

Dear Employees –

As part of our compliance with state and federal laws, we are required to conduct harassment prevention training. We have selected an e-learning session at this site (include those that apply to your organization):

California:

<https://i2iworkplace.com/california-harassment-prevention-training/#training>

Illinois:

<https://i2iworkplace.com/illinois-harassment-prevention-training/#training>

National:

<https://i2iworkplace.com/national-harassment-prevention-training/#training>

All other states/international:

<https://i2iworkplace.com/harassment-prevention-training-overview>

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. Quiz questions will follow each segment. At the end, enter your name and email and company name (please use this company name to be consistent). 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.

Thank you for your participation in this important mandatory compliance training. Please complete the training by _____.