

State of Illinois Sexual Harassment Yearly Training Requirement

Starting in 2020, the State of Illinois requires all employers to have their employees, no matter what their size, to go through Sexual Harassment Training and keep on file a signed paper/certificate that each employee has completed it. The deadline is December 31st of each year. Also, to be in compliance, you must post information about Sexual Harassment or have a statement in your Employee Handbook. Here is a link to the posters available in English, Spanish, and Chinese:

<https://www2.illinois.gov/dhr/Publications/Pages/default.aspx>.

Here is a free training in English or Spanish on the State of Illinois website:

<https://www2.illinois.gov/dhr/Training/Pages/Sexual-Harassment-Prevention-Training-Videos-and-Audio.aspx>

Minimum Standards for Sexual Harassment Prevention Training

Employers may develop their own sexual harassment prevention training programs provided they meet or exceed the minimum training standards outlined in Section 2-109(B) which include

(<https://www2.illinois.gov/dhr/Training/>):

- an explanation of sexual harassment consistent with the IHRA;
- examples of conduct that constitutes unlawful sexual harassment;
- a summary of relevant federal and State statutory provisions concerning sexual harassment, including remedies available to victims of sexual harassment; and
- a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment.

I have also attached an example of a basic Certificate of Training for you.