

August 18, 2020

CHECKLIST TO DETERMINE IF EMPLOYEES OF THE CONTRACTOR WILL BE REQUIRED TO COMPLETE A SEXUAL HARASSMENT TRAINING MODULE DEVELOPED BY THE DEPARTMENT OF HUMAN RESOUCE MANAGEMENT

State contracts for more than \$10,000 and contractors who employ more than 5 employees, must agree to receive sexual harassment training as required by the Code of Virginia, §2.2-4201.

Effective July 1, 2020, the Code of Virginia § 2.2-4201 states:

"That the Department of Human Resource Management be directed to develop procedures for (i) determining whether an employee of a contractor with state government spends significant time working with or in close proximity to state employees and (ii) if so, requiring such contractor employee to complete any sexual harassment training also provided to state employees if the contractor employee has not received such training within the calendar year in which he begins work on the contract."

Are the contractor's employees on-site at the state agency on a regular basis?	Yes □	No □
Are the contractor's employees on-site periodically?	Yes □	No □
Are state employees required to travel with the contractor's employees?	Yes □	No □
Are state employees required to attend meetings with the contractor's employees on or off-site?	Yes □	No □
Are state employees required to go to the contractor's facilities for meetings, etc.?	Yes □	No □
Is there regular telephone, Skype, Facetime, or other similar media contact between state employees and the contractor's employees?	Yes □	No □
Is there regular contact between state employees and the contractor's employees by the use of e-mail?	Yes □	No □
Are other forms of electronic media such as texts, IMs, etc., used on a regular basis for communication between the state employees and the contractor's employees?	Yes □	No □

If the answer is "yes" to any of the above questions, then the contractor's employees must receive Sexual Harassment training provided by the Department of Human Resource Management.

This training is available on the Department of Human Resource Management web page at www.dhrm.virginia.gov.