

To: The University Community

As a friendly reminder: Thank you in advance for reading the letter below regarding the required ***Preventing Sexual Harassment*** training program for all full-time and part-time staff, management and faculty. ***If you have already taken this training for 2013 calendar year, please disregard this notice.***

To access the ***Preventing Sexual Harassment*** online program please go to the following website <http://training.newmedialearning.com/psh/estroudsburgu/> and click the link entitled "Continue". This will initiate the Sexual Harassment Training Program. Your employee identification number is required to access the full program with the mastery test.

Also, as an alternative to the online ***Preventing Sexual Harassment*** training, two on campus Sexual Harassment and Unlawful Discrimination and Harassment training options will be offered: **Tuesday, October 15, 2013, 1:00 – 1:50 p.m. Lower Dansbury, or Wednesday, October 16, 2013, 9:00-9:50 a.m. in Lower Dansbury.** Documentation and letter of attendance will occur. Registration is not required.

Office of Diversity
& Equal Opportunity
www.esu.edu

200 Prospect Street
East Stroudsburg, PA
18301-2999

570.422.3656
570.422.3912 Fax



September 23, 2013

Dear Colleagues:

All employees, including all full and part-time staff, management and faculty are required to undergo annual (calendar year) training on sexual harassment and unlawful discrimination and harassment. This is in support of East Stroudsburg University's commitment to maintain a working and learning environment that is free from prohibited forms of harassment or bias and to provide our employees with the knowledge and skills needed to fulfill their responsibilities.

If you have already taken this training for 2013 calendar year, please disregard this notice.

The online education program, ***Preventing Sexual Harassment***, focuses primarily on ways to identify and prevent sexual harassment, and it addresses key ideas that can be easily applied to racial and other types of prohibited harassment.

Preventing Sexual Harassment enables you to educate yourself in a practical, convenient way. The online course takes approximately 45 minutes to complete, including the mastery test. The program uses an active learning process that does not disrupt your work responsibilities or require you to schedule specific off-site classes. In addition, the program produces documentation of when you took and successfully completed the course.

Objectives of Preventing Sexual Harassment - At the end of the course, you will be able to:

- Identify behavior that might be considered sexual harassment;
- Explain the legal and other consequences of sexual harassment;
- Describe your role and your responsibility as an employee in contributing to a workplace free of sexual harassment;
- State what actions to take against sexual harassment; and
- Describe appropriate policies and procedures on sexual harassment.

To access the live link to ***Preventing Sexual Harassment*** online program, please go to the following website: <http://training.newmedialearning.com/psh/estroudsburgu/> and click the link entitled "Continue". This will initiate the Sexual Harassment Training Program. Your employee identification number is required to access the full program with the mastery test. The Office of Diversity and Equal Opportunity will automatically receive confirmation of your successful completion of the online program.

Also, as an option to the online *Preventing Sexual Harassment* training, an on campus Sexual Harassment and Unlawful Discrimination and Harassment Training will be offered on:

TUESDAY, OCTOBER 15, 2013 - 1:00-1:50 PM - LOWER DANSBURY
WEDNESDAY, OCTOBER 16, 2013 - 9:00-9:50 AM - LOWER DANSBURY

Documentation and letter of attendance will occur. Registration is not required. The last annual on campus trainings for calendar year 2013 will be offered in December.

If you have any questions, please contact the Office of Diversity and Equal Opportunity at 570.422.3656.

Sincerely,

Danelle McClanahan

Danelle McClanahan, MS, CAAP
Director of Diversity/Ombudsperson

Notice of Nondiscrimination: East Stroudsburg University of Pennsylvania does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, gender identity or veteran's status in its programs and activities in accordance with applicable federal and state laws and regulations. The following person has been designated to handle inquiries regarding this policy: Director of Diversity/Ombudsperson, 200 Prospect Street, 115 Reilman Building, East Stroudsburg, PA 18301, 570-422-3656.