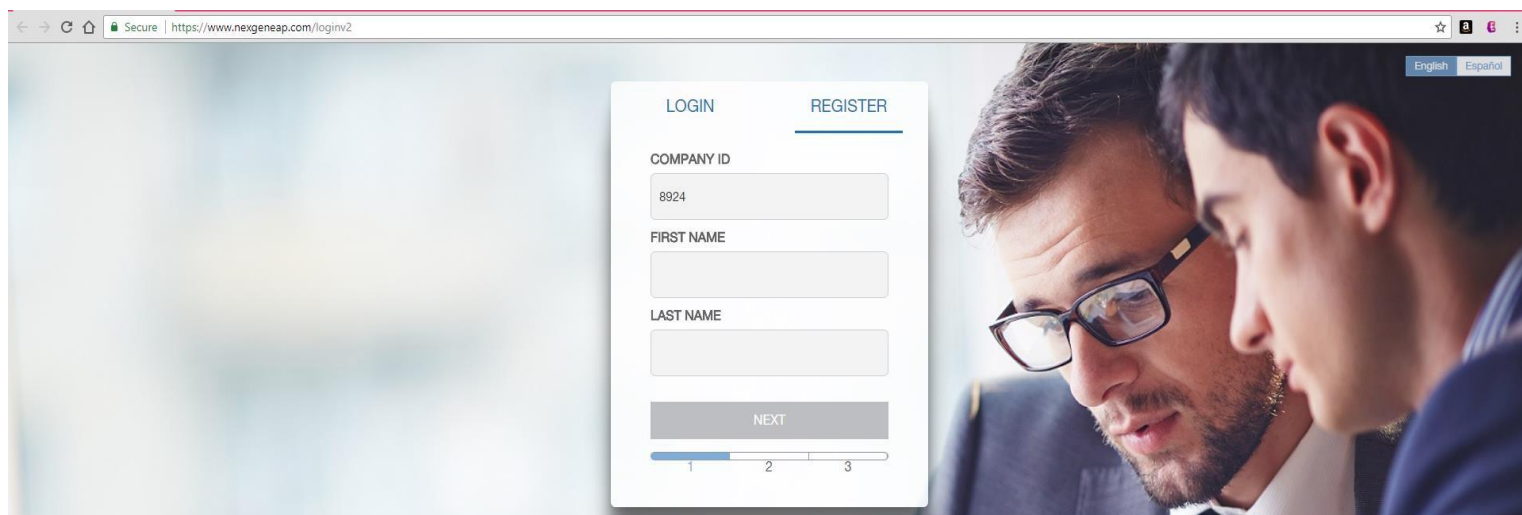
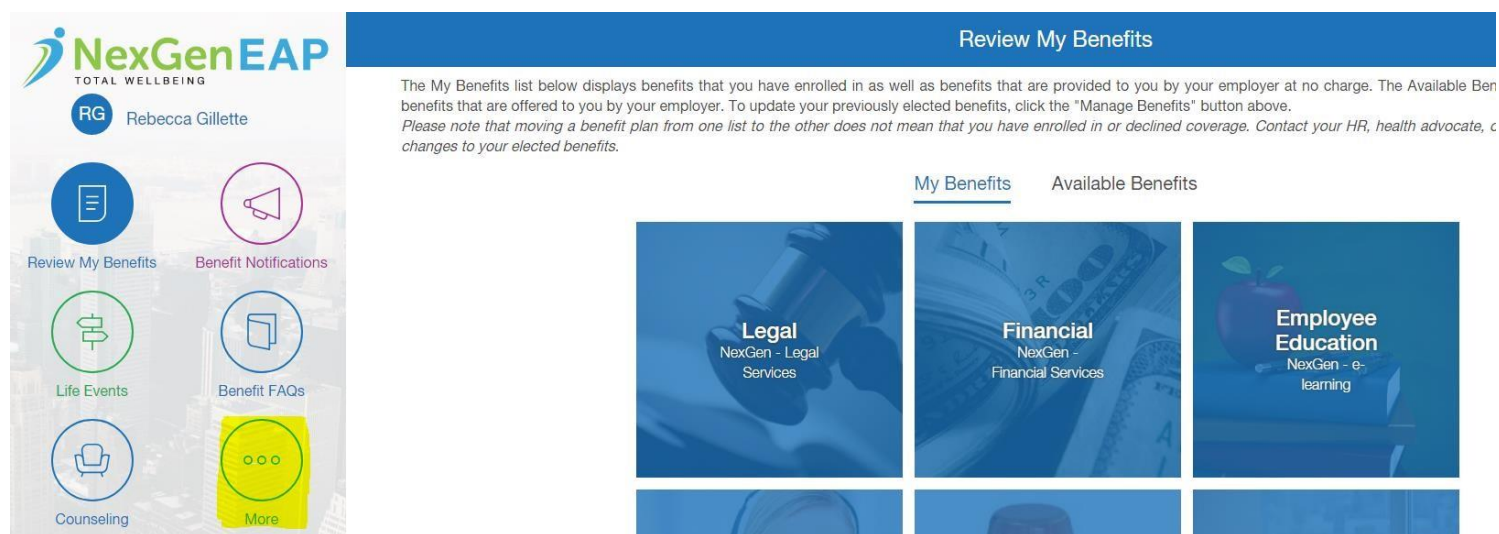


Below are the step-by-step instructions for employees to access the NYS Sexual Harassment Prevention Training on NexGen EAP's e-Learning Portal.

1. Logon to www.nexgeneap.com
 - a. **New Users:** click "Register" and enter your Company ID: **8924**. Fill in the rest of the required information to create your profile.
 - b. **Returning Users:** Login with your email and password.



2. Click the "More" button on your home page.



NexGenEAP
TOTAL WELLBEING

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Review My Benefits | Benefit Notifications | Life Events | Benefit FAQs | Counseling | More

Review My Benefits

The My Benefits list below displays benefits that you have enrolled in as well as benefits that are provided to you by your employer at no charge. The Available Benefits that are offered to you by your employer. To update your previously elected benefits, click the "Manage Benefits" button above.
Please note that moving a benefit plan from one list to the other does not mean that you have enrolled in or declined coverage. Contact your HR, health advocate, or changes to your elected benefits.


My Benefits | Available Benefits

Legal
NexGen - Legal Services

Financial
NexGen - Financial Services

Employee Education
NexGen - e-learning

3. Scroll down to "E-Learning" and click "Enter."



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- < Back to Main Menu
- Virtual Concierge >
- Legal And Financial >
- Health Advocacy >
- Wellness >
- E-Learning >**

Review My Benefits

The My Benefits list below displays benefits that you have enrolled in as well as benefits that are provided to you by your employer at no charge. The Available benefits that are offered to you by your employer. To update your previously elected benefits, click the "Manage Benefits" button above.
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My Benefits

Legal
NexGen - Legal Services

Financial
NexGen - Financial Services

Employee Education
NexGen - e-learning

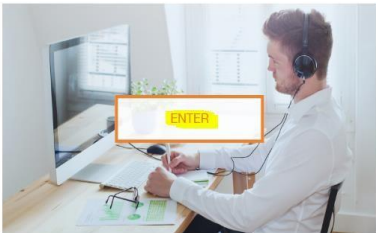
Available Benefits



RG Rebecca Gillette

- < Back to Main Menu
- Virtual Concierge >
- Legal And Financial >
- Health Advocacy >
- Wellness >
- E-Learning >**
- Entertainment >
- Daily Quotes >
- Support >
- Settings >

E-Learning



Welcome to the e-learning course library. From here you can access online training courses related to professional development, workplace safety, compliance and more.

For optimal results, view the e-learning library from your laptop or desktop computer.

4. On the ThinkHR home page, click "Harassment."

Courses that develop employees
and ensure compliance



5. Scroll down to the bottom of the course list until you see **“Workplace Harassment Prevention for Employees, State of New York”** and click on the link.

Harassment

Bullying and Hazing on Campus

Bullying and Violence in the Workplace

Conducting Investigations Based on Unfair Treatment or Harassment Claims

Conocimiento sobre el acoso sexual de los empleados

Prevención del acoso en el lugar de trabajo para empleados, estado de Nueva York

Prevención del acoso en el lugar de trabajo para gerentes en California (AB1825 / 2053/ SB 1343), Connecticut y Maine

Prevención del acoso en el lugar de trabajo para gerentes, estado de Nueva York

Preventing Harassment in the Global Workplace – Employee Edition

Preventing Harassment in the Global Workplace – Manager Edition

Sexual Harassment Prevention for Employees

Title IX for Higher Education

Workplace Harassment Prevention for Employees – version 2.0 (Title VII)

Workplace Harassment Prevention for Employees, State of California (SB 1343)

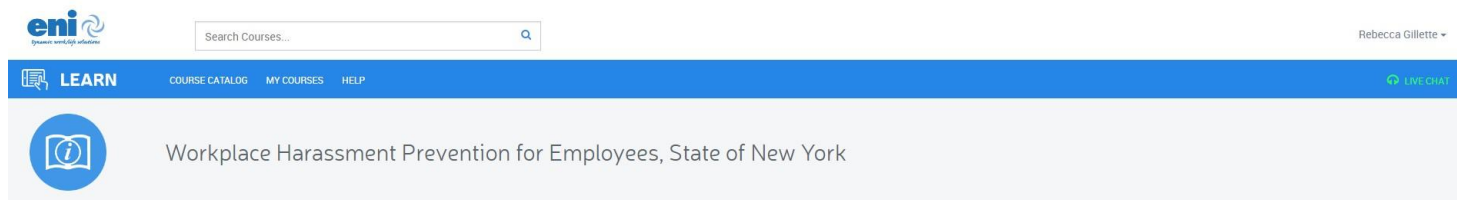
★ **Workplace Harassment Prevention for Employees, State of New York** ★

Workplace Harassment Prevention for Managers – Multi-State Edition, version 2.0 (Title VII)

Workplace Harassment Prevention for Managers in California (AB1825/2053/SB 1343), Connecticut & Maine

Workplace Harassment Prevention for Managers, State of New York

6. Click “Start Course” to begin your training. The course will be interactive, and you will have to answer multiple choice questions throughout the training. A post-test will be required to obtain your certificate.



Workplace Harassment Prevention for Employees, State of New York

Discrimination and harassment at work can have a corrosive effect on an organization's culture and can lead to low employee morale, reduced productivity, and even criminal liability. This course will provide an overview of the types of behaviors that can give rise to discrimination, harassment, and retaliation claims, including those based on sex, race, color, national origin, religion, age, and disability. It will also discuss the benefits of and strategies for promoting a respectful work environment that is free of all forms of harassment, intimidation, and discrimination. If you have questions about harassment either during or after this course, please contact the designated human resources professional at your company who is trained in this area. This course was developed with subject matter support provided by the Potomac Law Group, PLLC. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice. Because laws and regulations governing discrimination and harassment may change, the most current legal developments may or may not be reflected in the course. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with any law or other directive. Transmission of the information is not intended to create, and receipt does not constitute, an attorney-client relationship. Readers should not act upon this information without seeking independent legal advice. Duration: 40

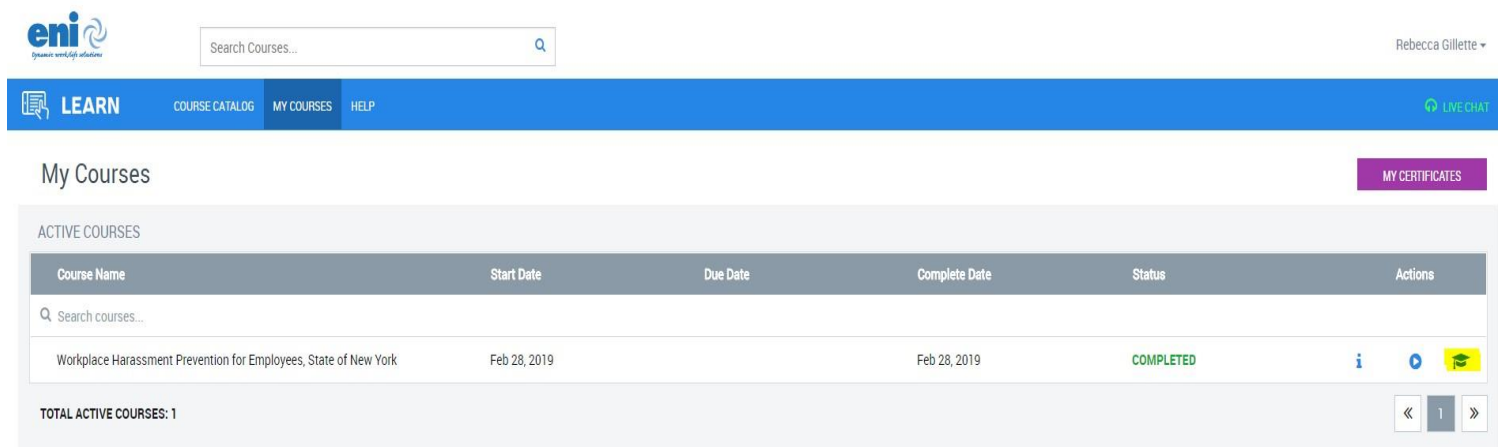
For a copy of your company's harassment prevention policy and your company-specific practices for managing harassment issues, contact your human resources department or manager. If you have questions about anything covered in this course, please contact ThinkHR's subject matter experts at: NYquestions@thinkhr.com. Your questions will be answered promptly within two business days.

For any support related questions please either click on the "live chat" button in the upper right hand corner or contact support at: support@thinkhr.com.



7. Upon successful completion of the training, you will be able to view, print, and email your certificate, which can then be emailed to RCIL's Self-Direction Training Department. Please follow the steps below to obtain your certificate:

- a. Go to My Courses
- b. Click on your completed course titled “Workplace Harassment Prevention for Employees, State of New York;
- c. Click on the graduation hat symbol.



8. A dialog box will pop up. “Congratulations! You have received a course certificate.” You can email the certificate to your email provided during the registration process and forward to the Self-Direction Training Department at sdtraining@rcil.com



QUESTIONS?

If you have any questions or issues while accessing your online training, please contact 1-800-327-2255 and one of **eni's** Benefit Information Specialists will assist you.

If you have any questions regarding Sexual Harassment or Harassment, please contact RCIL's Human Resources Department at 315-797-4642 or hr@rcil.com. Your questions will be answered promptly.

THOUGHTS?

Please take a moment to complete RCIL's Training Evaluation Form. Once completed, please return the form with your certificate and timesheet, via email: sdtraining@rcil.com, mail: 409 Columbia Street, Utica, NY 13503 or fax: 1-877-401-8848.