

# COMMITTEE ON HOUSE ADMINISTRATION

116<sup>th</sup> CONGRESS

## A RESOLUTION

### COMMITTEE RESOLUTION 116-10

*Be it resolved*, that the Committee on House Administration, pursuant to H. Res. 30, 116<sup>th</sup> Congress, hereby issues the following regulations regarding mandatory completion of a program of training in workplace rights and responsibilities for all Members, officers, and employees:

#### **Mandatory Completion of a Program of Training in Workplace Rights and Responsibilities**

1. Each Member (including each Delegate or Resident Commissioner to the Congress), officer, and employee of the House of Representatives shall complete a program of training in the workplace rights and responsibilities applicable to offices and employees of the House under part A of title II of the Congressional Accountability Act of 1995 (2 U.S.C. §§ 1301 *et seq.*) and House Rules including anti-discrimination and anti-harassment training. For purposes of these regulations, an employee includes an individual serving in an office of the House of Representatives as an intern (including an unpaid intern), a participant in a fellowship program, or a detailee from another office of the Federal Government.
2. Each individual specified in Paragraph 1 shall complete such program of training and file a certification of completion of such training –
  - a. in the case of an individual who is serving as a Member, officer, or employee of the House in the first session of the 116<sup>th</sup> Congress on the date the Committee on House Administration (“Committee”) adopts these regulations, not later than 90 days after that date;
  - b. in the case of an individual who is serving as a Member, officer, or employee of the House as of the first day of a subsequent Congress, not later than 90 days after the commencement of the first session of that Congress; or
  - c. in the case of any individual who becomes a Member, officer, or employee of the House either for the first time or who returns to House employment after a gap of more than 90 consecutive days and who begins House employment after either the Committee

adopts these regulations or the first day of a Congress, whichever comes later, no later than 90 days after beginning or returning to House employment.

3. Program of Training

- a) The only recognized training program that satisfies the requirements under H. Res. 30 is the official provider(s) designated by the Committee.
- b) All training must be at least one hour in length and include:
  - (i) information regarding workplace rights and responsibilities specific to the Congressional workplace, including information specific to employing offices, supervisors, and employees;
  - (ii) as appropriate, elements discussed in the June 2016 Report of the Co-Chairs of the Select Task Force on the Study of Harassment in the Workplace of the U.S. Equal Employment Opportunity Commission, including risk factors for harassment;
  - (iii) information regarding prevention of harassment, discrimination, and retaliation and options for reporting complaints, including complaints made by bystanders;
  - (iv) an overview of the reporting process of the Office of Congressional Workplace Rights and the dispute resolution process;
  - (v) information regarding proper responses to allegations of harassment, discrimination, and retaliation, including examples of situations including blatant and subtle forms of behavioral harassment, discrimination and retaliation;
  - (vi) interactive elements, including a question-and-answer component and include the ability to ask questions anonymously;
  - (vii) a clear statement that all House employees whose location of employment is outside of the Washington, DC, area shall have equitable access to the resources and services provided under the Congressional Accountability Act and House Rules and information about how to access those resources and services; and
  - (viii) the opportunity for participants to provide feedback and evaluation of the training at its conclusion and to do so anonymously, if they wish.
- c) All training must be provided in-person and participants must be physically present in the same room as the provider of such training. An employee whose duty station is outside of Washington, DC, and where an in-person training opportunity within a reasonable distance

from the employee's duty station is not available, an interactive webinar or videoconference may satisfy the requirement that the training be conducted in-person.

4. To satisfy the requirements of these regulations and to demonstrate completion of the required training, participants must provide the Committee with a physical or digital certification of completion in the form and manner provided or specified by the Committee. The Chairperson and the Ranking Member jointly may waive, upon the showing of special circumstances in a written request, the requirements of these regulations.
5. The Chairperson of the Committee shall cause to be printed in the Congressional Record a report on compliance with the training required under H. Res. 30, 116<sup>th</sup> Congress, and such report shall be submitted for printing not more than 30 days after the end of each calendar year. For purposes of complying with this paragraph for the first session of the 116<sup>th</sup> Congress, the report shall be submitted by January 30, 2020.
6. The Committee shall annually review the effectiveness of the program of training based upon the feedback of the participants and in consultation with leading experts. The Committee may issue further regulations to improve the effectiveness of the program of training required under H. Res. 30.

Adopted May 20, 2019