

Dear Employees --

As part of our compliance with state and federal laws, we are required to conduct Harassment and Bullying prevention training. We have selected an e-learning session at this site:

National:

<https://uspreventharrassment.com/national-training>

California:

<https://uspreventharrassment.com/california-training>

Illinois:

<https://uspreventharrassment.com/illinois-training>

There are two Sessions:

**Session A:** All employees must complete Session A, a one-hour training session. This session includes the legal and behavioral issues associated with harassment, discrimination, and retaliation, and includes a discussion of bullying and abusive conduct. A Spanish version of Session A and the test is provided which is the same content as the English version.

**Session B:** Managers, supervisors, and team leaders will complete BOTH Session A and Session B. The second hour includes a review of the practical issues, how to respond to a complaint, and how to ensure that the workplace is professional and respectful. You will need to take tests for both Session A and Session B.

Before you begin, be certain you have an entire hour to complete each session. Please take this seriously and watch the entire video, listen to the information, and take notes as appropriate. There will be a simple activity and test presented at the end of each video. Any questions you have can be submitted upon taking the Test or the website and you will receive an answer within two days but likely sooner.

*If you have multi-state operations, include this section:*

[To be consistent across multi-state operations, we ask that you complete the version that applies to your work location. There are several versions of this training: California, Illinois, New York, Washington, Delaware, Michigan, and National (all other states). Each version has Session A and Session B. **NOTE:** all employees who live in Connecticut, Delaware or Maine, will need to take BOTH Sessions A and B to comply with state requirements.]

**Certification Test.** Each session has a short multiple-choice test which can be accessed on the button under the video. Enter your name (as you wish it to appear on the certificate), your organization, and your email address. You will receive a certificate and we will track which employees have completed the training.

Thank you for your participation in this important mandatory compliance training.

Please complete the training by \_\_\_\_\_.