

Mid-Hudson Library System | Trustee Education | Sexual Harassment Prevention Training

The Mid-Hudson Library System is committed to providing a safe and healthy workplace and board environment. In addition, New York State Law requires that all employees and trustees be annually trained on the topic of sexual harassment prevention (SHP).

Procedures for MHLS Trustees:

Step 1:

You should have already received a copy of our system's sexual harassment prevention policy, but if not, you may access the policy online at <https://board.midhudson.org/>

Step 2:

All trustees must **annually** view the sexual harassment prevention training video from the New York State Department of Labor **by September 30th**. This video now has a New York State Assessment Form that must be filed after you watch it along with page 2 of this document.

PLEASE VIEW:

New York State Sexual Harassment Prevention Training: <https://www.youtube.com/watch?v=A9gudpiQ40M>

Step 3:

- A. All trustees must **annually** file the attached "Training Feedback Form," answering all questions, with the MHLS Administrative Associate **by September 30th**.
- B. All trustees must **annually** file the attached New York State Sexual Harassment Prevention Training Assessment Form with the MHLS Administrative Associate **by September 30th**. Also available at: https://www.ny.gov/sites/default/files/2023-04/Sexual_Harassment_Prevention_Training_Answer_Sheet.pdf

Step 4:

In addition to providing sexual harassment prevention training, we encourage trustees to **ask questions** about how our organization addresses sexual harassment. Trustees may ask questions verbally or in writing, following their review of the sexual harassment prevention training videos noted above.

Please feel free to use the attached form to submit your questions. The executive director or board president will provide an answer in a timely manner, verbally or in writing.

This form will be kept on file as proof that you have completed this training as required by New York State.

This training must be completed annually by all MHLS Trustees. Both forms must be filed by September 30th.

MHLS Trustee: SHP Training Feedback Form

Name: _____

Date Training Videos were viewed: _____

Part 1:

I acknowledge receipt of the Mid-Hudson Library Systems Sexual Harassment Prevention Policy and understand my duties and responsibilities outlined in the policy. I also understand if I have any questions at any time about the policy or videos I should speak with the executive director or board president.

Signature: _____

Part 2:

1. If you observe sexual harassment of a fellow trustee or MHLS employee are you required to report it?

2. If a trustee is harassing an employee does that need to be reported?

3. If the employee being harassed asks you to not report the incident, should you comply?

4. Can the director of the system fail to report sexual harassment because the staff member asks them not to?

5. After viewing both of the training videos please indicate below if you have questions about what constitutes sexual harassment.