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Susanne R. Young, Secretary

TO: Extended Cabinet Members and Constitutional Officers
FROM: Susanne Young, Secretary of Administration 
DATE: December 22, 2017
RE: Preventing and Addressing Sexual Harassment Training

Dear Extended Cabinet Members and Constitutional Officers:

Earlier this month, Governor Scott issued an [Executive Order](#), updating and enhancing the Executive Code of Ethics. Part of that order included direction that Governor's appointees ensure that sexual harassment in the workplace does not occur or persist and attend training relating to sexual harassment and governmental ethics at least annually.

Everyone in state government, from frontline workers to Cabinet members, plays a critical role in maintaining professional and respectful work environments. Therefore, effective immediately, **all executive branch employees are required to participate in the classroom training: Preventing and Addressing Sexual Harassment**, provided by the Department of Human Resources through the Center for Achievement in Public Service (CAPS).

This training is designed to help employees define and identify sexual harassment, define what constitutes discrimination in the workplace, promote a working environment that actively discourages the occurrence of sexual harassment and discrimination, and promote an environment where all employees are treated with respect. Providing this training to all employees in a classroom setting, rather than online as it is today, will undoubtedly enhance the experience and promote healthy and civil discussions.

The training will be offered at CAPS and in various locations around the state. Employees may register for the training via LINC <https://vermont.csod.com/client/vermont/default.aspx>. Please contact DHR.CAPS@vermont.gov with any questions or if an accommodation for this training is needed.
