

KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK

Policy Title and Number **185** **Training Requirements**

185.10 All District employees and elected or appointed officials are required to participate in sexual harassment and abusive conduct prevention training. The training will be aimed at increasing their understanding of, and preventing, workplace sexual harassment, as well as their role in creating an underlying culture of mutual respect in the workplace.

185.20 The training will also cover abusive conduct, or workplace bullying, and other types of prohibited harassment, such as harassment based on gender identity, gender expression, and sexual orientation. Specific components of the training will include how to promptly and effectively respond to sexual harassment when it occurs, the effects of abusive conduct in the workplace, and ways to appropriately intervene if one witnesses behavior that is not in keeping with this policy. Employees will be trained on how to identify, investigate, report, and respond to unlawful harassment, discrimination, and retaliation in the workplace.

185.30 At a minimum, all supervisory employees are required to take two hours of training under this section every two years.

185.40 Non-supervisory employees are required to take one hour of training every two years. The District will make this training available to employees during regular working hours at no cost to the employee. Records of these training activities will be maintained in District files.