



## Sexual Harassment Training Review Memorandum

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**To:** IndyGo Governance & Audit Committee  
IndyGo Executive Staff  
**From:** Deputy of Governance & Audit, Brian Atkinson  
Senior Auditor of Governance & Audit, Amy Summers  
**Date:** February 28, 2025

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### SEXUAL HARASSMENT TRAINING REVIEW

#### SCOPE/OBJECTIVE:

Examine the processes related to Sexual Harassment Training. Considerations may include:

1. Who is expected to take sexual harassment training?
2. How often is Sexual Harassment Training held at IndyGo?
3. What percentage of staff is trained?

#### SUMMARY OF FINDINGS:

Governance & Audit reviewed the report of all sexual harassment training provided by the Learning and Development Manager within the Department of People & Culture. The reporting period was January 1, 2024, to December 31, 2024. The following was noted, from discussion with the Department of People & Culture:

1. All IndyGo staff is expected to receive training in Sexual Harassment.
2. Training is conducted on an annual basis.
3. Percentage of staff trained in 2024 was stated to be 100%. See below for the breakout of the type of training received.

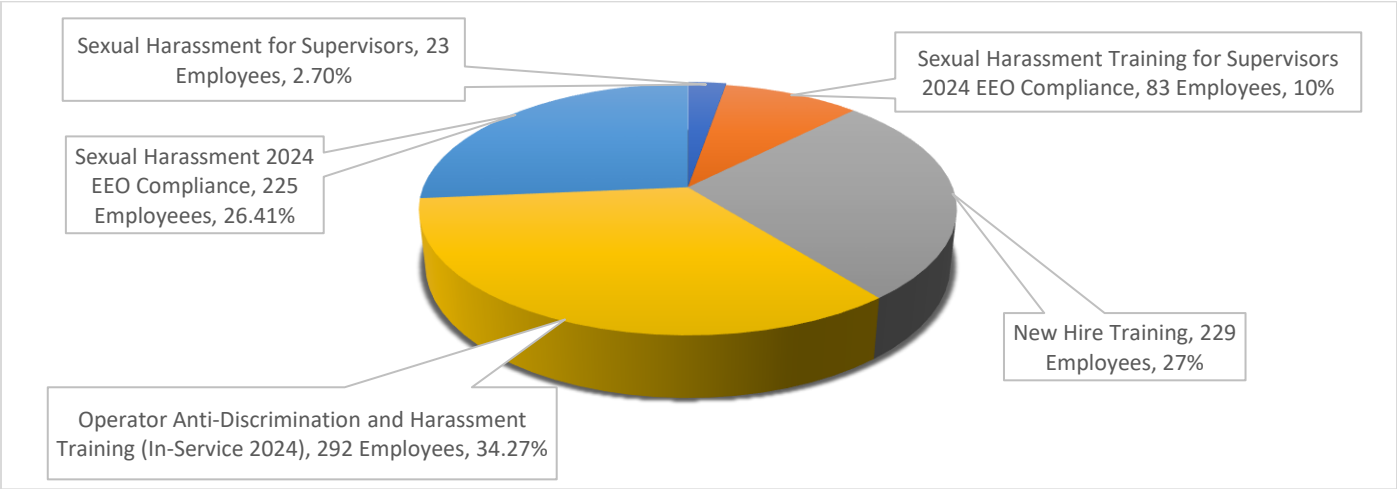
The sexual harassment training included the following courses:

- Sexual Harassment 2024 EEO Compliance
- Operator Anti-Discrimination and Harassment Training (In-Service 2024)
- Sexual Harassment Training for Supervisors 2024 EEO Compliance
- Sexual Harassment for Supervisors
- New Hire Orientation

It was noted that midyear Legal created a new sexual harassment training which included the EEO Compliance component. With regards to the New Hire Orientation, new employees were trained on Sexual Harassment during the hour and a half long training conducted by IndyGo Legal Deputy Chief Legal Officer/Sr. Director Compliance and Civil Rights.

The chart below represents the type of training course IndyGo staff received per the Learning Management System (LMS) reports obtained from the Department of People & Culture Learning Management System staff. At the time of the review, there were a total of 852 employees, 623 of which received either the Sexual Harassment 2024 EEO Compliance, Operator Anti-Discrimination and Harassment Training (In-Service 2024), Sexual Harassment Training for Supervisors 2024 EEO Compliance, or the Sexual Harassment for Supervisors training. The remainder of the staff (229 employees) received the New Hire Orientation for sexual harassment training. All staff were reported, by the Department of People & Culture to have received sexual harassment training by one of these forums.

TOTAL EMPLOYEES TRAINED



RECOMMENDATION:

It is recommended that all employees are trained in sexual harassment using the Learning Management Systems, serving as a permanent record of completion.

Governance & Audit would like to thank all IndyGo staff involved in providing reporting and information related to this review.

Amy Summers  
Internal Auditor Governance & Audit

Brian Atkinson  
Deputy of Governance & Audit