

FAIR PRACTICES AND TREATMENT TRAINING

J-5 Trucking has an absolute zero tolerance policy for harassment of any kind or nature, intimidation, bullying or unfair treatment. Thus, we comply with California State law and provide "harassment training" every 2 years. This is a requirement of employment with any 3 of the J-5 Trucking companies. Owners, managers, and supervisors are required to take a 2-hour course every 2 years. Non-supervisory employees are required to take a 1-hour course every 2 years. This is an E-Learning course that you will take on your computer. If you do not have access to a computer, please inform a manager and we will make arrangements. Within a month of employment, you will receive an e-mail containing the link to access the course. This email will come from: noreply@notify.thinkific.com. Once you receive the e-mail you will have 15 days to complete. If you do not receive the email within 30 days of employment, please check your spam folder. If you still do not see it, contact Ty. This must be done within 15 days. If not completed in the required timeline, your employment will be suspended until completion. After you complete this course, you are required to turn in your training certificate. You can give a copy to your manager or email a copy to agparis1@aol.com. There is no cost to you for this course. The email link that you receive will include contact information for Sam Well, the administrator of this course. It is very important that we have your accurate email address. If you have any questions, please contact Ty Granados.

2021 Training Requirements

By January 1, 2021, all employees working for employers with five or more employees will need to be trained. Supervisors must receive two hours of training once every two years, while non-supervisory employees must receive one hour of training once every two years.

What Kind of Training Must Employers Provide?

Employers must provide sexual harassment prevention training in a classroom setting, through interactive E-learning, or through a live webinar. E-learning training must provide instructions on how to contact a trainer who can answer questions within two business days.

Any training must explain:

- The definition of sexual harassment under the Fair Employment and Housing Act and Title VII of the federal Civil Rights Act of 1964;
- The statutes and case-law on prohibiting and preventing sexual harassment;
- The types of conduct that can be sexual harassment;
- That harassment may be based on gender identity, gender expression, and sexual orientation;
- The remedies available for victims of sexual harassment;
- Strategies to prevent sexual harassment;
- Supervisors' obligation to report harassment;
- Practical examples of harassment;
- The limited confidentiality of the complaint process;
- Resources for victims of sexual harassment, including to whom they should report it;
- How employers must correct harassing behavior;
- What to do if the supervisor is personally accused of harassment;
- The elements of an effective anti-harassment policy and how to use it;
- "Abusive conduct" under Government Code section 12950.1, subdivision (g)(2).