



## **Sexual harassment is against the law.**

All employees have a legal right to a workplace free from sexual harassment, and D.A. Collins Companies is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, D.A. Collins Companies 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, EEO officer, or Human Resources so we can take action.

**Our complete policy with complaint form may be found [here](#).**

**Our training materials may be found [here](#).**

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

Department of Human Resources  
269 Ballard Road  
Wilton, NY 12831  
(518) 664-9855

or

EEO/Compliance Officer  
Karen D'Andrea, Esq.  
269 Ballard Road  
Wilton, NY 12831  
518-664-9855