

E-mail templates: Employees

Key message to employees: sexual harassment is a health and safety issue

SUBJECT: Your safety is paramount – Sexual Harassment in the Workplace Bystander Training

Ensuring our workplace is safe and healthy for all employees is our top priority. Learning more about sexual harassment is important, and we are asking all employees to watch a series of short videos, about 30 minutes in total on how to be an effective bystander. Please click here for the series: [Bystander Training \(lms.legalinfo.org\)](https://lms.legalinfo.org)

The training takes an occupational health and safety approach to creating respectful workplaces and offers tips for how to be a supportive bystander, a role we all play. Upon completion of the self-directed training, you will receive a certificate that you can submit to your manager for placement in your personnel file.

Together we are working to keep each other safe.

Key message to employees: we all have a role to play

SUBJECT: You have a role to play – Sexual Harassment in the Workplace Bystander Training

Our workplace is a community, and we must look out for one another. Bystanders play a critical role in reaffirming your personal space, your right to say no, and your right to feel – and to be – safe at work. That is why we are asking you to watch a series of short videos: [Bystander Training \(lms.legalinfo.org\)](https://lms.legalinfo.org)

Learning more about sexual harassment and the important role we all play in prevention is the focus of the video series. Upon completion of the self-directed training, which will take about 30 minutes, you will receive an electronic certificate that you can email to your manager for placement in your personnel file.

Together we are continuing to build a culture founded on mutual respect and support.

 Key message to employees: we have zero tolerance for sexual harassment in the workplace

SUBJECT: Zero tolerance – Sexual Harassment in the Workplace Bystander Training

Let us be frank. We have zero tolerance for sexual harassment in our workplace. That is why we are encouraging everyone to watch a series of short videos, about 30 minutes in total, on how to be an effective bystander. Please click here: [Bystander Training \(lms.legalinfo.org\)](https://lms.legalinfo.org)

We are working to be more informed about sexual harassment and the role we can all play in preventing sexual harassment. This training delves into the issue of sexual harassment and offers tips for how to be a supportive bystander. Upon completion of the self-directed training, you will receive a certificate that you can submit to your manager for placement in your personnel file.

Sexual harassment is wrong on every level and will not be tolerated. We want you to come to work, to know you can speak up safely, and that you have the support of management and colleagues.