

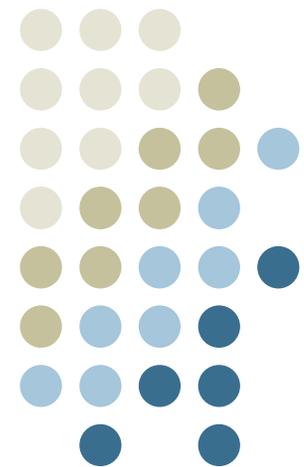
Illinois Mandatory Anti-Sexual Harassment Training

2022 Materials

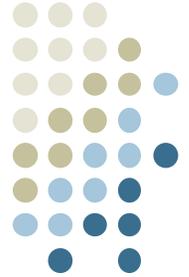
Presenter: Jeffrey A. Risch, Esq.
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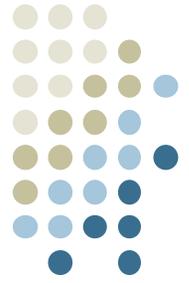


DISCLAIMER



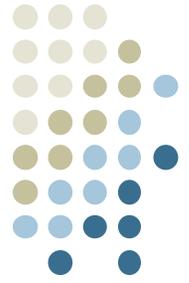
- By registering or participating in the Illinois Manufacturers' Association's Sexual Harassment Prevention Training, you acknowledge and agree that the material shall not be construed as legal advice, but is merely intended to provide you or your organization with information related to Illinois' mandatory training requirements pursuant to the Illinois Human Rights Act (IHRA). The training presented is not designed or intended for any unique or particular employer. Additionally, the training presented shall not be utilized or relied on by anyone working for a "Restaurant" or "Bar" as those terms are defined under the IHRA. By registering and/or participating in this training, you and your organization agree to waive any and all rights or claims against, and hold harmless from any and all loss or legal claim, the IMA, the Presenter and/or the law firm of SmithAmundsen LLC, resulting from the content or delivery of this training material.
- *All participants, and their respective organizations, are solely responsible for all legal obligations they may have under the law, including, but not limited to, all training, certification and record keeping requirements and obligations under the IHRA.*

REMINDER: What Every Employer Must Strive To Do...



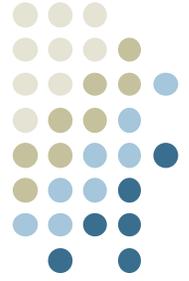
- Adopt and actively implement policies and practices to help ensure the workplace is safe for employees to report concerns about sexual harassment (and, any other form of unlawful harassment or discrimination) without fear of retaliation.
- Ensure that all employment decisions, impacting terms and conditions of employment, are not based on any unlawful basis (i.e. gender, race, sexual orientation).

To Be Clear... We Will Discuss And Cover:



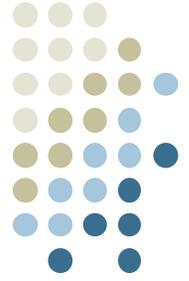
- An explanation of sexual harassment under the law;
- Examples of conduct that constitutes unlawful sexual harassment;
- A summary of relevant federal and state statutory provisions concerning sexual harassment, including remedies available to victims of sexual harassment; and
- A summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment.

Sexual Harassment Is Prohibited Under The Law



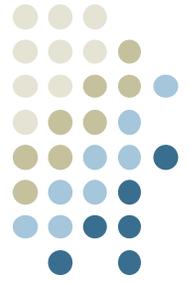
- The Illinois Human Rights Act makes it a civil rights violation “[f]or any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment.” 775 ILCS 5/2-102(D).
- The Illinois General Assembly finds that tolerance of sexual harassment has a detrimental influence in workplaces by creating a hostile environment for employees, reducing productivity, and increasing legal liability.
- The State of Illinois encourages employers to adopt and actively implement policies to ensure their workplaces are safe for employees to report concerns about sexual harassment without fear of retaliation, loss of status, or loss of promotional opportunities.

Other Objectives & Points of Discussion...



- Let's discuss workplace diversity and interaction with others during the workday who have their own unique backgrounds, views, and personalities.
- Let's discuss the legal definitions of all forms of unlawful harassment/discrimination – and prevent it.
- Let's identify “risky” workplace behavior and conduct – and, appreciate why we need to avoid it.
- Recognize everyone's own responsibilities concerning avoiding, preventing, reporting, resolving and remediating harassing or discriminatory conduct.

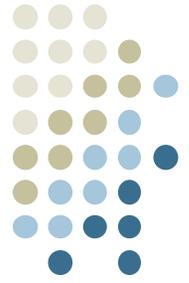
NOTE: In IL, Employers are Required to Provide Sexual Harassment Prevention Training for All Employees



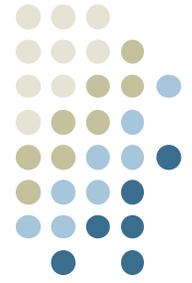
- Every employer in the State of Illinois is required to provide employees with sexual harassment prevention training – on an annual basis.
- All employees regardless of their status (i.e. short-term, part-time, or intern) must be trained.

***NOTE: Independent contractors working on-site with an employer's workers should also acknowledge/attest that he/she has received sexual harassment prevention training in compliance with Illinois mandates.

Working in an Increasingly Diverse World – Diversity in the Workplace



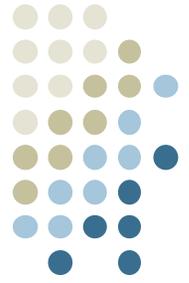
- Understand and respect individual differences.
- Keep an open mind towards others who are different from you. **Remember that not everyone sees things the same way you do.**
- Remember that diversity is much more than skin color, gender, gender identity, sexual orientation, religion or ethnic background.



Diversity (cont'd)

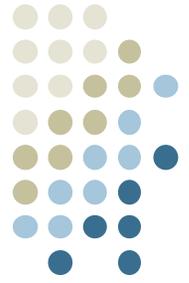
- Remember the many ways we are all diverse: personality, thinking style, values, habits, likes and dislikes, education, knowledge, goals, ambitions, energy level, political views, lifestyle, social activities, job title, duties and department, sense of humor, sensitivity, creativity, intellectual ability, geographical upbringing, cultural experiences, children, grandchildren, health issues, financial circumstances, and many, many other factors that usually evolve and change over time.

As You Learn More about the Law, Keep in Mind the Basics of Human Interaction and Behavior in the Workplace:



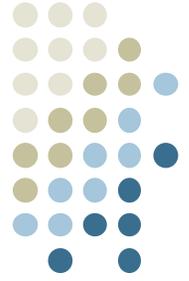
- Everyone has a right to courtesy and respect in the workplace.
- Remember that everyone has a responsibility to combat prejudice and discrimination in the workplace.
- Listen/Observe. Discover how others want to be treated in the workplace and modify your interaction appropriately.
- Promote a culture of inclusion.
- Remember, who you are today is likely different than who you were yesterday in many ways --- everyone you work with can say the same! People change. Our views change.
“Crossing the line” can come very easy, very quickly.

Unlawful Discrimination Defined under the LAW – Generally?



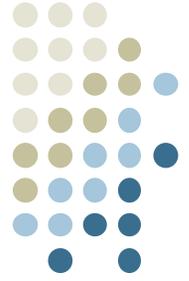
- Under the LAW, “unlawful discrimination” generally means actions taken that adversely affect an individual because of the individual’s real or perceived race, color, religion, national origin, ancestry, age, sex, gender, gender identity, marital status, order of protection status, arrest record, citizenship status, disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service, as well as other characteristics that local, state and federal law may protect.

Harassment Defined under Illinois Law?



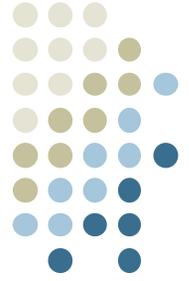
- Under Illinois law, “harassment” means any unwelcome conduct **on the basis of an individual’s actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or citizenship status** **that has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile, or offensive working environment.** NOTE: The phrase “working environment” is not limited to a physical location an employee is assigned to perform his or her duties.

Sexual Harassment Defined under Illinois Law?



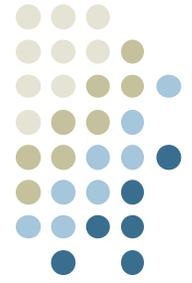
- Sexual Harassment. Under Illinois law, “sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when...
 - (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
 - (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- For purposes of this definition, the phrase “working environment” is not limited to a physical location an employee is assigned to perform his or her duties.

What is the Standard Used to Determine a Hostile Work Environment?



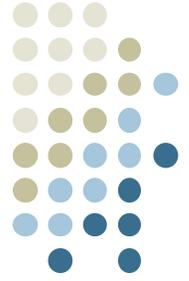
- The victim must be subjectively (in his/her own mind) and objectively offended.
 - 1) The victim must be SUBJECTIVELY offended – in their own mind.
 - 2) Reasonable person standard applied for what is OBJECTIVELY offensive --- adopting the perspective of a reasonable person's reaction in a similar environment under similar or like circumstances.

What is Unlawful Harassment/Discrimination – *Simplified*



- Employment Actions that adversely affect an employee because of a (REAL or PERCEIVED) protected characteristic (i.e. gender) recognized under applicable local, state or federal laws.
- Terminating the employment relationship for Susan because she is a woman is illegal. Terminating Susan because she is legitimately a poor performer is legal.

Examples of Adverse Employment Action?



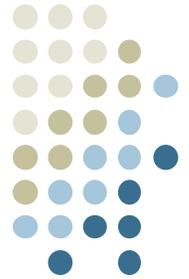
Examples:

- Discharge/termination
- Failure to promote
- Demotion
- Material negative change in benefits
- Adverse compensation decisions
- Significant change in job duties (that are negative)

***Can also include harassment that substantially interferes with one's ability to perform one's job or creates a hostile work environment.

NOTE: Of course, an adverse employment action that is supported by a LEGITIMATE “business reason” is generally lawful.

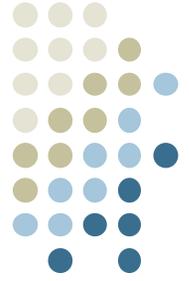
A Form of Sexual Harassment...



- Quid Pro Quo

- Occurs when an individual's submission to or rejection of sexual advances or conduct of a sexual nature is used as the basis for employment decisions affecting the individual or the individual's submission to such conduct is made a term or condition of employment.
- **Clear example: The "boss" demanding sex from a subordinate. "You do this for me, and I'll make sure you get the promotion."**
- *This is unique to Sexual Harassment.*

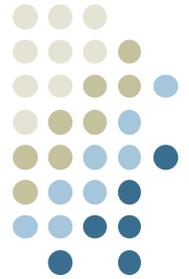
The Other Form of Sexual Harassment...



- **Hostile work environment**

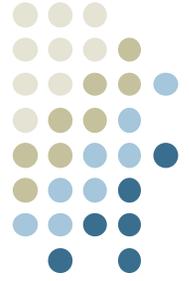
- Occurs when unwelcome/unwanted sexual conduct **unreasonably interferes** with an individual's job performance or creates a hostile, intimidating or offensive work environment even though the harassment may not result in direct tangible or economic job consequences, that is, the person may not lose pay or a promotion.
- Employers, supervisors, coworkers, customers, clients, vendors, suppliers, etc... can create a hostile work environment...
- ***NOTE: HOSTILE WORK ENVIRONMENT HARASSMENT CAN FORM BASED ON ANY OTHER PROTECTED CHARACTERISTIC (i.e. hostile work environment based on real or perceived race, religion, gender, age, sexual orientation).***

Hostile Work Environment --- Sexual Harassment Examples:



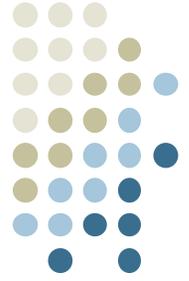
- ❖ Hostile environment sexual harassment might include:
 - Repeated requests for sexual favors or pressure to go out on a date.
 - Demeaning sexual inquiries and vulgarities.
 - Offensive language of a sexual nature.
 - Other verbal or physical conduct of a sexually degrading nature.
 - Sexually offensive, explicit or sexist signs, cartoons, calendars, literature or photographs displayed in plain view.
 - Sexually offensive and vulgar emails and texts.
- Again, you can insert other forms of harassment here – i.e. race.

Sexual Harassment May Also Include:



- Deliberate touching, leaning over, or cornering another person.
- Sexual looks or gestures or whistling at someone.
- Sexual teasing, jokes, remarks, or questions.
- Referring to another as a “girl,” “hunk,” “doll,” “babe,” “honey,” “tootsie”, etc.
- Actual or attempted sexual assault or battery.
- Turning work discussions to sexual topics.
- Asking about sexual fantasies, preferences, or history.
- Sexual comments, sexual innuendos, or sexual stories.
- Sexual comments about a person’s clothing, body, or looks.
- Kissing sounds, howling and smacking lips.
- Telling lies or spreading rumors about a person’s sex life.
- Massaging neck, shoulders, etc.
- Touching another employee such as their clothing, hair, or body.

Conduct That Is NOT Unlawful...

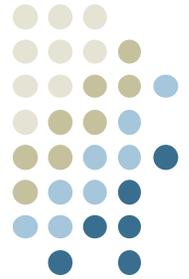


- **Welcomed & Wanted**
 - Voluntary lunch or dinner dates
 - Appropriate compliments
 - Acts of courtesy
 - Exchange of common pleasantries

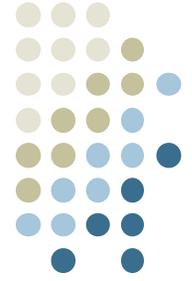
*****THE WORKPLACE IS NOT THE FORUM TO “ROLL OUT NEW MATERIAL” or “FIND YOUR SOULMATE”**

Let's Talk About...

Unwelcome Behavior



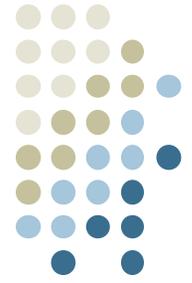
- Behavior may be unwelcome in the sense that the victim did not solicit or invite it.
- **Welcome behavior can quickly become unwelcome behavior. What starts off as welcome behavior (consensual joking) can cross a line and become unwelcome quickly.**
- Also, consent can be revoked at any time. When someone experiencing unlawful harassing behavior says “stop talking to me like this” or “leave me alone”... **it must stop.** The perpetrator cannot use as a defense “Well, you started it” or “You were ok with it at first.”



Who Can Be Harassed?

- The victim may be a woman or a man.
- The victim does not have to be of a different race, national origin, gender, religion, etc. --- Also, all persons can be victims of sexual harassment regardless of the victim's gender identity or the perpetrator's gender identity. And, all persons can be victims of sexual harassment regardless of the victim's sexual orientation or the perpetrator's sexual orientation.
- The victim can be a non-employee.
- The victim can be an indirect party (not the target of the behavior or conduct) who is simply overhearing or observing harassing conduct (i.e. a bystander).

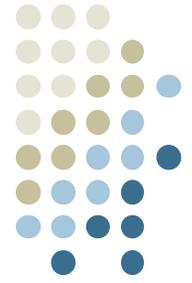
ANYONE!



Who Can Be The Harasser?

- Direct Supervisor or Manager
- Any Supervisor or Manager
- Subordinates
- Co-workers or Peers
- Non-employees (i.e. vendors, suppliers, customers, the public) ****who are foreseeable*

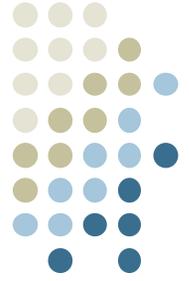
ANYONE!



What about Non-employees?

- An employee's "working environment" is not limited to the physical location where the employee is assigned. The "working environment" extends to other work sites including off-site, mobile or moving work sites/locations.
- The prohibition that supervisors and co-workers not engage in harassment (including sexual) applies to non-employees such as customers, suppliers, vendors, and service providers.
- Remember... non-employees can be victims of sexual harassment and/or perpetrators of sexual harassment.

Risky Behavior – Avenues to Avoid...



● Physical

- Leaning over a person
- Hugging
- Kissing
- Pinching
- Patting
- Leering
- Massaging
- Gestures

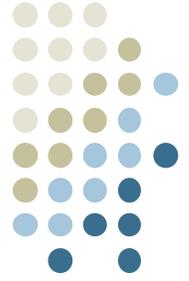
○ Visual

- Cartoons
- Written documents
- Computer images
- Computer games
- Posters
- Faxes
- **E-mails**
- Magazines
- **Facebook/Twitter**
- **Texts**

● Verbal

- Stories (real or made up)
- **Jokes, remarks, or questions**
- Obscene language
- Inappropriate comments about a person's body, religion, race, etc.
- Name calling --- such as honey, babe, stud (or more offensive or degrading statements)

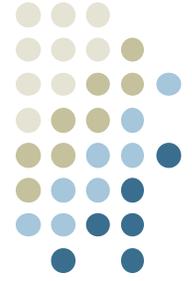
What about Social Media and Online Activity?



- Conduct online and through social media can constitute harassment, *even when it occurs “off the clock”, “off-site”, or even “out of state”*.
- Online harassment includes using e-mail, cell phone texts, internet posting, online comments, blog posts, and social media (such as Facebook, Twitter, LinkedIn, Instagram, YouTube, and Snapchat) to send communications of a sexual nature.

Examples include:

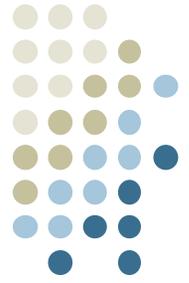
- Flirting and requests or demands to go on a date or have sex.
- Sending inappropriate pictures or videos including sexually graphic material.
- Using sexual language or comments including sexually offensive language.
- Cyber stalking.



Intent v. Impact

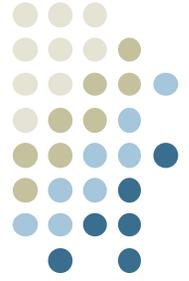
- Regardless of the intent, the behavior will be judged on its impact.
- “I didn’t mean anything by it” or “I was just joking” is not a valid defense.
- What the law will look at is the impact that your actions had on the other person.

What Can You Do if You Experience, Witness, or Become Aware of Unwelcome Sexual Conduct or Any Other Offensive Conduct?



1. You have the **right to tell the person to stop**. And the person **MUST** stop!
2. You have the **right to report the sexual harassment or offensive conduct**. Several reporting options are available – i.e. Human Resources Personnel or Office Manager.

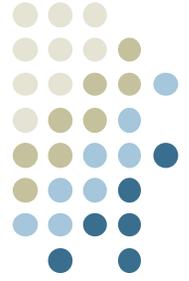
Reporting Harassment – Several Options



The choice of how to report an allegation of sexual harassment (or, any harassing or discriminatory conduct) is a personal one, and these options are not mutually exclusive. You may pursue one or more of the following reporting options:

1. Report the Incident to Your Employer
2. Call the State of Illinois Sexual Harassment & Discrimination Helpline
3. File a Charge with the Illinois Department of Human Rights (IDHR)
4. File a Charge with the U.S. Equal Employment Opportunity Commission (EEOC)

Employers Should Have Policies ENCOURAGING **Internal Reporting**

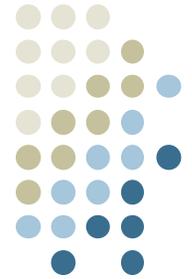


Report the incident to one or more of the following employer representatives:

1. **Your Supervisor** or any member of management you trust. Supervisors and members of management are responsible for knowing the employer's internal complaint investigation and resolution process. Supervisors can help effect immediate positive change.
2. **Human Resources Personnel** can work with management to investigate and resolve harassment complaints. This option may be preferred, if the perpetrator of the harassment is a supervisor or manager.
3. **Designated Sexual Harassment Reporting Officers or Managers** are often established by employers to specifically receive and investigate sexual harassment complaints. Consult your employer's sexual harassment policy for specific reporting contact information.

*****NOTE: While the law does not mandate the employee to first report incidents of harassing or discriminating behavior to the employer, often times the most effective way to resolve workplace issues is to alert responsible management or internal HR personnel so that prompt remedial action can be taken.**

Call the State of Illinois Sexual Harassment and Discrimination Helpline



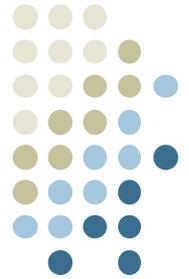
If you or someone you know has experienced or witnessed unwelcome conduct of a sexual nature in the workplace, you may call the *State of Illinois Sexual Harassment and Discrimination Helpline* for assistance. Calls are confidential and can be made anonymously.

Call: 1-877-236-7703

Visit: www.Illinois.gov/SexualHarassment

Helpline representatives can help callers navigate their numerous reporting options and share additional information related to counseling, legal assistance, and frequently asked questions.

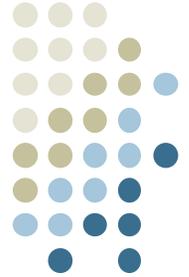
Reporting Harassment or Discrimination to the Illinois Department of Human Rights



The Illinois Department of Human Rights (IDHR) is a state agency responsible for enforcing the Illinois Human Rights Act.

- Complainants (victims of sexual harassment or any other unlawful harassment or discrimination) may file a charge at any time within 300 days of the incident(s).
- IDHR has jurisdiction (authority) to investigate employers who have 1 or more employees.

The IDHR's Contact Information



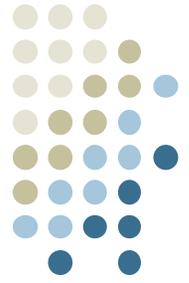
To file a charge, call the IDHR or visit them online:

1-800-662-3942 | www.ILLINOIS.GOV/DHR

IDHR Offices Locations:

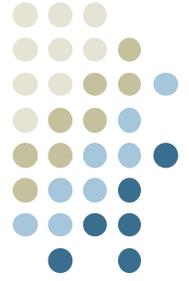
- **Chicago.** Office: 312-814-6200 | 866-740-3953 (TTY), 100 W Randolph St, Suite 10-100, Chicago, IL 60601
- **Springfield.** Office: 217-785- 5100 | 866-740-3953 (TTY), 535 W. Jefferson, 1st Floor, Intake Unit, Springfield, IL 62702
- **Marion.** Office: 618-993-7463 | 217-740-3953 (TTY), 2309 W Main St, Marion, IL 62959

Remedies Available Under the Illinois Human Rights Act



- After IDHR completes its investigation, the Complainant (the employee):
 1. May file a lawsuit in civil court, or
 2. May file a complaint with the Illinois Human Rights Commission (HRC) if IDHR found “substantial evidence” of a violation.
- Complainants who ultimately prevail in the HRC or Court may receive an **order awarding remedies** allowed by the Illinois Human Rights Act to make the Complainant “whole.”
- **Remedies** may include: back pay, lost benefits, clearing of a personnel file, damages, hiring, promotion, reinstatement, front pay where reinstatement is not possible, and attorney’s fees and costs.
NOTE: Victims do have an affirmative duty to prove damages, as well as to mitigate losses and damages.

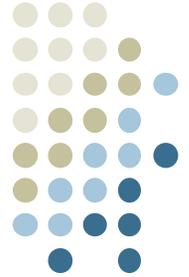
Reporting Harassment or Discrimination to the EEOC



The United States Equal Employment Opportunity Commission (EEOC) is responsible for enforcing Title VII of the Civil Rights Act of 1964, the federal law that make it illegal to engage in sexual harassment or retaliation and other forms of discrimination.

- Complainants (victims of sexual harassment or any other unlawful harassment or discrimination) may file a charge at any time within 300 days of the incident(s).
- The EEOC has jurisdiction (authority) to investigate employers who have 15 or more employees.

The EEOC's Contact Information



To file a charge, call or visit online:

1-800-669-4000 | www.EEOC.GOV

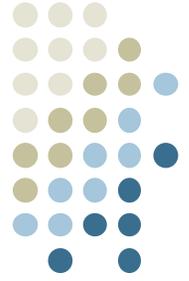
1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only)

1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only)

U.S. EEOC Offices Serving Illinois

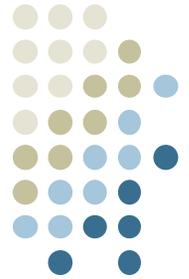
- **Chicago District Office.** JCK Federal Building, 230 S. Dearborn St., Chicago, IL 60604
- **St. Louis District Office.** Robert A. Young Federal Building, 1222 Spruce St., Rm. 8.100, St. Louis, MO 63103

Remedies Available Under Title VII



- **After EEOC completes its investigation:**
 1. The Complainant (the employee) may file a lawsuit in federal court.
 2. The EEOC may help parties reach a settlement through an informal process called “conciliation” if the EEOC finds “reasonable cause” to believe discrimination occurred.
- Complainants who prevail in federal court may receive an **order awarding remedies** allowed by Title VII to make the employee “whole.”
- **Remedies may include:** back pay, lost benefits, clearing of a personnel file, damages, hiring, promotion, reinstatement, front pay where reinstatement is not possible, punitive damages, and attorney’s fees and costs. **NOTE: Victims do have an affirmative duty to prove damages, as well as to mitigate losses and damages. Also, compensatory and punitive damages (if any) are subject to caps.**

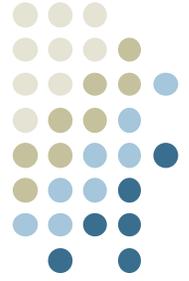
Employer Responsibility for Sexual Harassment under IL law



Employers are responsible for sexual harassment in two ways:

- **Manager/Supervisor Harassment.** Employers are *strictly liable* for sexual harassment perpetrated by its members of management *regardless* of whether the employer knew of the harassment.
- **Co-Worker & Non-employee Harassment.** Employers will be *liable* for sexual harassment perpetrated by an employee (co-worker) or nonemployees (vendors) *only if* the employer knew or reasonably should have known of the harassment and failed to take prompt corrective action.

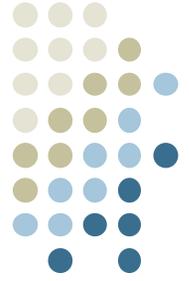
“Management” Responsibilities



- Members of “Management” are the eyes and ears of the company ---
- “Management” must be aware of what is going on --- the LAW assumes “Management” is aware!!!

***It is critical that leads, supervisors, and managers communicate ALL workplace issues/disputes in a way that allows the employer to proactively react and respond and resolve the issues/disputes timely.

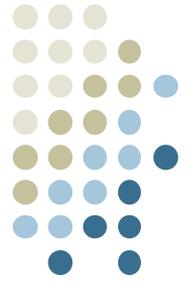
Employer Responsibilities – to Prevent, Investigate & Correct Workplace Incidents of Harassment or Discrimination



Employers must:

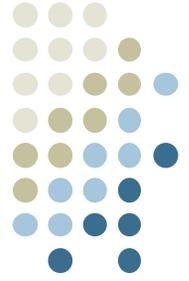
- **Prevent** sexual harassment (and all forms of unlawful harassment) in their workplaces;
- **Investigate** any incident of sexual harassment (or any other form of unlawful harassment) in their workplaces; and
- **Correct** any incidence of sexual harassment (or any other form of unlawful harassment) in their workplaces.

Employer Responsibility – Prevention



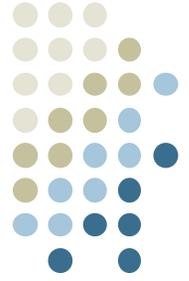
1. Develop, implement and regularly communicate the employer’s sexual harassment (and all forms of unlawful harassment/discrimination) policy.
2. Provide training on harassment prevention.
3. Ensure clear communication on how to report incidents of sexual harassment or conduct of a sexual nature (and all forms of harassment or discrimination).
4. Managers and supervisors should monitor their work environment to ensure the workplace is free of sexual harassment (or any other form of harassment) – supervisors should be aware of the conduct within their supervision.
5. Managers and supervisors must lead by example and model appropriate conduct – i.e. refrain from engaging in conduct of a sexual nature.
6. Managers and supervisors should conduct a “climate check” on a regular basis – know the “pulse” of their workers and confront risky, inappropriate behavior in real time.

Employer Responsibility – Investigation



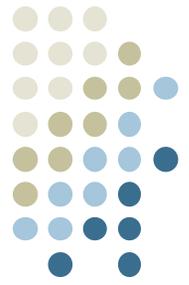
1. Immediately respond to a complaint of sexual harassment (or any other form of harassment) and initiate an investigation.
2. Interview the complainant (victim) and take reasonable action to protect the victim from retaliation or experiencing further sexual harassment (or any other form of harassment) during the investigation.
3. Interview all relevant witnesses.
4. Interview the alleged perpetrator of the sexual harassment (or any other form of harassment).
5. Document the investigation results and maintain the file as an employment record.
6. Take corrective action as appropriate.

Employer Responsibility – Corrective Measures

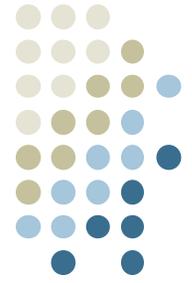


1. Take appropriate corrective disciplinary action up to and including termination of employment where organizational policy has been violated.
2. In situations where the conduct in question did not rise to the level of unlawful sexual harassment (or any other form unlawful harassment) or a violation of policy, but is nonetheless concerning, consider counseling, training and closer supervision of the employee.
3. Take reasonable action within the organization to reduce the likelihood of future sexual harassment incidents (or any other form of harassment) by updating policies and communicating them to the workforce; providing supplemental or tailored training; or restructuring the working environment or reporting relationships.
4. Follow up with the complainant (victim) at regular intervals to ensure they and the workplace remains free from sexual harassment or any other form of harassment or acts of retaliation.
5. Ensure that the complaining behavior or conduct does not continue going forward.

The Key to Avoiding Harassing or Discriminatory Conduct – Don't be “That Person” ...



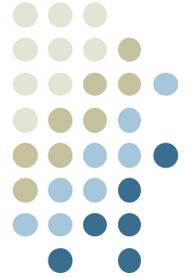
- Be aware of how your conduct affects the people you work with. **If it makes someone uncomfortable, don't do it.**
- Rule of Thumb: If you would not say or do it in front of your spouse, significant other, or family member you love and respect, DON'T say or do it!



Retaliation Concerns

- **The Company will not punish an employee or discriminate against that person for engaging in “protected activity”.**
 - **Protected activity includes:**
 - **Accusing an employee of, for example, sexual harassment or race discrimination.**
 - **Supporting a coworker’s complaint of harassment or discrimination.**
 - **Participating in a discrimination or harassment investigation.**
- **If you complain or provide any statement in good faith (even if you are mistaken), you are protected from all forms of retaliation.**
- **If you submit willfully false complaints, or provide knowingly false statements in any investigation, then you are NOT protected.**

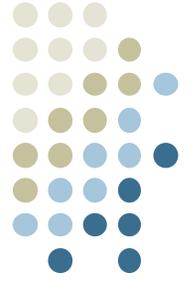
What May Constitute Retaliation?



Adverse Employment Activity: Any action that is reasonably likely to deter an employee from engaging in a protected activity and includes, but is not limited to:

- Discharge for no legitimate business reason.
- Demotion for no legitimate business reason.
- Suspension without pay for no legitimate business reason.
- Denial of promotion or job benefits for no legitimate business reason.
- Further harassment.
- Threats or intimidation.
- Reprimands for no legitimate business reason.
- Unsubstantiated negative evaluation.

IN CONCLUSION: Food for Thought...



- While the law defines harassment and discrimination and the standards can be complex, the reality is that the workplace strives to create and implement policy and practices that are more in line with professional, fair, respectful, and courteous treatment of everyone we interact with on a daily basis.



CERTIFICATION

I certify that I have carefully read and reviewed the content of this training material and completed the 2022 Sexual Harassment Prevention Training pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-109.

Participant Information:

(Printed Name - First, Middle Initial, Last)

(Signature)

Training Date/Location:

(IMA's Online/Recording)

(Training Date)

*****Provide Executed Copy to your Employer's Designated Representative**

*****Copy to be included in Employee's Personnel File**

