

## STATE HARASSMENT PREVENTION TRAINING REQUIREMENTS

Effective Date: May 13, 2019

<b>Covered Employers</b>	All <b>hotels, motels, retail entities, security guard entities, and property services contractors</b> that have employees working in certain isolated environments in Washington State
<b>Covered Employees</b>	The law is limited to employers in retail, hotel, motel, security, and property services industries.
<b>Notice/Policy</b>	<p>The new law does not list any specific content requirements for an employer's workplace sexual harassment policy. However, the Department of Labor and Industries (L&amp;I) provides a <b>model policy</b> that employers may use after customizing it to their particular workplaces, and the Washington State Office of the Attorney General provides a <b>template flyer</b> that employers can provide to their employees.</p> <p>Employers must provide each employee with a <b>list of resources</b> that includes, at minimum, contact information for the following:</p> <ul style="list-style-type: none"> <li>• The <b>Equal Employment Opportunity Commission</b>;</li> <li>• The <b>Washington State Human Rights Commission</b>; and</li> <li>• Local advocacy groups focused on preventing sexual harassment and sexual assault.</li> </ul> <p><b>Panic Button</b> Provide a panic button to each employee. A panic button is an emergency contact device that the employee carries, which can summon immediate assistance from another worker, security guard, or employer representative. This requirement does not apply to contracted security guard companies licensed under state law.</p>
<b>Timing/Frequency</b>	<b>Hotels and motels with 60 or more rooms</b> must comply with the new law by <b>January 1, 2020</b> . <b>All other covered employers</b> must comply by <b>January 1, 2021</b> .
<b>Type of Training</b>	Employers must provide training to all managers, supervisors, and employees.
<b>Training Content</b>	The new law does not provide any additional content requirements or specify how long the training must last.
<b>Record-Keeping</b>	<p><b>New Reporting Requirements</b> The law also requires property services contractors to submit information to the state Department of Labor and Industries (L&amp;I), including:</p> <ol style="list-style-type: none"> <li>1. The date the employer adopted a sexual harassment policy;</li> <li>2. The number of managers, supervisors, and employees that underwent training; and</li> <li>3. The address of the location(s) where janitorial services are provided by the property service contractor's workers. For each location, the property service contractor must provide the total number of workers or contractors and the total hours worked.</li> </ol> <p><b>Reporting for Property Services Contractors</b> In addition to complying with the above requirements, every property services contractor must submit the following information to the L&amp;I by January 1, 2021:</p> <ol style="list-style-type: none"> <li>1. The date the employer adopted a sexual harassment policy;</li> <li>2. The number of managers, supervisors, and employees that underwent training; and</li> <li>3. The address of the location(s) where janitorial services are provided by the property service contractor's workers. For each location, the property service contractor must provide the total number of workers or contractors and the total hours worked.</li> </ol>
<b>Additional Resources</b>	For more information about the protections against workplace sexual harassment in the State of Washington, please visit the Washington State Attorney General's Office <b>website</b> . <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>