



**SERVICE STATION DEALERS AND
AUTOMOTIVE SERVICES OF GREATER NY, INC.**
AFFILIATED WITH: SSDA/NCPR-AT

Pursuant to Section 201-g of the Labor Law, every employer in New York State is required to establish a sexual harassment prevention policy and is required to provide employees with sexual harassment prevention training which needs to be done on an annual basis.

It is time for your employees to receive this training. Please fill out the information below and return it to us so we can process your packets via mail, fax to 914-698-4787 or email to ssdgny@ssdgny.org.

Legal Business Name: _____

Please prepare sexual Harassment Policy and Training Packets for the following employees:

Designated person an employee should report any type of sexual harassment to:

Where the policy can be found (ie: office manager, human resource dept etc.):

Where the complaint form can be obtained (ie: office manager, human resource dept. etc.):

Cost for Training Packages:

\$125 1-5 Employees \$20.00 each additional employee

Cost for Annual Renewal Packages:

\$100 1-5 Employees \$20.00 each additional employee

Upon receipt of this request, your packets will be processed and delivered to you within 10 business days. Payment is due upon receipt.

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