



UNIVERSITY OF SOUTHERN MAINE MANDATORY HARASSMENT TRAINING

The University of Southern Maine is committed to providing a positive educational and work environment that recognizes and respects the dignity of all students, faculty, and staff. Harassment of any form undermines this important commitment and is not appropriate or acceptable within the university community. Further, in complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Southern Maine will not tolerate discriminatory harassment on the basis of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin or citizenship status, age, disability, whistleblower or veterans status in employment, education, and all other areas of the University. For more information about the University's non-discrimination policy please visit <http://www.usm.maine.edu/eeo/>.

As part of our commitment to a safe and welcoming workplace, and in compliance with legal mandates, we are committed to providing Harassment Training on an on-going basis to all employees. We have partnered with our legal counsel, Bernstein Shur, to offer an **on-line delivery** of this training. This training is **mandatory**.

If you are a **supervisor**, you are required to complete the on-line module for supervisors. The entire module takes less than one hour. In addition, the University needs your assistance in committing to 100% training of all employees reporting to you. If you are not a supervisor, please complete the **employee** training module which takes approximately forty-five minutes.

Below you will find details on the website and the log-ins that have been established for USM. FMI, please contact Cory Legassie in the Office of the Vice President of Human Resources clegassie@usm.maine.edu or 228-8304. ***Thank you for your support and compliance in this important matter.***

ON LINE TRAINING INSTRUCTIONS:

Go to the Bernstein Shur website www.bernsteinshur.com and click on the "training" link at the very top of the home page.

- When prompted, enter the appropriate User Name and Password:

SUPERVISOR:

User Name: **usm_supervisor**

Password: **husky**

EMPLOYEE:

User Name: **usm_employee**

Password: **blue**

- When prompted, enter your full name – first and last name.
- After the training has ended, be sure to click on the "button" to confirm that you have viewed the training.