

 e-Alert

04.26.2023

## Reminder: Chicago Sexual Harassment Training Deadline Approaching

### Background

Chicago previously passed an amendment to their **Human Rights Ordinance**. The amendment went into effect July of 2022, and included the requirements of updating and/or creating a sexual harassment policy to include the updated definition of sexual harassment, notice requirements to employees of their rights, and annual sexual harassment prevention training for all employees.

### Summary

Effective **June 30, 2023**, all employees must receive their first round of required annual training and then repeated on an annual basis. All employers with at least one employee working in the city of Chicago will need to comply.

### Training Requirements

The training must meet or exceed the training requirements of the **Illinois Human Rights Act**.

- Employees must complete:
  - At least one hour of sexual harassment training; and

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- One hour of bystander training
- Managers and supervisors must complete:
  - At least one hour of sexual harassment training; and
  - One hour of bystander training; and
  - One additional hour of managerial training
- Employers must retain proof of employee training as well as records of compliant policies for the longer of five years or the duration of any investigation or dispute. Failure to maintain records may result in a fine of up to \$1,000 per day.

Any violation of these amendments now has a steeper monetary penalty of \$5,000-\$10,000 per violation.

## Employer Next Steps

We have summarized key steps employers should take to comply with this training requirement.

- Employers should plan to provide sexual harassment prevention trainings for their workforce no later than June 30, 2023. Employers can find more information about these trainings on the states website [here](#).
- If you would like our assistance in finding ways to implementing these trainings, please [email us](#).

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