



A Safer Workplace Through  
Education<sup>SM</sup>

## COMPLIANCE

### **Maine Supervisor Sexual Harassment Prevention**

**Course Length:** 2.0 Hours

#### **Course Description**

This course is designed for Maine-based supervisors and managers. Under Title 26, §807 of the Maine Legislature, employers based in Maine with fifteen (15) or more employees must conduct sexual harassment prevention training for all new employees within one year of commencement of employment. Non-supervisory employees must be trained within one year of being hired. Supervisors must be trained within one year of obtaining a supervisory position.

Our Maine Supervisor Sexual Harassment Prevention course provides up-to-date legally compliant content that will help your business identify and prevent sexual harassment in the workplace.

Our Maine Supervisor course covers supervisor-specific responsibilities and the potential liabilities that supervisors may face if they fail in any of their responsibilities. We discuss available remedies for victims of harassment; harassment prevention strategies; supervisor obligation to report harassment, discrimination, or retaliation; and practical illustrative examples of harassment (real cases and hypothetical scenarios) using case studies, group discussion, quizzes, and tests. We also cover limited confidentiality, appropriate remedial steps to correct harassment, what to do if you are accused of harassment, and the essential elements of an anti-harassment policy.

This course is designed for **Supervisors and Managers**.

*Meets all Maine statutory requirements as outlined by:*

***-Maine Human Rights Act  
-Title 26, §807, Maine Legislature***

*Meets all Federal statutory requirements as outlined by:*

***-Title VII, Civil Rights Act of 1964  
-Civil Rights Act of 1991***

## **Course Table of Contents**

Section 1: Sexual Harassment Laws - Federal and Maine

Section 2: What is Sexual Harassment?

Section 3: Who is Protected?

Section 4: Types and Forms of Sexual Harassment

Section 5: Reasonable Approach

Section 6: Liability

Section 7: Workplace Rights and Remedies

Section 8: Policies and Procedures

Section 9: 5-Point Assessment

Section 10: Best Practices

Section 11: Supervisor's Role

## **Course Learning Objectives**

- Explain sexual harassment laws (Federal and Maine)
- Define sexual harassment (Federal and Maine definitions)
- Differentiate between the various types and forms of sexual harassment
- Identify legal protections
- Discuss employer duties under Federal law and Maine law
- Identify who can be held liable for sexual harassment
- Explain how to exercise legal rights
- Describe the remedies for a sexual harassment complaint
- Define the elements of an anti-harassment policy
- Cover best practices for preventing sexual harassment

## Course Topics

Abusive conduct  
Anti-harassment policy  
Bullying  
Civil Rights Act of 1991  
Compensatory damages  
Complaint procedure  
Maine Law  
Maine Resources  
Components of a sexual harassment policy  
Confidentiality procedure  
Determining factors  
Discrimination  
Employee Best Practices  
Enforcing policies  
Federal Equal Employment Opportunity Commission (EEOC)  
Federal Resources  
Gender expression  
Gender Expression Harassment  
Gender identity  
Gender Identity Harassment  
Hostile Work Environment  
Human Resources procedure  
Internal investigations procedure  
Legal alternatives  
Legal remedies  
Liability  
Locker room conversations  
Non-verbal harassment  
Organizational Best Practices  
Physical Harassment  
Protected Classes  
Punitive damages  
Quid Pro Quo  
Reasonable Woman/Reasonable Person Standard  
Reporting harassment  
Requests for sexual favors  
Retaliation  
Severe or pervasive  
Sex/gender discrimination  
Sexual Orientation Harassment  
Single versus few Incidents  
Supervisor Best Practices  
Third party investigations procedure  
Title VII, Civil Rights Act of 1964  
Transgender  
Transgender status  
Unwelcomed Sexual advances  
Verbal harassment  
Visual harassment  
Workplace rights and how to exercise