



## DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

### CHECKLIST TO DETERMINE IF EMPLOYEES OF THE CONTRACTOR ARE REQUIRED TO COMPLETE A SEXUAL HARASSMENT TRAINING MODULE DEVELOPED BY THE DEPARTMENT OF HUMAN RESOURCE MANAGEMENT (DHRM)

Contractors engaging in contracts for more than \$10,000 and who employ more than 5 employees, must confirm that their employees have taken DHRM sexual harassment training or provide such training and postings as required by the Code of Virginia, §2.2-4201.

Effective July 1, 2020, the Code of Virginia § 2.2-4201 states:

“...If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, **except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management**, and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.

Are the contractor's employees on-site at the state agency on a regular basis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the contractor's employees on-site periodically?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are state employees required to travel with the contractor's employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are state employees required to attend meetings with the contractor's employees on or off-site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are state employees required to go to the contractor's facilities for meetings, etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there regular telephone, Skype, Facetime, or other similar media contact between state employees and the contractor's employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there regular contact between state employees and the contractor's employees by the use of e-mail?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are other forms of electronic media such as texts, IMs, etc., used on a regular basis for communication between the state employees and the contractor's employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If the answer is “yes” to any of the above questions, the contractor's employees must receive Sexual Harassment training provided by the Department of Human Resource Management.

Effective 12-11-25: The DHRM training is available in the Commonwealth of Virginia Learning Center (COVLC). Contractors should request access to the training from the state agency with whom they are contracted. An agency contact list can be found [here](#).