

## **POLICY ON SEXUAL HARASSMENT PREVENTION TRAINING FOR BOARD MEMBERS**

### **1. PURPOSE**

The purpose of this policy is to require Board of Retirement and Board of Investments (Board) Members to receive at least two hours of sexual harassment prevention training and education within the first six months of taking office and every two years thereafter.

### **2. TRAINING**

The training must include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to the victims of such harassment in the employment context; and practical examples aimed at instructing Board Members in the prevention of sexual harassment, discrimination and retaliation.

Training must be provided by persons with knowledge and expertise in the prevention of sexual harassment, discrimination and retaliation. Training providers are required to give participants written documentation of proof of their participation.

Training may be completed by in-person seminars or sets of self-study materials with test taken at home or online. In addition, Board Members who have already taken sexual harassment training in compliance with their employer's training requirements satisfy this policy's requirements. Such Member's should provide either a copy of compliance given to them by their employer or provide a statement of compliance to LACERA on a form to be provided confirming their training.

### **3. RECORDS**

Human Resources Division (HR) will offer courses on sexual harassment prevention training to Board Members. Board Members may also attend such classes offered by law firms or other organizations. Records of attendance will be maintained by HR.

### **4. SCOPE**

This policy applies to all members of the Board of Retirement and Board of Investments as of and after the date this policy is adopted.

Adopted by the Board of Retirement: January 11, 2018  
Adopted by the Board of Investments: January 10, 2018