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**Date:** May 3, 2018  
**To:** State of Rhode Island Employees  
**From:** Kyle Adamonis, Executive Director of Human Resources/Personnel Administrator,  
Department of Administration  
**Subject:** Sexual Harassment Training

The Department of Administration has developed a new Sexual Harassment training that is now available to all state employees. **As a reminder, participation is mandatory for all Rhode Island state employees who have not attended Sexual Harassment training since November 1, 2017.** The training below is part of the State's continuing efforts to increase awareness about sexual harassment prevention and reporting. Training must be completed by Friday, June 29, 2018.

**Program Description: Preventing Sexual Harassment [Webinar]**

At the end of this tutorial, participants will be able to:

- Recognize behavior that could be considered or interpreted as sexual harassment
- Understand the consequences of sexual harassment
- Describe his/her role and responsibility in creating a work environment free of sexual harassment
- Understand the State's policies and procedures for reporting inappropriate behaviors and/or sexual harassment

This tutorial is available anytime and can be viewed during a convenient time during the workday. You may fulfill your participation requirement individually or in a group. Please be sure to follow the directions below to ensure that your participation is recorded.

The State continues to offer in-person sexual harassment training to new employees and through the Office of Diversity, Equity and Opportunity. Our goal is to ensure that training on this topic is easily accessible to all.

**Individual Participation**

Individuals who register through the link and complete the tutorial will automatically be recorded as fulfilling the requirement.

**Group Training Webinar Participation**

For group settings, attendance and completion must be tracked by the participating agency and attendance must be forwarded to [DOA.RILearningCenter@hr.ri.gov](mailto:DOA.RILearningCenter@hr.ri.gov). Please contact your supervisor regarding participation in a group setting.

**Registration**

Visit <https://rigov.wufoo.com/forms/sexual-harassment-training-and-policy-review/> to complete the registration. Once you submit the registration form, you will receive an email with a link to the tutorial and the State of Rhode Island Sexual Harassment Policy.