

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

93 Market Street • Poughkeepsie, New York 12601 • (845) 485-3445

Sexual Harassment Prevention Training and Feedback Form

The Library District is committed to providing a safe and healthy workplace. Our Sexual Harassment Protections policy is attached to this form. In addition to providing sexual harassment prevention training, we encourage staff, volunteers, and trustees to ask questions about how our organization addresses sexual harassment. Participants may ask questions verbally or in writing, following their review of the sexual harassment training videos. Please use this form to submit your questions. Your supervisor will provide an answer in a timely manner, verbally or in writing.

Please use the links below to access the Sexual Harassment Prevention Training videos.

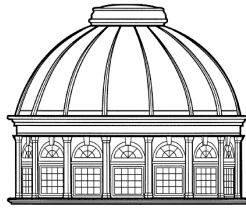
Sexual Harassment Prevention Training Part 1

<https://bit.ly/2ET97gj>

Sexual Harassment Prevention Training Part 2: Case Studies

<https://bit.ly/2NZxJZd>

After viewing the videos, complete the following information and answer all questions. Return the completed form to your supervisor. 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.



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Acknowledgement

Name (print): _____

Date Training Videos were viewed: _____

I receive training from employment or volunteer work elsewhere that meets or exceeds the New York State minimum requirements. I received this training on: _____

I acknowledge receipt of the Poughkeepsie Public Library District's Sexual Harassment Protections 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 my supervisor.

Signature: _____

Date: _____

Training Feedback

1. If you observe sexual harassment of a co-worker are you required to report it?
2. If a patron 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 library fail to report sexual harassment because the staff member asked them not to?
5. After viewing both of the training videos please indicate below if you have questions about what constitutes sexual harassment.