**Resident education**

1. During the intake process, residents shall receive information explaining Tomorrows Hope (TH) zero-tolerance policy regarding sexual abuse and sexual harassment, how to report incidents or suspicions of sexual abuse or sexual harassment, their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding agency policies and procedures for responding to such incidents.
2. TH shall provide refresher information whenever a resident is transferred to a different facility.
3. TH shall provide resident education in formats accessible to all residents, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled as well as residents who have limited reading skills.
4. Documentation of resident participation in these education sessions shall be maintained.
5. In addition to providing such education, key information shall be continuously and readily available or visible to residents through posters, resident handbooks, or other written formats.

**APPROVALS**

| **Approver’s Name** | **Approver’s Signature** |
| --- | --- |
| Richard Metzger |  |