

# Sexual Harassment Prevention Notice



## Combating Sexual Harassment

### Sexual harassment is against the law.

All employees have a legal right to a workplace free from sexual harassment, and [JM Murray, on behalf of JM Murray and ESTI employees] is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, [JM Murray] has a sexual harassment prevention policy in place that protects you. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status. You are receiving this notice, as required by law, either at the time of hiring or during your annual sexual harassment prevention training.

If you believe you have been subjected to or witnessed sexual harassment, you are encouraged to report the harassment to a supervisor, manager or [Director of Human Resources] so we can take action.

**Our complete policy**     is enclosed/attached     may be found at the link below:

The Employee Handbook located on the company intranet or on our benefits portal [www.jmmurray.bswift.com](http://www.jmmurray.bswift.com)

**Our training materials**     are enclosed/attached     may be found at the link below:

The JM Murray Learning Management Site: [www.jmmurray.com/employee-training/](http://www.jmmurray.com/employee-training/)

**Our Complaint Form**     is enclosed/attached     may be found at the link below:

The JM Murray company intranet or by contacting the HR Department, ext. 1933

### If you have questions or to make a complaint, please contact:

[Carmen Buzea, Director of Human Resources]

[607-758-1905 or [carmenb@jmmurray.com](mailto:carmenb@jmmurray.com)]

For more information and additional resources, please visit:  
[www.ny.gov/programs/combating-sexual-harassment-workplace](http://www.ny.gov/programs/combating-sexual-harassment-workplace)