



Bowling Green State University New Employee Orientation

REQUIRED EMPLOYEE TRAINING

Bowling Green State University requires that all employees complete two training programs, *Understanding BGSU's Sexual Harassment Policy* offered by the Office of Affirmative Action and *Fire Safety Training* offered by Environmental Health and Safety, as part of their employment with the university. Both offices have been informed of your employment with the university and are eager to have you join an upcoming training session.

1. Understanding BGSU's Sexual Harassment Policy

The training session will cover BGSU's definition and policy on sexual harassment, reporting procedures and preventative action steps that all employees should be aware of. Contact the Office of Affirmative Action, 705 Administration Building, 372-8472 for more information.

*Available Training Sessions: **Tuesday 2004**
9:30 a.m. to 11:00 a.m.

All sessions are
located in the Pallister
Conference Room,
Jerome Library

2. Fire Safety Training

The training session teaches fire safety planning including sounding a building fire alarm, dialing 911 to verify fire locations, and emergency fire procedures specific to your building or location. The training session also offers a session for "live" fire extinguisher training. Contact Environmental Health & Safety, 102 College Park, 372-2171 for more information.

*Available Training Sessions: **Tuesday 2004**
9:00 a.m. to 11:00 a.m.
OR
1:00 p.m. to 3:00 p.m.

Both sessions are
located in College
Park Office Building
Classroom 1

* You need only attend one session for each program.

Register for any training session above with the Office of Human Resources at 372-8421.