

# SERVICE STATION DEALERS AND AUTOMOTIVE SERVICES OF GREATER NY, INC.

AFFILIATED WITH: SSDA/NCPR-AT



Under the 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** pursuant to Section 201-g of the Labor Law.

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 or email to [cobalde@ssdgny.org](mailto:cobalde@ssdgny.org).

Sincerely,  
Carla Obalde  
Operations Manager

## OFFICERS

**PETER S. KISCHAK**  
PRESIDENT

**ANTHONY GALIMBERTI**  
V.P. ROCKLAND /  
ORANGE

**JOHN T. BARRETT**  
V.P. STATEN ISLAND

**ROBERT O'KEEFE**  
TREASURER  
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PETER KISCHAK  
LOUIS LANICCI  
ROBERT O'KEEFE

### 1. THE LEGAL NAME OF THE BUSINESS IS:

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### 2. I WILL NEED SEXUAL HARASSMENT POLICY AND TRAINING PACKETS FOR THE FOLLOWING EMPLOYEES:

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### 3. THE PERSON WHO AN EMPLOYEE SHOULD REPORT ANY TYPE OF SEXUAL HARASSMENT TO: \_\_\_\_\_

### 4. WHERE THE POLICY CAN BE FOUND (i.e. office manager, human resource dept.)

\_\_\_\_\_

### 5. WHERE THE COMPLAINT FORM CAN BE OBTAINED ( i.e. office manager, human resource dept) \_\_\_\_\_

**COST FOR RENEWAL PACKAGE:  
TO COVER 1-5 EMPLOYEES IS \$75.00, 6-15 EMPLOYEES IS \$125.00, 16 -20 EMPLOYEES  
\$150.00 AND OVER 20 EMPLOYEES IS \$200.00**

**PAYMENT: CHECK # \_\_\_\_\_**

**CASH**

**SIGNATURE: \_\_\_\_\_**

**UPON RECEIPT OF THIS REQUEST, SERVICE STATION DEALERS OF GREATER NY WILL PROCESS YOUR PACKETS AND THEY WILL BE DELIVERED TO YOU WITHIN 7 – 10 BUSINESS DAYS.**