

E-Mail Templates: Managers

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

SUBJECT: Your role – Sexual Harassment in the Workplace Bystander Training

Ensuring our workplace is safe and healthy is our top priority. We are asking all employees to watch a series of short videos, about 30 minutes in total, focused on the issue of sexual harassment and the role bystanders can play. In advance of the email on [DATE] announcing the training, you can watch the video series here: **Bystander Training (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. Please encourage all your employees to complete the training and answer any questions they may have. If you hold regular staff meetings, please make this an agenda item.

Upon completion of the self-directed training, employees will receive an electronic certificate which they can send to you for placement in their personnel file.

In addition to the training, we have developed a Sexual Harassment Prevention Policy that employees should be aware of and familiar with. This may be another agenda item for your regular staff meetings.

A **Frequently Asked Questions** sheet is attached that answers questions we anticipate may be asked regarding the training.

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

SUBJECT: Encourage participation – Sexual Harassment in the Workplace Bystander Training

Bystanders play a critical role in ensuring a respectful and safe workplace. That is why on [DATE] we will send an email to all employees asking them to watch a series of short videos, about 30 minutes in total. The videos are a part of new Bystander Training that addresses sexual harassment in the workplace. Before then, you can watch the video series here: [Bystander Training \(lms.legalinfo.org\)](https://lms.legalinfo.org)

Please inform your team members about the videos and encourage them to complete the training. If you hold regular staff meetings, please make this an agenda item. Upon completion of the self-directed training, employees will receive a certificate they can give you for placement in their personnel file.

In addition to the training, we have developed a [Sexual Harassment Prevention Policy](#) that employees should be aware of and familiar with. This may be another agenda item for your regular staff meetings.

A [Frequently Asked Questions](#) sheet is attached that answers questions we anticipate may be asked about the training.

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

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

We have zero tolerance for sexual harassment in our workplace. That is why we are encouraging all employees to watch a series of short videos, about 30 minutes in total about how to be an effective bystander against workplace sexual harassment.

On [DATE], we will send an email to all employees asking them to watch a series of short videos, about 30 minutes in total. Before then, you can watch the video series here: [Bystander Training](#)

It is important that employees know about the videos and are encouraged to complete the training. If you hold regular staff meetings, please make this an agenda item. Upon completion of the self-directed training, employees will receive an electronic certificate they can send to you for placement in their personnel file.

In addition to the training, we have developed a [Sexual Harassment Prevention Policy](#) that employees should be aware of and familiar with. This may be another agenda item for your regular staff meetings.

A [Frequently Asked Questions](#) sheet is attached that answers questions we anticipate may be asked about the training.