company-specific steps.	X The eLearning and Handbook provide a general process. The Employer should provide company-specific steps.

			Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
	NY	NYC	Once & For All, Manager & Employee-NY/NYC	Instructor Responsibility	Organization Responsibility
11) Liability	X	X	X		
12) Formal complaint process/contact information for NY/NYC	X	X	X	X The Handbook provides a general discussion. The trainer should provide specific contact info.	X The Handbook provides a general discussion. The Employer should provide specific contact info.
13) Employee recourse	X	X	X	X The Handbook provides a general discussion about recourse. If applicable, the trainer should also provide specific information about recourse.	X The Handbook provides a general discussion about recourse. If applicable, the Employer should also provide specific information about recourse.
14) Remedies available to victims	X	X	X	X The workshop provides a general discussion. If applicable, the trainer should also provide specific information about recourse.	X The eLearning provides a general discussion. If applicable, the Employer should also provide specific information about recourse.
15) Limited confidentiality	X	X	X		
16) Protection against retaliation	X	X	X		
17) Employer obligation to protect non-employees from sexual harassment by employee		X	X		
18) Effect of harassment	X	X	X		
19) Bystander intervention		X	X		
20) Written complaint process	X	X		X The trainer should provide employees with company-specific process and disciplinary actions.	X The Employer should provide employees with company-specific process and disciplinary actions.

			Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
	NY	NYC	Once & For All, Manager & Employee-NY/NYC	Instructor Responsibility	Organization Responsibility
21) Written policies	X	X	X	X The trainer should provide company-specific policies; however, the Leader’s Guide provides general sample policies in the Manager course that can be customized.	X The Employer should provide company-specific policies; however, the eLearning provides general sample policies in the Manager course that can be customized.
22) Manager’s conduct (manager module)	X	X	X		
23) Taking a complaint (manager module)	X	X	X	X The workshop provides a general process. The trainer should provide the company-specific steps for receiving a complaint.	X The eLearning provides a general process. The Employer should provide the company-specific steps for receiving a complaint.
24) Mandatory reporting (manager module)	X		X	X The Handbook provides a general discussion about mandatory reporting. The trainer should discuss during the workshop. Employers may also include this as part of their policy.	X The Handbook provides a general discussion about mandatory reporting. Employers may include this as part of their policy.

Sexual Harassment Training in **Maryland**

Maryland

- Disclosing Sexual Harassment in the Workplace Act of 2018 signed into law May 2018; **effective Oct 1, 2018**
- Requires employers with 50 employees or more to disclose sexual harassment allegations and settlements
 - Employers must submit survey responses about allegations/settlements to the Maryland Commission on Civil Rights (MCCR) by July 1, 2020 and again by July 1, 2022
 - MCCR will publish data about employers' number of settlements on website
- Prohibits employers of any size from waiving an employee's right to report sexual harassment
- **No legal training requirement; however, employers are encouraged to conduct additional sexual harassment training and review employment policies**