



Sexual Harassment Prevention Training Attendance Verification (2018-19)

I participated in the required Sexual Harassment Prevention Training for the years 2018-19.

TRAINING

The training provided by Vanguard Research & Title Services, Inc. was:

(check all that apply)

- Interactive
- Included an explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights
- Included examples of conduct that would constitute unlawful sexual harassment.
- Included information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment.
- Include information concerning employees' rights of redress and all available forums for adjudicating complaints.
- Include information addressing conduct by supervisors and any additional responsibilities for such supervisors.

I conducted Sexual Harassment Prevention Training (Part 1) training on *(provide date)*

_____ and reviewed the written documentation pertaining to this portion of the training.

I conducted Sexual Harassment Prevention Training (Part 2 - Case Studies) training on *(provide date)*

_____ and reviewed the written documentation pertaining to this portion of the training.

DOCUMENTATION

I was provided access to and copies (physical and/or electronic) of the following:

(check all that apply)

- Vanguard Research & Title Services, Inc. Sexual Harassment Prevention Policy
- Sexual Harassment Prevention Complain Form
- Combating Sexual Harassment (FAQ)

Vanguard Research & Title Services, Inc.

COMPLAINT CONTACTS

I have been provided the name(s) of the individuals to whom complaints may be submitted to.

I should submit any complaint to:

(check all that apply)

Courtney Shampine

Aaron Thorpe

Ryan Thorpe

Printed Name: _____ Date: _____

Signed: _____

Notice: Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.