

## Sexual Harassment Training and Prevention Manual - 17th Edition

Richard J. Simmons

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California has recently passed laws that institute new training rules and other requirements relating to unlawful harassment, discrimination and retaliation. The new rules address investigations, the inability to include confidentiality provisions in settlements, dealing with harassment complaints, defamation rules and privileges, and the creation of new standards to determine liability. The rules create the **need to update policies** to cover **all** characteristics protected by California law. Training must now be provided by all employers with five or more employees to supervisors and lower level employees. It must include components on the negative effects of bullying and abusive conduct, and the topic of transgender, gender identity and sexual orientation discrimination and harassment. Every workplace in America is vulnerable to sexual harassment claims under the new rules. Statistically, they are among the most common claims filed against employers and can have a devastating impact on workplaces, victims and careers. While experts recognize that prevention is the best cure, employers often wait until claims are filed to address problems. Employers must take direct, immediate and ongoing steps to train employees and prevent harassment. Employers must also “take reasonable steps” to prevent and correct discrimination, harassment and retaliation.

In the new edition of his publication, Attorney Richard J. Simmons of Sheppard, Mullin, Richter & Hampton LLP provides essential guidance to employers regarding prevention steps, including training, complaint procedures, investigation techniques, corrective action and remedial measures. The publication provides tools, including updated training outlines, quizzes, policies, and “promise” statements, that will help employers avoid problems altogether and win cases that lack merit. Among the subjects addressed in the publication are the following:

- **Guidelines for Prevention**
- **Sample Training Rules, Outlines & Guidelines**
- **The 2019 Legislative Changes**
- **New Abusive Conduct & Bullying Standards**
- **Analysis of EEOC Guidelines**
- **Orientation Checklist & Form**
- **Legal Responsibilities**
- **Standards for Discipline**
- **New Rules Governing Confidentiality**
- **The New California Training Law**

- **DFEH's Harassment Guide for Employers**

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