



## **FAQs on Prevention of Sexual Harassment training:**

### **Harassment Training:**

#### **Q. What is this training about and why do I need to take this training?**

You may be aware that 'Prevention of Sexual Harassment in the work place' has gained momentum in the last couple of years. The #MeToo and #Timesup movement have prompted an increasing number of states to mandate sexual harassment prevention training in the workplace.

This training is to make you aware, what constitutes as Workplace harassment (including Sexual Harassment) and how to prevent it. Each state law varies in the duration, type and format of training it requires, but they all have one common objective – Prevention of Sexual Harassment in the work place.

#### **Q. What happens if I do not complete the training?**

Since it is a mandatory training, Artech will be out of compliance with the state requirements. You would receive reminders to complete the training once every 2 days until you complete it. Despite reminders if you do not complete or refuse to, then Artech will be left with no choice but to terminate your contract, in order to remain compliant with the state regulatory requirements and in some cases, client requirements.

#### **Q. Will the Training be conducted by Artech?**

Artech has partnered with True Office Learning, a Compliance training & analytics co. that provides an e-learning platform to administer the training.

#### **Q. How is this training imparted and what is the mode of delivery?**

It is an interactive web based, online training. You will be able to complete the training on any device (computer, tablet, or smart phone) with an internet connection and web browser.

#### **Q. Who will send me the training details (Artech or True Office Learning)?**

You will receive an email from True Office Learning [donotreply@trueoffice.com](mailto:donotreply@trueoffice.com) which will contain your user id and password along with a registration link for the assigned training.

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[www.artech.com](http://www.artech.com)

## Q. Whom do I reach if I do not receive the email from True Office Learning?

First please check your spam mails and make sure you whitelist True Office Learning. If you do not find the email in your spam mails, then please reach out to your Contractor care Specialist (CCS)/Talent Management Specialist (TMS) with a copy to to [AskHR@artech.com](mailto:AskHR@artech.com).

## Q. Where can I find the training link and log in details?

The email sent by True Office Learning [donotreply@trueoffice.com](mailto:donotreply@trueoffice.com) will contain your user id and password along with a registration link for the assigned training.

## Q. What would be my Log in details?

Username: **will be your Empl id** (the Employee id used for BEACON log in)

Password: **train** (it's the default password)

## Q. If I am stuck or face difficulties issues with the LMS portal, whom should I contact?

Please send any queries regarding the portal and/or the content to your Contractor care Specialist (CCS)/Talent Management Specialist (TMS) with a copy to [AskHR@artech.com](mailto:AskHR@artech.com).

## Q. How do I know which training I am supposed to be taking?

When you log in to True Office Learning site, you will have already been assigned to a course.

The training course will be assigned to you basis 2 criteria:

- i. The state of your work site location
- ii. The level (for supervisors: 'Manager' and for non-supervisors: 'Employee') – For CA ONLY

## Q. Whom do I reach out to, if I am assigned the incorrect (state or level) training in the portal?

If the state and/or level is incorrect, then please send an email to your Contractor care Specialist (CCS)/Talent Management Specialist (TMS) with a copy to [AskHR@artech.com](mailto:AskHR@artech.com), so they can set up the correct training.

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### **Q. How much time do I have to take the training?**

It is recommended that you complete the training within one week from when it is assigned to avoid missing the training link and the login credentials in the mail archives.

### **Q. How long is the training?**

This is an intuitive interactive training so the training times may vary (generally 20 minutes and up). The training will be able to recognize your familiarity with the material as you progress through the training. The more questions you answer correctly the quicker you will finish the training. If you are struggling with some of the questions the training will give you more information and questions to bolster your understanding of the material.

(Note: Training in California for non-supervisory employees will be a minimum of 60 minutes and 120 minutes for Supervisory employees. In Connecticut training for all employees is a minimum of 120 minutes.)

### **Q. Do I have to do the training in one sitting?**

No, the training portal will save your progress as you go. It is recommended that you complete the training in one session to better retain the information.

### **Q. What is the proof of completion?**

As soon as you complete your training, an auto-generated email will be sent from [donotreply@trueoffice.com](mailto:donotreply@trueoffice.com) confirming the successful completion of the training.

### **Q. What do I do as soon as I complete the training?**

Please send the screenshot of the 'confirmation of completion' email to your Contractor Care Specialist (CCS)/Talent Management Specialist (TMS)

### **Q. Whom can I contact for more information?**

Please contact your Contractor Care Specialist (CCS)/Talent Management Specialist (TMS) directly if you need further assistance with the training. You may also send an email to [AskHR@artech.com](mailto:AskHR@artech.com). For more information on this, please refer to the 'Artech Employee Handbook for Contractors'

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## **Important Resources:**

### **Sexual Violence Resources**

These organizations are part of the fight against sexual violence and can offer support as well as information about legal services, public policy, and advocacy.

#### [Equal Employment Opportunity Commission](#)

Voice: (800) 669-4000

TTY: (800) 669-6820

Other Organizations

#### [National Domestic Violence Hotline \(24/7\)](#)

Voice: (800) 799-7233

TTY: (800) 787-3224

#### [National Human Trafficking Hotline](#)

Voice: (888) 373-7888

TTY: 711

#### [National Sexual Assault Hotline \(RAINN\)](#)

Voice: (800) 656-HOPE (4673)

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## **For more information on the 6 states:**

### **Equal Employment Opportunity Commission:**

<https://www.eeoc.gov>

Voice: (800) 669-4000

TTY: (800) 669-6820

Contact the EEOC via email at [info@eeoc.gov](mailto:info@eeoc.gov)

### **CALIFORNIA:**

<https://www.dfeh.ca.gov/resources/frequently-asked-questions/employment-faqs/sexual-harassment-faqs/>

[California Department of Fair Employment and Housing](#)

Voice: (800) 884-1684

TTY: (800) 700-2320

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## **NEW YORK CITY:**

<https://www1.nyc.gov>

NYC Human rights contact - 718-722-3131

## **New York STATE:**

[www.dhr.ny.gov](http://www.dhr.ny.gov)

Contact DHR at (718) 741-8400

For more information please visit NY State government website at:

<https://dhr.ny.gov/frequently-asked-questions>

## **CONNECTICUT:**

For more information please visit the Frequently Asked Questions at,

[https://www.ct.gov/chro/lib/chro/Sexual\\_Harassment\\_FAQs.pdf](https://www.ct.gov/chro/lib/chro/Sexual_Harassment_FAQs.pdf)

Please Contact - 860-541-3400 or email [CHRO.Questions@ct.gov](mailto:CHRO.Questions@ct.gov)

## **MAINE:**

**Maine Human Rights Commission Guidance:**

[http://www.maine.gov/mhrc/guidance/sexual\\_harrassment.htm](http://www.maine.gov/mhrc/guidance/sexual_harrassment.htm)

**For more information contact:**

Maine Human Rights Commission: 207-624-6290, or Maine Relay 711 (TTY)

## **DELAWARE:**

Please visit the Delaware government website for more information at

<https://dol.delaware.gov>

Please Contact /Call 302-761-8200 or 302-424-1134

## **ILLINOIS:**

**DEPARTMENT OF HUMAN RIGHTS HELPLINE** - You can call the helpline at: 1-877-236-7703 More information about the helpline is available at:

<https://www2.illinois.gov/sites/sexualharassment/Pages/>

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**ILLINOIS DEPARTMENT OF HUMAN RIGHTS CONTACTS:**

- Chicago - 312-814-6200, 866-740-3953 (TTY)
- Springfield - 217-785- 5100, 866-740-3953 (TTY)
- Marion - 618-993-7463, 217-740-3953 (TTY)

**Illinois Human Rights Commission**

- Chicago: 312-814-6269
- Chicago TTY: 312-814-4760
- Springfield: 217-785-4350
- Springfield TTY: 217-557-1500

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