

CITY SEXUAL HARASSMENT PREVENTION TRAINING REQUIREMENTS

Effective Date: April 1, 2019

Covered Employers	All private employers with 15 or more employees
Covered Employees	All employees; this includes any interns, regardless of whether an employer pays them a salary or wage. As of January 11, 2020 , this also includes all independent contractors and freelancers.
Notice/Policy	All NYC employers, regardless of size, must: <ul style="list-style-type: none"> • Display this poster in their employees' break rooms or other gathering places; and • Provide this fact sheet to each new employee (including any independent contractor or freelancer) when he or she is hired.
Timing/Frequency	Private employers with 15 or more employees in NYC must provide annual sexual harassment training to their employees (including independent contractors and freelancers). Training requirements apply 90 days after each employee who works more than 80 hours in a calendar year is initially hired.
Type of Training	Training must be interactive (defined as trainer-trainee interaction, use of audiovisuals, computer or online training program, or other participatory forms of training). Live/in-person training is not required.
Training Content	NYC employer's training program must include, at a minimum: <ol style="list-style-type: none"> 1. An explanation of sexual harassment as a form of unlawful discrimination under local law; 2. A statement that sexual harassment is also a form of unlawful discrimination under state and federal law; 3. A description of what sexual harassment is, using examples; 4. Any internal complaint process available to employees through their employer to address sexual harassment claims; 5. The complaint process available through the NYC Commission on Human Rights (NYC-CHR), the New York State Division of Human Rights, and the United States Equal Employment Opportunity Commission, including contact information; 6. An explanation of the NYC Human Rights Law's (NYC-HRL's) prohibition against retaliation, using examples; 7. Information about bystander intervention, including (but not limited to) any resources that explain how to engage in bystander intervention; 8. The specific responsibilities of supervisory and managerial employees in the prevention of sexual harassment and retaliation, and measures that these employees may take to appropriately address sexual harassment complaints; and 9. Employers have the option of utilizing the model anti-sexual harassment training.
Record-Keeping	Employees must: <ul style="list-style-type: none"> • Keep records, including a signed employee acknowledgment from each employee (which may be electronic), of the training they provide; and • Maintain their training records (and make them available for the NYC-CHR's inspection upon its request) for at least three years.
Additional Resources	For more information, visit the New York City (NYC) Commission on Human Rights website . To learn more about HR Knowledge's Turn-Key Sexual Harassment Prevention Solution, please contact us at info@hrknowledge.com.