

Mandatory Discrimination, Harassment and Retaliation Policy Training

DEPARTMENT OF HUMAN RESOURCES

Discrimination, Harassment and Retaliation policy training is <u>mandatory</u> for all employees and volunteers of Washoe County.

Washoe County requires that employees:

- Receive certified online training concerning the prevention of discrimination, harassment and retaliation within one (1) month of employment; and
- Refresh training every two (2) years by attending a certified training class or receiving online training concerning the prevention of discrimination, harassment and retaliation.

Employees will automatically receive an invitation to complete *Discrimination, Harassment and Retaliation* training online through Bridge when they are due for training. New employees will receive their initial online training invitation within the first month of their employment and again every two (2) years to fulfill the mandatory training requirement for *Discrimination, Harassment and Retaliation* policy training. Once the employee has completed the training, the completion will be automatically marked in Bridge and the employee will be auto-enrolled after two years.

If you have any questions or concerns about the training, please contact:

Your Department HR Representative, Supervisor or Department Head or

Washoe County Human Resources - Learning Center 1001 E. Ninth Street, Building A, Room 220 Reno, NV

Office: 775.328.2081 Fax: 775.328.6119

Email: <u>HRTraining@washoecounty.gov</u>

The full policy against Discrimination, Harassment and Retaliation is available on our website: <u>Discrimination, Harassment and Retaliation Policy</u>

Page 1 Last Update: February 14, 2023