

## STATE HARASSMENT PREVENTION TRAINING REQUIREMENTS

Effective Date: January 1, 2019

<b>Covered Employers</b>	Employers with 15 or more employees in one workplace in the state
<b>Covered Employees</b>	All employees
<b>Notice/Policy</b>	<p><b>Posting Requirements — All employers</b> in Maine, regardless of size, must <b>display posters</b> about sexual harassment in prominent, accessible locations within their employees' workplaces. At minimum, these posters must include:</p> <ul style="list-style-type: none"> <li>• Information about the illegality of sexual harassment;</li> <li>• A description of sexual harassment, with examples;</li> <li>• The complaint process available through the Maine Human Rights Commission (MHRC); and</li> <li>• Directions on how to contact the MHRC.</li> </ul> <p>Employers may use this <a href="#">notice</a> to satisfy their posting requirements.</p> <p><b>Notice Requirements — All employers</b> in Maine must provide each of their employees with an <b>individual written notice</b> about sexual harassment <b>at least once every year. This written notice must include:</b></p> <ul style="list-style-type: none"> <li>• Information about the illegality of sexual harassment;</li> <li>• The definition of sexual harassment under state law;</li> <li>• A description of sexual harassment, with examples;</li> <li>• The employer's internal complaint process;</li> <li>• The legal recourse and complaint process available through the MHRC;</li> <li>• Directions on how to contact the MHRC; and</li> <li>• Information about the Maine Human Rights Law (MHRL) protections against retaliation.</li> </ul> <p>Employers may use this <a href="#">brochure</a> to satisfy their individual written notice requirements.</p>
<b>Timing/Frequency</b>	<ul style="list-style-type: none"> <li>• <b>All new employees</b> within one year after they start their employment; and</li> <li>• <b>All supervisory employees</b> within one year after they assume their supervisory or managerial positions.</li> </ul>
<b>Type of Training</b>	The law does not specify on the exact method of training employers are required to provide.
<b>Training Content</b>	<p><b>At a minimum</b>, training must include:</p> <ul style="list-style-type: none"> <li>• Information about the illegality of sexual harassment;</li> <li>• The definition of sexual harassment under both state law and Title VII;</li> <li>• A description of sexual harassment, with examples;</li> <li>• The employer's internal complaint process;</li> <li>• The legal recourse and complaint process available through the MHRC;</li> <li>• Directions on how to contact the MHRC; and</li> <li>• Information about the MHRL's protections against retaliation.</li> </ul> <p>Additional training is required for <b>supervisory and managerial employees</b>. Training for these employees must also include information about:</p> <ul style="list-style-type: none"> <li>• The specific responsibilities of supervisory and managerial employees; and</li> <li>• Methods they must use to ensure immediate and appropriate corrective action in addressing sexual harassment complaints.</li> </ul> <p>The Maine Department of Labor (MDOL) provides a <a href="#">checklist</a> that employers must use to develop their training programs.</p>
<b>Record-Keeping</b>	Employers subject to the sexual harassment training requirements must keep records of the training they provide. These records must show which employees have received the required training. Employers must maintain the records for at least three years and make them available for the MDOL's inspection upon request.
<b>Additional Resources</b>	For more information on employment discrimination laws in Maine, please visit the MHRC's <a href="#">website</a> and/or the MDOL's <a href="#">website</a> . <b>To learn more about HR Knowledge's Turn-Key Sexual Harassment Prevention Solution, please contact us at <a href="mailto:info@hrknowledge.com">info@hrknowledge.com</a>.</b>