

# ILLINOIS

## STATE HARASSMENT PREVENTION TRAINING REQUIREMENTS

<b>Covered Employers</b>	All employers who have 1 or more employees in Illinois restaurants and bars are also required to provide supplemental sexual harassment prevention training.
<b>Covered Employees</b>	All employees.
<b>Notice/ Policy</b>	<p>The State of Illinois Department of Human Rights (IDHR) has developed a <a href="#">Frequently Asked Questions (FAQ)</a> on Sexual Harassment Prevention that all employers can distribute to their employees.</p> <p>Every <b>restaurant</b> and <b>bar</b> that operates in Illinois must:</p> <ul style="list-style-type: none"> <li>• Establish a written sexual harassment prevention</li> <li>• Provide a written copy of its policy to each employee within the first calendar week of</li> <li>• Post a copy of its policy in the workplace</li> <li>• Make the policy available in English and Spanish</li> </ul> <p>Every <b>hotel</b> and <b>casino</b> operating in the state must:</p> <ul style="list-style-type: none"> <li>• Provide a safety or notification device to each employee who is assigned to work in a guest room, restroom, or on the casino floor under circumstances where no other employee is</li> <li>• Develop, maintain, and comply with a written anti-sexual harassment policy to protect employees against sexual assault and sexual harassment by guests</li> </ul> <p>Provide to all employees and post a current copy of its policy in both English and Spanish (and make a good-faith effort to provide it in any other language spoken by a predominant portion of its employees).</p>
<b>Timing/ Frequency</b>	Every employee must receive the training at least once every year. The IDHR encourages employers to train all new employees, even if the employee received training at a prior employer.
<b>Type of Training</b>	The new laws direct the Illinois Department of Human Rights (IDHR) to produce a model sexual harassment prevention training program and make it available to employers and the public online at no cost. Every employer that has employees working in Illinois must either adopt it as its own or use the <a href="#">model policy</a> that was released to meet or exceed the model's minimum standards and present it to each of its employees.
<b>Training Content</b>	<p>At minimum, the law requires an employer's training program to include:</p> <ul style="list-style-type: none"> <li>• An explanation of sexual harassment under Illinois law</li> <li>• Examples of conduct that constitutes unlawful sexual harassment</li> <li>• A summary of relevant federal and state statutory provisions concerning sexual harassment, including remedies available to victims of sexual harassment; and</li> <li>• A summary of responsibilities of employers in the prevention and investigation of, and corrective measures for, sexual harassment</li> </ul> <p>Every <b>restaurant</b> and <b>bar</b> that operates in Illinois must provide additional annual training on sexual harassment prevention, as a supplement to the required training described above, to every employee, regardless of employment classification. Illinois restaurants and bars must either develop their own supplemental training or utilize the model training provided by the IDHR.</p>
<b>Record Keeping</b>	<p>Employers should keep an internal record of training compliance to be made available for IDHR inspection upon request. Records that reflect compliance may include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Certificates of participation</li> <li>• Signed employee acknowledgments</li> <li>• Training sign-in worksheets</li> </ul> <p>A record of training should include the names of employees trained, the date of training, the sign-in worksheets, copies of certificates of participation issued, and a copy of all written or recorded materials that comprise the training as well as the name of the training provider, if applicable. Records may be paper-based or electronic. Documentation of the training should not be sent to IDHR unless requested but should be kept on the employer's premises.</p>
<b>Additional Resources</b>	For more information about the protections against workplace sexual harassment in Illinois, please visit <a href="#">the Illinois Department of Human Rights (IDHR) website</a> . To learn more please visit our <a href="#">State Sexual Harassment Prevention Training Interactive Map</a> . 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> .