

LANDEGGER & BARON

A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

EMPLOYMENT AND LABOR LAW
AND RELATED LITIGATION
ON BEHALF OF MANAGEMENT

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January 5, 2005

SEXUAL HARASSMENT TRAINING FOR SUPERVISORS IS REQUIRED BY CALIFORNIA LAW
IF YOU HAVE MORE THAN FIFTY EMPLOYEES.

SEXUAL HARASSMENT TRAINING FOR SUPERVISORS IS RECOMMENDED BY OUR FIRM
EVEN IF YOU HAVE LESS THAN FIFTY EMPLOYEES.

Dear Clients and Friends:

Sexual harassment is still a major area of litigation for California employers. Not a week goes by without one of our clients being accused of sexual harassment by an employee including failure to comply with the California legal requirements to ensure that sexual harassment does not take place. Even after much publicity in recent years, employers are still not in compliance with California law concerning sexual harassment. Do you have a written sexual harassment policy that your company disseminates to all employees? Does your company disseminate the California Department of Fair Employment and Housing pamphlets entitled "Sexual Harassment is Prohibited By Law?" Does your company have the proper poster prohibiting sexual harassment in the workplace?

For many years, Landegger & Baron has included sexual harassment training as part of our management training. Training on sexual harassment issues is the key to avoiding costly litigation whether you have five employees or five hundred employees. Now, employers with more than fifty employees are required to provide sexual harassment training. California Government Code Section 12950.1 requires the following:

- By January 1, 2006, every employer with more than 50 employees must provide at least two hours of classroom or other interactive training and education to all supervisory employees employed as of July 1, 2005 and thereafter.
- All new supervisory employees must receive such training within six months of their assumption of a supervisory position.
- After January 1, 2006, employers must provide such training and education to each supervisory employee once every two years.

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- Training and education must include both informational and practical guidance on how to comply with state and federal law, prevention and correction of sexual harassment and remedies available to victims of sexual harassment.

Landegger & Baron has developed a program in compliance with California law regardless of how many employees you have. Our attorneys will train groups of five to fifty supervisors for a flat fee between \$750 and \$1,000 depending on the location of your company. The only additional cost is the actual cost of photocopying the handouts. We can also provide the training in Spanish.

After completion of training, you will be provided with a "Certificate of Sexual Harassment Training Compliance" which will include the names of all participants and hours of training.

If you are interested in training, please contact our Firm Administrator, Marina Ross, so that we can obtain the necessary information about your company and to schedule the training with one of our associate attorneys. Of course, if you have any questions, please feel free to contact me.

Very truly yours,

Alfred J. Landegger

AJL:cc