

Notice to All Associates

11/24/2021

We are required by law to have you complete Sexual Harassment Training. Employees have the next two weeks from 11/24/21 - 12/11/21 to get this completed. It takes about 1 hour to complete each of the trainings. Please try to get this done on your down time at work there is a computer there for you to use. ONLY If you are unable to do at work you may do this at home. You will be paid for time if you do this at home - but you will have to print off your certificate for proof for your store Manager so he/she can make an adjustment on your paycheck. (No overtime allowed for online training - thus please keep that in mind).

You must have an email address to complete the trainings. If you do not have an email address your store manager can assist you.

All stores are set up with a computer to do the safety trainings on. That is the best and easiest way to do the trainings. When you do your training at the stores you will punch in and out for the safety training, unless it is during your regular scheduled work time.

If you are doing it outside of the store the easiest way to get to the site is to go to Sullivan's Foods Website at www.sullivansfoods.net Then go to the bottom blue section on the page where you will find the Employee Portal. In the Portal you will put in the password Sullivans! (capital S, and no apostrophe), and you will find a button link that says Sexual Harassment - which there will be a link that will take you to the training where you will put in your name and email address.

If you do not go to Sullivan's Foods website, you will do the following: you will place the following link into your web address and it will prompt you to put in your name and your email address

All Employee Training:

Sexual Harassment Prevention and Response for **Employees** in Illinois Training Course
<https://training.blr.com/Application/courseDetails.aspx?id=150710&parent=900596843&child=900596844>

Supervisors Training: (Store Manager, Asst Manager, Shift Managers, and Dept Managers who have at least one employee):

Sexual Harassment Prevention and Response for **Supervisors** in Illinois Training Course
<https://training.blr.com/Application/courseDetails.aspx?id=150708&parent=900596843&child=900596844>

If you have any questions please contact Annie Leitzen at Sullivan's Office at 815-273-4511 or email her at aleitzen@sullivansfoods.net

Thank you, Kathy Christensen