

2023 Complete Guide to Sexual Harassment Training

- *Compliance Updates*
- *Training Methods*
- *Vendor Reviews*
- *Best Practices*



Your 2023 Complete Guide to Sexual Harassment Training

The following four chapters of this guide are designed to help you to assess your options more efficiently in implementing an anti-harassment training program for your organization.

Whether you have 200 employees or 20,000, addressing harassment prevention training mandates both effectively and at scale can be a challenge. The experts at Vector Solutions have helped thousands of companies implement effective compliance training programs. From Google and Amazon to Kimberly-Clark and McAfee, we understand that every organization has its own unique set of considerations when deciding on the right approach.



In this Guide, we will:



Summarize Training Mandates (As of February, 2023)



Compare Leading Online Training Vendors



Provide an Overview of Vector's Sexual Harassment Training

About Vector Solutions

Vector Solutions delivers online compliance and prevention training on sexual harassment and DEI training for mid- to large-size employers. Vector powers the training programs for over 300 organizations including Aircall, ThinkHR, Bremer Bank, and more.




State and Regional Compliance Summary


With nearly half of all US states either requiring or recommending harassment prevention training, all companies, regardless of location should consider implementing this training.

Training allows employers to not only communicate expectations to employees related to a workplace free from harassment, but also will provide a method of defense to any complaints related to harassment.


Importantly, supervisors' actions bind the company in terms of liability. If a manager is not properly trained on how to appropriately handle matters related to harassment prevention, in any state, the employer will be liable for any mistakes or mishandling on the part of the supervisor/manager. Therefore, it is critical that supervisors and managers be properly trained on how to identify workplace harassment and the necessary steps to take to prevent further harassment.

State Trainings Summaries

7 STATES 

1 CITY & WASHINGTON, D.C. 

REQUIRE SEXUAL HARASSMENT TRAINING



Delaware

All Delaware employers who employ 50 or more employees, must provide anti-harassment training to all employees every two years.

New York

All employers must train all employees regarding sexual harassment once every year.

Illinois

All employers in Illinois must provide anti-harassment training once a year to all employees in IL and all employees outside of IL who regularly work with IL employees.

New York City

All employers must train all employees regarding sexual harassment once every year.

California

All California employers, who employ 5 or more employees, must provide sexual harassment training to all employees every two years. California employers with 50 or more employees must provide sexual harassment training specific to people-managers to all supervisors and managers every two years.

Illinois – Chicago

All employees who work within Chicago city limits must complete 1 hour of sexual harassment prevention training and 1 hour of bystander training. Any employee who supervises or manages other employees must complete a minimum of 2 hours of sexual harassment prevention training.

Washington D.C

Requires harassment-prevention training: All employees of businesses with tipped staff shall receive sexual harassment prevention training, with managers and business owners and operators attending in-person training at least once every two years.

Connecticut

Employers with more than 3 employees must provide anti-harassment training to all employees and all employers must provide training to supervisors.

Maine

All employers located or doing business in Maine, who employ more than 15 employees must provide sexual harassment training to all employees.

Washington

Hotels, motels, retail organizations, security guard entities and property services contractors must provide anti-harassment training to specific employees.

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Other states have laws related to sexual harassment training

Iowa, Oregon, Texas, and Wisconsin: recommend employers provide some form of harassment training.

Colorado, Hawaii, Ohio, Oklahoma, Pennsylvania, and West Virginia make recommendations, similar to EEOC guidelines, that employers should develop appropriate sanctions, inform employees of the right to raise complaints and how to raise them, and develop methods to sensitize all concerned.

Harassment Reporting Requirements

California

Employers must train on obligation to report and mechanism for reporting.

Connecticut

Employers must train on how to report and mechanisms for reporting.

Delaware

Employers must provide information regarding the complaint process to employees during training.

Illinois

Employee handbooks must include a notice of employee rights.

Illinois - Chicago

Employers must provide details on how to report and redress an incident of harassment.

Maine

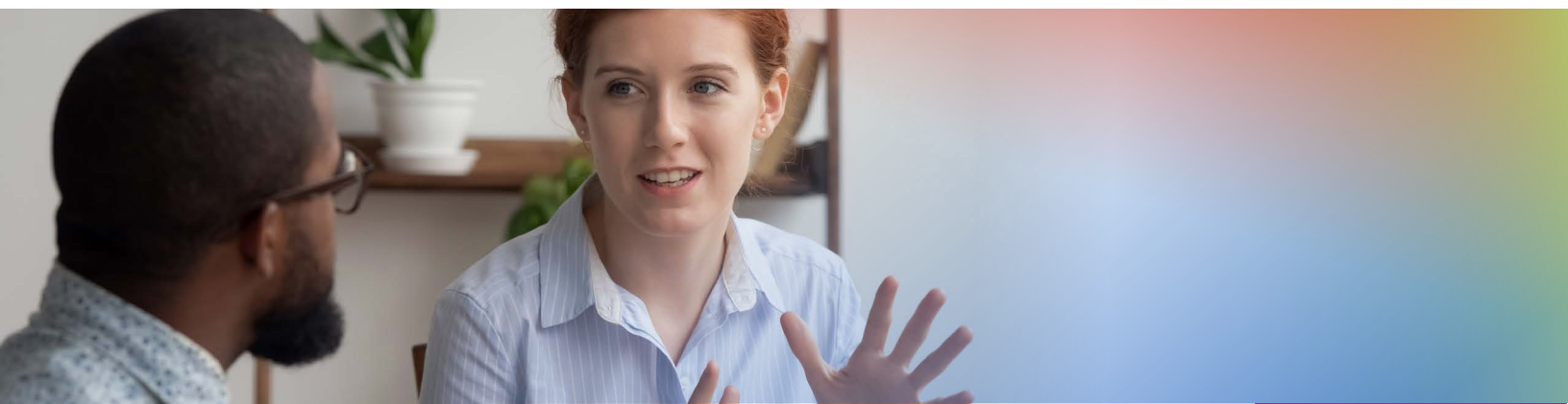
Employers must provide information about the complaint process, legal recourse and how to file a complaint.

New York

Employers must train on forums ranging from complaints to the complaints process through NY Human Rights Commission.

Washington

Employers must educate employees on how to report and protections available for reporting.



Sexual Harassment Training Recordkeeping Requirements

California

Employers subject to training mandate must maintain records for two-year lookback including names, date of training, completion confirmation.

Connecticut

Employers subject to training mandate must keep records that show content, training author/vendor, names and titles of trained employees.

Washington D.C

Employers of tipped employees must document instances of sexual harassment reported to the company and report those records to the Office of Human Rights.

Illinois

All employers in Illinois must provide anti-harassment training once a year to all employees in Illinois and all employees outside of Illinois who regularly work with Illinois employees.

Illinois – Chicago

An employer must keep a record of their written policy prohibiting sexual harassment, employee trainings, necessary compliance records and training requirements. The records must be maintained for at least 5 years, or the duration of a pending related claim, civil action, or investigation, whichever is longer.

Maine

All employers located or doing business in Maine, who employ more than 15 employees must provide sexual harassment training to all employees.



Bonus Section | State Anti-Harassment Policies

Although not expressly mandated at the federal level, training and education on harassment prevention has been a best practice since landmark Supreme Court cases in the late 1990s. Several lower court decisions emphasize the importance of providing all employees, not just managers, with training. The EEOC’s Task Force on the Study of Harassment in the Workplace emphasized the importance of training and education.



Some states with recommendations on policies shield those employers who implement harassment prevention policies to use the policy against certain damages in the event of a private action against the employer by a current or former employee.



States with Anti-Harassment Policy Requirements

California, Connecticut, Illinois (bar and restaurants, hotels and casinos), Maine, Massachusetts, New York, Oregon, Rhode Island, Vermont, Washington (certain industries).



States with Anti-Harassment Policy Content Requirements

California, Connecticut, D.C. Illinois (bar and restaurants, hotels and casinos), Chicago (Illinois), Maine, Massachusetts, New York, Oregon, Rhode Island (50+ employees), Vermont, Washington (certain industries).



States where Anti-Harassment Policies are Recommended

EEOC Task Force Report recommends all employers adopt a “robust anti- harassment policy” Iowa, New Jersey, South Dakota, Tennessee, Texas, Wisconsin.







Training Vendor Comparison

So you've been tasked with evaluating online compliance training vendors. Now what? Get started by reviewing Vector's simple side-by-side comparison of the leading online compliance training vendors.



Products & Pricing







In this section, we'll compare pricing, courses offered, and key features for each major online compliance training vendor.

| |  |  |  |  |  |  |
|---------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Pricing Model | Per User, Annual License | Per Seat, Annual License | Per Seat, Annual License | Per Seat, Annual License | Per Seat, Annual License | Per Seat, Annual License |
| State Mandates Covered | CA, NY, IL, DE, ME, CT, WA, D.C | CA, NY, IL, DE, ME, CT, WA, D.C | CA, NY, IL, DE, ME, CT, WA, D.C | CA, NY, IL, DE, ME, CT, WA, D.C | CA, NY, IL, DE, ME, CT, WA, D.C | CA, NY, IL, DE, ME, CT, WA, D.C |
| Integrations | SCORM, AICC, SSO, HRIS | SCORM, AICC, SSO, HRIS | SCORM, AICC, SSO, HRIS | SCORM, AICC, SSO, HRIS | SCORM, AICC, SSO, HRIS | SCORM, AICC, SSO, HRIS |
| Mobile Responsive | x | x | x | x | x | x |
| Primary Course Format | Multi-learning Modality | Video | Video | Video | Video | Video |
| Policy Acknowledgement Tracking | x | x | x | x | x | x |
| Booster, Micro-Learning | x | x | Undisclosed | x | Undisclosed | x |
| Accessibility | x | x | Undisclosed | Undisclosed | Undisclosed | x |







Customers



Training vendors often tailor their solutions to meet unique needs of a particular type of business or industry. Whether you're a small tech company in New York or a large multinational manufacturing company, you should want to understand for whom each vendor is building its products and services.

| |  |  |  |  |  |  |
|----------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Target Segment | Enterprise | SMB, Enterprise | SMB | SMB | SMB | SMB, Enterprise |
| Noteworthy Customers | Unity, Unisys, L'Occitane, Bremer Bank, Wilson Elser | PepsiCo, Hilton, Dominos | Wayfair, Zappos, GE | Indeed, Nerdwallet, degreed | Girl Scouts, Herbalife, Goodwill | Patagonia, LendingTree, Impossible |

Testimonials

| | |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | "The level of communication, responsiveness, customer service, fair pricing, and honesty is far greater than I was used to or expected". |
|  | "For our state-mandated Sexual Harassment and Discrimination training, we wanted something easy and affordable, but also entertaining and interactive for our employees. The Traliant Team was very responsive and helpful in setting up and implementing the training courses. They were there with us every step of the way." <i>- Mindy Decker, Human Resources Analyst, City of Ontario, CA</i> |
|  | "I liked the modules with Syntrio FlexCode. We can easily switch up the topics from year to year. We don't want our employees to have the same training every year and the way it is set up allows us to swap out topics and training without starting from scratch." <i>- Sarah G. Lynn, Chief Ethics, Compliance Officer & Head of Corporate Legal</i> |
|  | "We're headquartered in the heart of Silicon Valley, which means my workforce expects nothing less than a great user experience. Which is what we get with Emtrain as our partner. Emtrain's content is authored by the same people who help draft the laws we're training on, and who have seen real-life situations play out. Their Silicon Valley software team then creates a user experience that is relevant, memorable, and excellent." <i>- Lisa Paul, CHRO Oclaro</i> |
|  | "Easy to access. Informative & interactive courses, not boring. Customer Service has been excellent." <i>- Glantz Holding Inc.</i> |
|  | "I'm really excited about the platform that we have to help move the dial and influence the discussion around culture." <i>- Shannon Sorrells, Senior Legal Counsel for Ethics, Compliance, & Employment Law</i> |

About the Business



Before you buy, learn more about your future online compliance training partner. You're not just licensing a platform or training courses; you're partnering with a vendor that will power one of the most visible employee engagement solutions you offer.



| | | | | | | |
|---------------------|------------------|--------------|------------------|---------------------------|--------------|--------------|
| Number of Employees | 815 | 128 | 64 | 97 | 45 | 468 |
| Investors | Genstar Capital | PSG | Inverness Graham | Education Growth Partners | Anacapa | TPG Rise |
| CEO | Jonathan Cherins | John Arendes | Thomas O'Keefe | Janine Yancey | Sarah Rowell | Tom Davidson |
| glassdoor | 4.9 ★★★★★ | 3.4 ★★★★ | 5 ★★★★★ | 3.5 ★★★★ | 5 ★★★★★ | 3.7 ★★★★ |

Still not sure which online compliance training vendor is right for you?

If price is your primary decision-making criteria Kantola and Traliant offer the most competitive pricing, while still offering a high-quality online training experience.

If you don't have your own LMS, all the listed vendors offer basic LMS functionality to deliver training to your employees and track completion records. Vector Solutions provides a number of enhanced features that other vendors don't. These include enhanced email with your organization URL, private labeling with your organization's color palette, reminders, and notifications. Most vendors will provide a SCORM or AICC course file to host on your organization's LMS.

If you want to build your own custom course, EVERFI has built bespoke content for companies like Google. Custom courses can be expensive, but entrusting a ground-up course build to an expert can be a great way to ensure a high-quality (and compliant) final product. All vendors will provide some level of branding including policy integration, logo, and welcome letter. Vector Solutions and Traliant provide a scalable off-the-shelf customization process that allows you to add customer provided images and videos.

If Then Analysis



You should choose Vector Solutions

- if you're a mid to large-size business looking for flexible and scalable pricing.
- if you need off-the-shelf high-quality courses that are customized in a scalable & cost-effective way.
- if you're looking for prevention-focused compliance curriculum.



You should choose Syntrio

- if you are a small to mid-size business that wants high-quality course content at a reasonable price point.
- if video is your preferred method of format.



You should choose Kantola

- if you are looking for lower-priced high quality training options.
- if you are looking for additional courses and other resources including executive briefings.



You should choose EVERFI

- if you're a US-based mid to large enterprise that's not overly price-conscious and values modern instructional design.
- if you're looking for a prevention-focused compliance curriculum.
- if you need a custom course built.



You should choose Emtrain

- if you're a small to mid-size business that's looking for high-quality, but reasonably priced training content.
- if you want to support a women-led business.



You should choose Traliant

- if your primary driver is high-quality training that is customized quickly and cost-effectively. While free options exist, Traliant is the most affordably priced of the high-quality providers of online compliance training.

Sexual Harassment Training

- *Multi-state Compliant*
- *Customizable*
- *SCORM Compatible*
- *Built for Large & Mid-Sized Employers*



Vector Solutions delivers online compliance and prevention training solutions to hundreds of large and mid-size employers.

Developed by award-winning instructional writers and designers, Vector offers a complete package of sexual harassment training courses that meet and exceed state compliance requirements.

The following summary of our 2023 course catalog includes information on compliance standards, course design and duration, accessibility, pricing, and system compatibility.

If you have any additional questions, please request a demo at vectorsolutions.com/demo.



Key Features



Customizable

Our courses are built to support branding and content configurations.



State Compliant

California, New York, Illinois, Oregon, Delaware, Connecticut, Texas, Washington, Washington D.C., & Maine.



Accessible

Mobile Responsive, WCAG 2.1 Level AA Compliant, SCORM Enabled


* Additional state-mandated courses will be added as new legislation is signed into law. For the latest updates, request a demo at vectorsolutions.com/demo.



Sexual Harassment Training Package


All courses listed below are included in our base offering, along with state compliance monitoring and resulting course updates.

Non-Supervisors Harassment Prevention Training

 **Duration:** 40-60 minutes
(varies by state)

- All State Compliant Versions Available

Supervisors Harassment Prevention Training

 **Duration:** 40-60 minutes
(varies by state)

- Review of the role of a supervisor in preventing unlawful harassment and training for identifying issues and resolving employee conflicts.

About the Creators



Jeremy Beckman

Product Manager

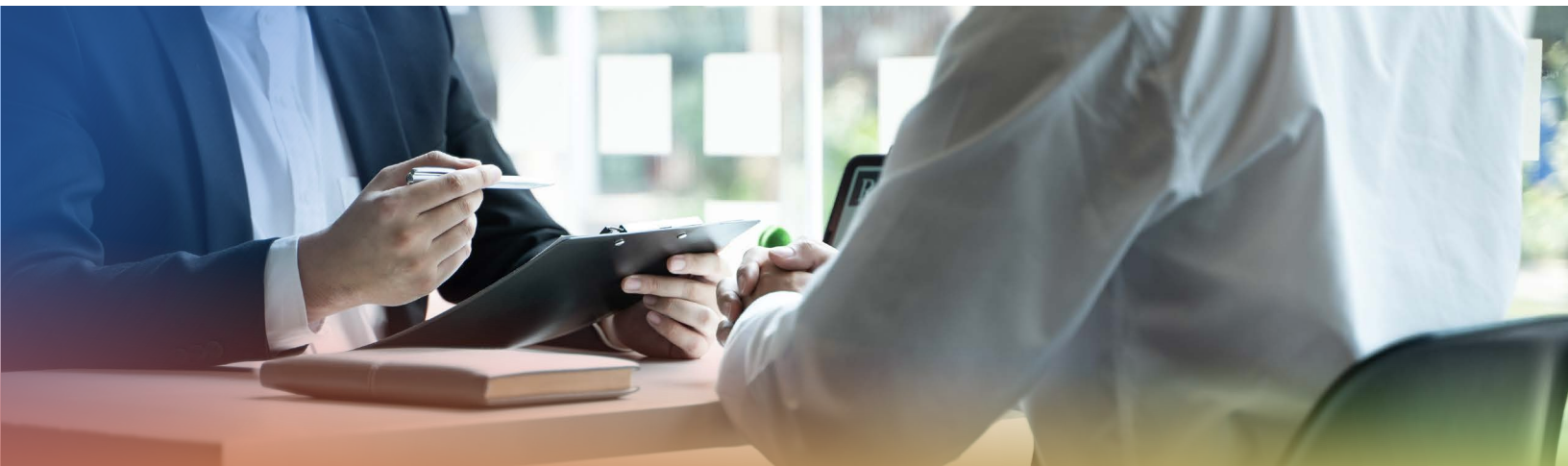
Jeremy has spent the last 10 years telling stories, designing, and coding instructional interactivity, and leading teams in the creation of award-winning learning experiences that strive to change behavior and improve performance. He has built training for Stanford, Airbnb, Yale, Guidewire, Namely, Harvard, Coca Cola, and Booz Allen Hamilton.



Carmen Poole, PhD

Director of Content

As a researcher and author, Dr. Poole develops curriculum and assists in the design of inclusion-oriented learning experiences. She earned her PhD from the Department of Social Justice Education, at the Ontario Institute for Studies in Education (OISE), University of Toronto.



Get your free demo today!

vectorsolutions.com/demo

