



Prevention of Sexual Harassment Training

As the #MeToo and #TimesUp movements continue to shine their spotlights on sexual harassment in the workplace, a number of states have passed mandates to require sexual harassment prevention training in the workplace. As of this date, California, Connecticut, Delaware, Illinois, Maine and New York have all mandated that employers with 15 or more employees at any given point in a calendar year must provide Prevention of Sexual Harassment training to their staff. In addition, Artech has been contacted by many of our clients who have updated their contractor onboarding requirements to include this mandatory training and will be auditing Artech for compliance going forward. Failure to complete this training in a timely manner may result in non-compliance and we may be forced to take remediation action including consultant removal from the project.

State requirements:

State	Co. size (min. # of employees)	Initial Time Frame	Renewal
California	5+	Within first 30 days or 100 hours	Every 2 years
New York	15+	Annually	
Delaware	4+/50+	Within the First Year	Every 2 years
Illinois	15+	Annually	
Maine	15+	Within the First year	Every 2 years

Our Implementation Partner – True Office Learning:

In view of the above, Artech has partnered with **True Office Learning** (a Compliance training & analytics co. that provides an e-learning platform) to administer this training to our employees. This will be an interactive web based; online training and you will be able to complete the training on any device (computer, tablet, or smart phone, etc.) with an internet connection and web browser. In the next few days, please expect **to receive a registration email from True Office Learning (donotreply@trueoffice.com)** along with your log in credentials (see below):

Username: employee id (employee id # that will be used to login to the Employee self-service portal)

Password: train

Company: Artech

The courses provided are adaptive and the overall duration will depend on how the trainee performs on the questions (ranges from 20 – 60 mins).

Artech LLC

360 Mt. Kemble Avenue Suite 2000 ▲ Morristown, NJ 07960 ▲ Tel. 973.998.2500 ▲ Fax. 973.998.2599
www.artech.com



Please follow the instructions provided in the registration email to complete the training. We recommend that you complete the training within one week from the time of registration to avoid missing the training link and the login credentials in the mail archives. If you do not see the registration mail in your inbox, please be sure to check your spam and ensure that **trueoffice.com** is whitelisted, so you can continue to receive the mails from True Office Learning.

Assistance for the training:

Please reach out to your Contractor Care or Talent Management Specialist with a copy to ASKHR@artech.com if you have any issues with the training regarding the following:

- - i. Not received the registration email
 - ii. Issues with the log in
 - iii. Incorrect training course - wrong state or position (non-supervisory or supervisory level)
 - iv. any issues or have questions on the content of the training

Proof of completion:

As soon as you complete your training, an auto-generated email will be sent from donotreply@trueoffice.com confirming the successful completion of the training. Please send the **screenshot of the 'confirmation of completion' email** to your Contractor Care Specialist (CCS)/Talent Management Specialist (TMS).

Please refer to the attached a list of FAQs document prior to starting the training, since it contains important and pertinent information with regard to the training.

Thank you for your attention to this important matter.

Regards,
Corporate Human Resources

Artech LLC

360 Mt. Kemble Avenue Suite 2000 ▲ Morristown, NJ 07960 ▲ Tel. 973.998.2500 ▲ Fax. 973.998.2599
www.artech.com