



COMPLIANCE BULLETIN

HIGHLIGHTS

- A new law requires certain employers in Washington State to take steps aimed at preventing sexual assault and harassment.
- The law applies to hotels, motels, retail and security guard entities, and property services contractors.
- These employers must adopt a workplace policy and provide information, training and emergency devices to employees.

IMPORTANT DATES

Jan. 1, 2020

Compliance deadline for hotels and motels with 60 or more rooms.

Jan. 1, 2021

Compliance deadline for hotels and motels with 59 or fewer rooms, all retail and security guard entities and all property services contractors

Washington State Mandates Sexual Harassment Training for Certain Industries

OVERVIEW

Under a [new law](#) enacted on May 13, 2019, all **hotels, motels, retail entities, security guard entities** and **property services contractors** that have employees working in certain isolated environments in Washington State will be required to:

- ✓ Adopt a workplace sexual harassment policy; and
- ✓ Provide training, resource lists and “panic buttons” to employees.

While most subject employers must comply with these new requirements **by Jan. 1, 2021**, the deadline for large hotels and motels (60 or more rooms) to comply is **Jan. 1, 2020**. The law also imposes new reporting requirements on property services contractors as of Jan. 1, 2021.

ACTION STEPS

Employers subject to Washington State’s new law should become familiar with its details, [watch for additional guidance](#), and ensure that they meet all applicable deadlines.

Provided By:
Insure NW

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EMPLOYERS SUBJECT TO THE NEW LAW

Washington State's new law applies to the following entities that have **one or more employees** in the state:

Hotels

Motels

Retail entities

Security guard entities

Property services contractors

Under the law, a "property services contractor" is generally defined as any person or entity that employs workers to provide commercial janitorial services for another person.

The term "**employee**" means an individual who is employed as any of the following and spends a majority of her or his working hours alone or has primary work responsibilities that involve working without another coworker present:

Janitor

Security guard

Hotel or motel housekeeper

Room service attendant

NEW REQUIREMENTS

The table below provides an overview of the new requirements imposed by Washington State's new law. Additional information about each requirement follows.

Workplace Policy

The new law does not list any specific content requirements for an employer's workplace sexual harassment policy. However, the L&I provides a [model policy](#) that employers may use after customizing it to their particular workplaces.

Mandatory Training

Employers must provide training to all managers, supervisors and employees to:

- ✓ Prevent sexual assault and sexual harassment in the workplace;
- ✓ Prevent sexual discrimination in the workplace; and
- ✓ Educate their workforces regarding protection for employees who report violations of a state or federal law, rule or regulation.

The new law does not provide any additional content requirements or specify how long the training must last.

Resource List

Employers must provide each employee with a list of resources that includes, at minimum, contact information for the following:

- ✓ The [Equal Employment Opportunity Commission](#);

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- ✓ The [Washington State Human Rights Commission](#); and
- ✓ Local advocacy groups focused on preventing sexual harassment and sexual assault.

Panic Button

A panic button is defined as an emergency contact device that an employee may carry and use to summon immediate on-scene assistance from another worker, a security guard or a representative of the employer. The new law requires employers (other than certain licensed, contracted security guard companies) to provide each employee with one of these devices. The law also directs the L&I to publish advice and guidance on this requirement for employers with 50 or fewer employees.

Reporting - Property services contractors

In addition to complying with the above requirements, every property services contractor must submit the following information to the L&I by Jan. 1, 2021:

- ✓ The date it adopted the required workplace policy;
- ✓ The number of managers, supervisors and employees who have received the required training; and
- ✓ The physical address of each work location where janitorial services are provided by its workers and, for each of these locations, the total number of its workers or contractors who perform janitorial services and their total hours worked.

This data will then be aggregated by the L&I and made available to any interested party upon request.