



# Sexual Harassment Prevention Education and Training Checklist

## Legal Requirements

Title 26 M.R.S.A. §807 requires employers with 15 or more employees to provide education and training on sexual harassment in the workplace to all new employees within one year of their hire date.

## Training Requirements

26 M.R.S.A. §807 sets the minimum requirements for sexual harassment training provided by covered employers.

### Training must include:

- The definitions of sexual harassment under Maine and federal law;
- An explanation that sexual harassment is illegal;
- A description of behaviors and specific examples that explain what illegal sexual harassment is;
- A clear explanation and instructions for how an employee can make a complaint of sexual harassment: through the employer's internal process; and to the Maine Human Rights Commission;
- An explanation that retaliation is prohibited by law.

Employers must provide additional training/education for supervisors and managers within one year of their hire/promotion into the position.

### This training must include:

- The supervisor's/manager's responsibilities when they receive a complaint about sexual harassment; and
- How they can take immediate corrective action to address sexual harassment.

Employers must keep records of sexual harassment trainings provided and employees' attendance. Employers must keep these records for at least 3 years.

The Bureau of Labor Standards enforces compliance with these training requirements. Email the Wage and Hour Division at [bls.mdol@maine.gov](mailto:bls.mdol@maine.gov) if you have questions.

## Sexual Harassment on the Job is Sex Discrimination and it is Illegal

The Maine Human Rights Act prohibits discrimination in the workplace. Unwelcome sexual harassment is a form of illegal sex discrimination. Unwanted sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature—all of these are sexual harassment if they threaten job security, working conditions or promotion.

### Harassment includes:

- Unwelcome Sexual Advances
- Suggestive or Lewd Remark
- Unwanted Physical Contact
- Requests for Sexual Favors
- Retaliation for Complaining About Sexual Harassment

Maine Human Rights Commission Guidance:

[www.maine.gov/mhrc/laws-guidance/employment/sexual-harassment](http://www.maine.gov/mhrc/laws-guidance/employment/sexual-harassment)

Federal Statutes:

[www.eeoc.gov/laws/statutes/titlevii.cfm](http://www.eeoc.gov/laws/statutes/titlevii.cfm)

State of Maine Statutes:

<http://legislature.maine.gov/legis/statutes/5/title5sec4553.html>

