

|  |
| --- |
| Check for Understanding This document is used to verify that the employee attending the training (The Trainee), understands the key points of the training provided. |
| **Topic:** | Workplace Harassment Training for Supervisors |
| Circle the best answer to the following questions  |
| 1. | Employers MUST maintain an effective electronics communication policy to include: texting, instant messaging, Facebook and Twitter. TrueFalse |
| 2. | Is your work e-mail subject to Public Records/Open Records Act?YesNo |
| 3. | Having a written policy in place is adequate and training on said policy is unnecessary.YesNo |
| 4. | There is a seven-year retention requirement for training records.TrueFalse |
| 5. | An employee will adhere strictly to the normal chain of command in reporting a harassment claim. TrueFalse |
| 6. | Anonymous complaints do not require investigation. TrueFalse |
| 7. | ALL complaints must be in writing or recorded to be considered valid.TrueFalse |
| **Employer’s Name** **City/ County:** |  |
| **Trainee Section** – By signing this document, I verify that I have viewed the entire training video and completed the questions within “Check for Understanding” document without any outside assistance. |
| Print Trainee’s Name:  |  | Date |  |
| Trainee’s Signature:  |  |
| **Employer’s Training/ Safety/ HR Coordinator Section** – By signing this document, I verify that the “Trainee” has viewed the entire training video and completed the questions within “Check for Understanding” document without any outside assistance. |
| Print Coordinator’s Name:  |  | Date |  |
| Coordinator’s Signature:  |  |
| Please scan and return via e-mail to lgrmsadmin@lgrms.com or via mail to LGRMS, 3500 Parkway Lane, Suite 110, Norcross, GA, 30092 |