



The Mayor's MESSAGE

MAYOR ARLENE JEZIERNY

NOVEMBER-BUSINESS EDITION 2020

To All Businesses in Harwood Heights
Subject: Sexual Harassment Requirement

As we approach year-end, please be aware that due to an amendment to the Illinois Human Rights Act, all Illinois employers are required to provide all employees (including part-timers, seasonal and temporary employees) with an annual sexual harassment prevention training program that complies with the new law.

The Illinois Department of Human Rights (IDHR) created a free model training program that can be used by employers to satisfy the new training requirement. Employers can use the IDHR program, or they can develop their own training program or utilize a third-party vendor to supply training that complies with standards in the Illinois Human Rights Act.

The training must be accessible to employees with disabilities and those with limited English proficiency. **Bars and restaurants** have specialized training programs tailored to their industry and may utilize this specialized training module:

<https://www2.illinois.gov/dhr/Training/Documents/IDHR-SHPT-2020-V1.0-Bars%20and%20Restaurants%20Version.pdf>.

All other employers may utilize this:

<https://www2.illinois.gov/dhr/Training/Documents/IDHR-SHPT-2020-OCT-V2.pdf>.

Employees can take this training “on-demand” for free and will receive certificates of compliance or some other evidence of completion upon completing the training program, which should be provided to the employers to keep in case the Illinois Department of Human Rights conducts an audit. **We also included a copy of the training for Restaurants & Bars and other businesses on our website: www.harwoodheights.org.**

This is not intended to constitute legal advice, but we value our local businesses and employees and want to make sure that the new requirements do not catch anyone unaware or see local businesses incur fines in the midst of a historically challenging climate.

Please contact the IDHR for additional information and see <https://www2.illinois.gov/dhr/Training/Pages/FAQ%20for%20Sexual%20Harassment%20Prevention%20Training.aspx> for a list of frequently asked questions.