

Sexual Harassment Prevention Notice



Combating
Sexual Harassment

Sexual harassment is against the law.

All employees have a legal right to a workplace free from sexual harassment, and [Employer Name] is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, [Employer Name] has a sexual harassment prevention policy in place that protects you. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status. You are receiving this notice, as required by law, either at the time of hiring or during your annual sexual harassment prevention training.

If you believe you have been subjected to or witnessed sexual harassment, you are encouraged to report the harassment to a supervisor, manager or [other person designated] so we can take action.

Our complete policy is enclosed/attached may be found at the link below:

[Redacted link]

Our training materials are enclosed/attached may be found at the link below:

[Redacted link]

Our Complaint Form is enclosed/attached may be found at the link below:

[Redacted link]

If you have questions or to make a complaint, please contact:

[Person or office designated]

[Contact information for designee or office]

For more information and additional resources, please visit:
www.ny.gov/programs/combating-sexual-harassment-workplace