[employer official header]

NOTICE TO EMPLOYEES

Pursuant to 2017 Oregon laws, Ch. 212, amending ORS 279A, your employer must provide written notice of the employer’s policy preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class. A sufficient number of copies of this Notice shall be posted where employees regularly work or are able to easily observe. A copy of this notice shall also be included in an employee handbook and any employee orientation materials.

**Your Employer’s Responsibility**

1. Maintain a policy and practice that prevents sexual harassment, sexual assault, or discrimination against employees who are members of a protected class;
2. Provide written notice to employees of that policy and practice; and
3. Provide written notice to employees of any substantive changes to the policy and practice.

**Where to find your employer’s Policy and Practice**

1. A written copy was provided to you upon commencement of your employment;
2. A written copy will be made available to you within 5 days of any request;
3. An electronic copy can be found here: [insert link to electronic copy]

**Your responsibility as an Employee**

You should read the policy in full and familiarize yourself with its provisions. You must comply with any relevant responsibilities placed on you, including reporting any misconduct and cooperating in any investigation or inquiry performed by your employer into reported misconduct.

You should observe the provisions of your employer’s policy and practice for your own protection and protection of your co-workers.

**Inquiries**

Contact your employer’s Human Resources Office, or equivalent, with any questions. If you feel you cannot contact your employer with questions, or feel you have done so without sufficient response, you may wish to contact your local city, county, or state government employee resource agency.

[employer HR contact information]