

Record of Reception: Sexual Harassment
Prevention Policy and Training Form
TOWN OF QUEENSBURY



Combating
Sexual Harassment

It is required that this record be kept by the Town for a minimum of three (3) years.

APPLIES TO ALL EMPLOYEES, ELECTED OFFICIALS, BOARD MEMBERS,
COMMISSIONERS AND PAID OR UNPAID INTERNS.

1. The below indicates that the following Town employee, elected official, board member or commission member, or intern has been provided a written or electronic copy of the Town's Sexual Harassment Prevention **Policy and Program** in the language spoken by that employee, elected official, board or commission member or intern.

Name: _____

Yes, I have received a copy of the Town's Sexual Harassment **Policy and Program** in the language spoken by me.

Date received: _____

Signature: _____

2. The below indicates that the following Town employee, elected official, board member or commission member has received a copy of the Town's Sexual Harassment prevention **Training**.

Name: _____

Yes, I have received the Town's Sexual Harassment Prevention **Training** in the language spoken by me.

Date received: _____

Signature: _____