



## **e-Alert: Action Required: NYC Sexual Harassment Law Poster Requirements Effective September 6**

### **New Poster and Fact Sheet for NYC employers**

As we wrote about in our previous **e-Alerts**, there have been significant changes to New York City and New York State Sexual Harassment Laws.

Beginning **September 6, 2018**, the **poster** requirement is **mandatory**; all employers in New York City must comply by the September deadline. The New York State Commission on Human Rights also published a **“fact sheet,”** which satisfies a separate policy/notice requirement under a new city law, Stop Sexual Harassment in NYC.

### **Employer next steps**

1. All New York City employers must comply with the new poster and notice requirement beginning September 6, 2018.
  - The newly issued poster satisfies the city law’s English-language poster requirement. You will also be required to display a Spanish-language version, which the Commission has not yet issued.
  - The fact sheet, which satisfies the law’s notice requirement should be provided to all current employees and new employees upon hire. Employers may provide the generic fact sheet or incorporate the information into their handbook or stand-alone anti-harassment policies.
2. As outlined in our prior **e-Alert**, both New York State and New York City have mandated anti-harassment and discrimination training, effective October 9, 2018, and April 1, 2019, respectively.
3. The state is also expected to issue a model harassment and discrimination complaint form.
4. HR Knowledge has developed a “New York Sexual Harassment Prevention Program,” which includes the following components. Please **email us** to learn more.
  - Customized New York State and New York City Harassment Prevention Policy
  - Customized Harassment Incident Complaint Form
  - New York State and New York City Training Requirements Guide
  - Updated state and city employment posters and fact sheets
  - Live webinar-based training that meets both state and city training requirements. *Please note that State Requirements training must be conducted annually, and City Requirements training must be conducted for new hires within 90 days of the date of hire.*

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