Dear [EmployeeName],

This is a reminder that you have been registered for the mandatory eLearning Workplace Harassment and Discrimination Prevention training through MyTrack and are required to complete the module by **March 25, 2022**.

As announced in January, UO has launched an initiative to elevate awareness of the university’s commitment to promoting a safe and inclusive workplace. This campus-wide initiative calls on faculty and staff to recognize harassment and discrimination, know their reporting obligations, and speak up to reinforce the institution’s values. To support this initiative, Human Resources has provided an updated web-based Workplace Harassment and Discrimination Prevention training module based on the university’s current policies.

This 45-minute web-based training is [hosted in MyTrack](https://uomytrack.pageuppeople.com/learning/3286) and appears on your Development Plan. You can also access the training through the [Human Resources website](https://hr.uoregon.edu/learning-development/workplace-harassment-discrimination-prevention).

More information about the training and related resources can be found on the [HR website](https://hr.uoregon.edu/learning-development/workplace-harassment-discrimination-prevention). If you have questions surrounding access to the training, please contact the HR Learning & Development team at MandatoryTraining@uoregon.edu.

Sincerely,

[supervisor’s signature]