




B. J. Walker, Commissioner

Georgia Department of Human Resources • Two Peachtree Street, NW • Suite 29.250 • Atlanta, Georgia 30303-3142 • Phone: 404-656-5680

January 4, 2006

MEMORANDUM

TO: DHR Employees
FROM: B.J. Walker 
RE: Sexual Harassment E-Learning Course

As you are aware, DHR Human Resources/Personnel Policy #102, Sexual Harassment, prohibits sexual harassment of any employee by superiors or co-workers. Sexual harassment negatively affects the work environment, employee retention, and productivity. **My expectation is that no DHR employee will experience sexual harassment, period.**

To promote increased awareness and prevention regarding sexual harassment issues, a Sexual Harassment E-Learning Course has been developed for presentation to all DHR employees. The course, entitled "Sexual Harassment: Understanding What it is and How to Avoid it in the Workplace," is available on the Office of Human Resource Management and Development (OHRMD) website and may be accessed using the web-based Learning Management System (LMS).

Because this issue is of significance to every employee, **all employees are required to complete the Sexual Harassment E-Learning Course no later than June 30, 2006.** The course can be completed in approximately 20 minutes. Please visit the OHRMD website, register for this course, and complete it on-line prior to **June 30, 2006.**

Following are the links to the instructions that will outline the process for enrolling in the Sexual Harassment E-Learning Course:

[Instructions to access the DHR Sexual Harassment Presentation](#)

[Sexual Harassment](#)

If you have any questions or concerns, or if you are not assigned a personal computer, please contact your supervisor for assistance. (DHR organizations with employees who are not assigned computers will be responsible for ensuring that these employees complete the course.)

Thanks for your attention to this very important issue.

BJW/gwn