

New York Sexual-Harassment Prevention Policy & Forms

Adoption-ready employer policy | complaint, investigation, acknowledgment and interactive-training records

LEGAL EMPLOYER	Clean Slate Organic Cleaners LLC
OPERATING BRAND	Clean Slate FM
PREPARED	August 21, 2026
RESPONSIBLE OWNER	Maximus Garcia max@cleanslatefm.com 201-888-1190
STATUS	Prepared for owner review and signed adoption; training is not yet represented as complete

TRUTHFULNESS AND EFFECTIVE DATE

This policy becomes effective only when an authorized owner signs and actually implements it. A completed template, blank roster, or downloaded video is not proof of adoption, employee distribution, or completed annual interactive training.

01

Purpose, protections and covered people

Clean Slate Organic Cleaners LLC, operating as Clean Slate FM, is committed to a respectful workplace without sexual harassment, discrimination, or retaliation. This policy covers employees, applicants, interns, temporary staff, contractors, subcontractors, vendors, consultants, and other people working at or providing services to company or client locations. Protection applies regardless of immigration status and includes actual or perceived sex, sexual orientation, gender identity, gender expression, transgender status, and intersecting protected characteristics.

The standard applies at offices, customer buildings, medical and community facilities, job sites, travel, company events, remote work, phone calls, texts, email, messaging platforms, and work-related social media. A supervisor, colleague, client representative, building occupant, visitor, patient, vendor, or contractor can be the source of misconduct.

02

Prohibited conduct and realistic facilities-work examples

Sexual harassment includes unwelcome sexual conduct or unequal treatment because of sex or gender that subjects someone to inferior working conditions. Conduct need not be severe or pervasive to violate New York law. Intent, jokes, the absence of physical contact, and a harasser's customer status do not excuse the behavior.

- Touching, blocking exits, repeated requests for dates, sexual comments, comments about a worker's body, unwanted gifts, threats, or sexual images.
- Conditioning hours, preferred shifts, site access, promotion, pay, continued employment, immigration assistance, or customer approval on sexual attention.
- Repeatedly or intentionally misgendering a worker; targeting someone because of gender identity, sexual orientation, pregnancy, or sex stereotypes.
- A tenant, site manager, visitor, or patient harassing a cleaner or porter and a supervisor ignoring the report because the customer is valuable.
- Distributing offensive photos or messages through a crew group chat, contacting workers outside scheduled shifts, or using access to isolated rooms to intimidate someone.

- Subjecting a person to different standards because of overlapping race, national origin, disability, age, survivor status, or other legally protected identity.

03

Reporting routes and immediate safety

Report suspected harassment or discrimination promptly to Maximus Garcia, Owner & Managing Member, at max@cleanslatefm.com or 201-888-1190, or to any supervisor. A report may be verbal, written, emailed, made through the attached complaint form, or submitted by a witness. Use of the form is encouraged but never required. If the owner is involved, unavailable, or the person prefers an outside channel, the worker may contact the New York State Division of Human Rights, the EEOC, a local civil-rights agency, or a private attorney without first reporting internally.

Call 911 for immediate danger. Request a safe reassignment, accompaniment, customer-contact restriction, schedule change, or other interim measure when appropriate. Interim measures must not punish the reporting person or reduce pay, opportunities, or safety.

04

Supervisor obligations and safe bystander action

- Supervisors must promptly escalate any complaint, conduct they observe, credible warning, or third-party concern; they must not wait for a formal written complaint.
- Preserve texts, schedules, access logs, camera references, inspection reports, emails, and relevant witness names without distributing sensitive information.
- A supervisor may be disciplined for harassment, ignoring or concealing a report, failing to act, mishandling confidentiality, or retaliating.
- Bystanders may safely interrupt, seek help, document facts, check on the affected person, or directly object where safe; no one should use force or increase danger.
- A customer, prime contractor, or property manager must not be allowed to override the company's responsibility to protect workers or investigate.

05

Prompt, impartial and confidential investigation

1. Document the report promptly, whether verbal or written; offer the complaint form without making form completion a condition of investigation.
2. Assess immediate safety, conflicts of interest, reasonable interim protections, accommodation needs, and the appropriate investigator.
3. Preserve relevant documents, messages, shift/time records, access information, customer communications, and other potentially relevant evidence.
4. Interview the reporting person, the person accused, and appropriate witnesses fairly and sensitively; provide each person a reasonable chance to be heard.
5. Prepare a restricted written record describing the allegations, chronology, evidence reviewed, witnesses, relevant prior incidents, findings, and corrective measures.
6. Promptly communicate completion and appropriate outcome information to the affected parties, implement corrective action, and monitor against retaliation.
7. Refer criminal or immediate-safety concerns to law enforcement or emergency services as appropriate. Preserve legal rights and advise that external complaints remain available.

Confidentiality is protected to the extent practicable, not promised absolutely. Information may be shared only with people who need it for safety, a fair investigation, legal obligations, insurer/counsel support, or appropriate corrective action. Personnel, client, and investigatory records must be stored in a restricted location.

06

Anti-retaliation and corrective action

Retaliation is prohibited against anyone who reports possible misconduct in good faith, helps another person report, participates in an investigation, requests protection, declines a sexual advance, or contacts an outside agency. Prohibited retaliation includes termination, reduced hours, unfavorable shifts, threats, disclosure of private information, immigration-related

intimidation, negative references, exclusion, or customer-driven removal. Good-faith reports remain protected even if an investigation does not substantiate a violation.

Corrective action is proportional and may include coaching, written discipline, changed access or supervision, customer escalation, removal from the worksite, suspension, termination, contract restrictions, or referral to appropriate authorities. Managers who permit misconduct or retaliate are subject to discipline.

07

External rights, remedies and assistance

Forum or resource	How to access it
New York State Division of Human Rights	https://dhr.ny.gov/complaint 718-741-8400 model policy describes a three-year filing period for sexual-harassment claims; verify the current deadline directly.
Confidential NY sexual-harassment legal hotline	1-800-HARASS-3 / 1-800-427-2773
U.S. Equal Employment Opportunity Commission	https://www.eeoc.gov/filing-charge-discrimination model policy identifies a generally applicable 300-day New York filing window; verify applicability and current deadline.
Applicable city / local agency or court	Workers may also have local administrative or court remedies. Consult the relevant city or agency and independent counsel promptly.
Emergency or criminal conduct	Call 911 for imminent danger. A criminal report and an internal or civil-rights complaint are separate options.

DEADLINES CONTINUE TO RUN

An internal report, customer complaint, or company investigation does not pause an external filing deadline. Encourage employees to verify the applicable deadline promptly with the agency or counsel.

08

Distribution, interactive annual training and record controls

- Provide the written policy at hiring and through a channel accessible to all employees; make translations available where required or where a current state model exists in the employee's primary language.
- Conduct annual interactive sexual-harassment prevention training covering prohibited conduct, practical examples, legal rights, remedies, reporting, supervisor duties, bystander response, and retaliation.
- A video alone does not satisfy the interactive requirement. Pair it with a live opportunity for questions, a prompt response to questions, documented scenario discussion, or a completed interactive assessment.
- Record participant, role, date, trainer/facilitator, training format, materials/version, interactive participation, questions and responses, completion, employee acknowledgment, and next annual due date.
- Review the state model, legal guidance, contacts, language needs, and actual site risks at least annually and before a material procurement certification.

Official New York employer resources: <https://www.ny.gov/combating-sexual-harassment-workplace/sexual-harassment-prevention-model-policy-and-training>

SIGN

Owner adoption and document control

Required field	Actual entry - do not prefill signatures
Adopting entity	Clean Slate Organic Cleaners LLC
Authorized signer	Maximus Garcia, Owner & Managing Member
Signature	_____

Required field	Actual entry - do not prefill signatures
Actual adoption / effective date	_____
	—
Distribution / posting completed	_____
	—
Next scheduled review	_____
	—

FORM A

Confidential sexual-harassment or discrimination complaint

NO RETALIATION - WRITTEN FORM IS OPTIONAL

Return to Maximus Garcia at max@cleanslatefm.com or call 201-888-1190; verbal reports, witness reports, and reports to outside agencies receive equal protection. Call 911 if immediate safety is at risk.

Requested information	Employee / reporter entry
Name and preferred confidential contact	_____ —
Role, work location and shift	_____ —
Person(s) whose conduct is reported	_____ —
Relationship / employer / customer	_____ —
Date(s), approximate time(s), location(s)	_____ —
Witnesses and useful documents/messages	_____ —
Prior report(s) and person notified	_____ —
Immediate safety or accommodation request	_____ —
Employee's primary language / access needs	_____ —
Reporter signature / date (optional)	_____ —

Describe what occurred, the impact on work, and any requested response:

FORM B

Confidential investigation intake and resolution control

Required control	Actual record / owner / date
Report received / channel / investigator	_____ —
Conflict check and immediate-safety assessment	_____ —
Interim protection without retaliation	_____ —
Complainant, respondent and witness interviews	_____ —
Evidence preserved / restricted storage location	_____ —
Timeline, findings and supporting rationale	_____ —
Corrective action / owner / effective date	_____ —
Outcome communication / external-rights notice	_____ —
Anti-retaliation follow-up / check date	_____ —
Final reviewer / closure date	_____ —

FORM C

Employee receipt and policy acknowledgment

I acknowledge that I received and can access the company's sexual-harassment prevention policy and complaint form; understand the available internal and external reporting options; know retaliation is prohibited; and understand that this acknowledgment does not waive any rights or prove that annual interactive training has already occurred.

Record	Employee / employer entry
Employee full name / job title	_____
	—
Site / preferred language	_____
	—
Policy version and actual receipt date	_____
	—
Employee signature / actual date	_____
	—
Manager distributing policy / date	_____
	—

SEPARATE TRAINING RECORD

Policy receipt is not a substitute for annual interactive training. Complete Form D only after real training, discussion, and questions have occurred.

FORM D

Interactive annual training - facilitator and participant record

Use the current state training materials at <https://www.ny.gov/combating-sexual-harassment-workplace/sexual-harassment-prevention-model-policy-and-training>; review the company reporting contact, complaint form, local work locations, external remedies, and manager responsibilities.

Scenario	Ask and record the participant's response
Customer pressure	A property manager repeatedly asks a cleaner for dates and threatens to complain about the cleaner's shift. What conduct is prohibited, whom should the employee contact, and what protection is needed?
Crew group chat	A porter shares sexual jokes and repeatedly misgenders a co-worker in a crew messaging group. Does the policy cover remote messages, and how should a bystander and supervisor respond?
Retaliation concern	After reporting a customer, an employee receives fewer hours and is moved to a less desirable site. What should be preserved, how should the issue be escalated, and what outside remedies remain available?

Participant responses, employee questions, and facilitator answers:

Completion field	Actual entry
Employee name / role / location	
	—
Facilitator / delivery method	
	—
Actual training date / duration	
	—
Material / version and interactive method	
	—
Employee signature / facilitator signature	
	—
Next annual training due	
	—

FORM E

Annual interactive training attendance roster

Employee	Site / role	Date	Interactive exercise / questions	Signature	Next due

Facilitator: | materials/version: | questions resolved:

Primary official state policy source: <https://www.ny.gov/sites/default/files/2024-08/SexualHarassmentModelPolicyUpdated.pdf>