

TITLE: **Sexual Harassment Prevention Training**

MANUAL: Petaluma Health Care District Board Governance Policies

Board Approval Date: February 19, 2019

Written By: Faith/Wells

Review Dates: February 18, 2020

I. PURPOSE EXPECTED OUTCOME(S)

The purpose of this policy is to ensure that all Petaluma Health Care District Board members receive sexual harassment education and prevention training pursuant to Section 53237 of the California Government Code (AB 1661).

II. POLICY

- A. All PHCD Directors are required to receive at least two hours of sexual harassment prevention training and education within the first six months of taking office, and every two years thereafter.
- B. The Board Clerk shall inform the Board of Directors of available training resources. Sexual harassment prevention training received in the course of outside employment or service on the board of another agency may fulfill this requirement.
- C. Petaluma Health Care District will pay for the cost of the training, if applicable. Pre-approval of the expense is required as per the Board Continuing Education Policy.
- D. Each Board member is responsible to submit their Certificate of Completion of the Sexual Harassment Prevention Training to the Board Clerk to ensure compliance.
- E. The Board Clerk shall maintain records indicating both the dates that directors completed their required training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.