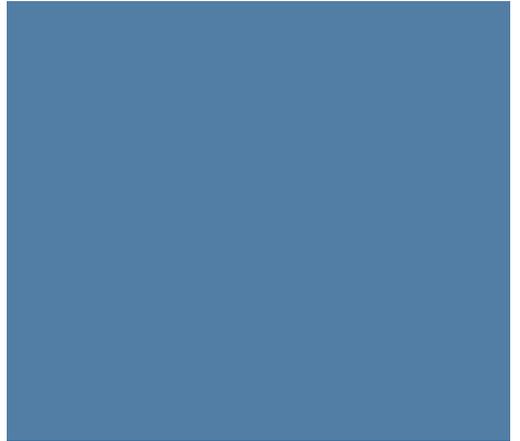




MEMBER BENEFIT

ONLINE COMPLIANCE TRAINING



EVERFI Course Catalog

Ethics & Anti-Corruption

Tools for an Ethical Workplace | 45 min

This is a foundational ethics course that helps employees make good choices. It begins with the perspective that employees know the difference between right and wrong, but certain circumstances can make it difficult to act upon that knowledge. To help employees make better decisions, this course provides insight into the competing pressures affecting their everyday actions, and allows them to practice overcoming the obstacles to doing what is right.

Code of Conduct: Combined (US) | 45 min

In a global marketplace, the workforce should share an understanding of the basic tenets of an organization's commitment to do business ethically, and protect the organization's property, reputation, and good legal standing. Code of Conduct provides short modules on key areas of employee decision-making: Business Ethics, Workplace Conduct, Data Security, Business Courtesies and Books and Records. The module allows employees to read and acknowledge a company's code of conduct.

Code of Conduct: Books & Records (US, Multi Lang) | 15 min | Spanish (Latin American), Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, Arabic

This module provides the short but powerful message that maintaining accurate books and records and proper internal controls is not just good business practice, it's required by law and the organization's code of conduct. Using real-world examples, employees are shown how federal laws governing books, records, and internal controls have broad legal implications beyond corruption and fraud.

Code of Conduct: Business Courtesies (US, Multi Lang) | 10 min | Spanish (Latin American), Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, Arabic

It's important that a company's workforce shares an understanding of proper and improper gifts, gratuities, and other business courtesies. This short module covers federal laws, challenges employees to ask critical questions about the appearance of impropriety, and uses real-world examples to illustrate how to navigate difficult situations.

Code of Conduct: Business Ethics (US, Multi Lang) | 15 min | Spanish (Latin American),

Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, Arabic

This fast-paced module helps maintain a workplace culture free from corruption and unethical behavior. It covers common issues in business ethics such as bribery, conflicts of interest, anti-competitive conduct, as well as reporting unethical behavior and protection from retaliation.

Code of Conduct: Data Security (US, Multi Lang) | 15 min | Spanish (Latin American), Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, Arabic

This short module defines the data security problem, identifies the types of information that need to be protected, and provides best practices for protecting an organization's sensitive information and valuable assets.

Code of Conduct: Workplace Conduct (US, Multi Lang) | 10 min | Spanish (Latin American), Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, Arabic

All workforces come from and work in a wide variety of cultural and legal contexts. This module covers discriminatory, harassing, disrespectful, and offensive behavior that threatens employee safety and well being.

Code of Conduct (Global, Multi Lang) | 30 min | Arabic, Bulgarian, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Parisian), French (Canadian), German, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Castilian), Spanish (Latin American), Swedish, Thai, Turkish, Urdu, Vietnamese

Our Code of Conduct course educates your employees on how to abide by your organization's ethical guidelines with every business interaction and transaction. A few crucial business interactions that could lead to non-compliance include conflicts of interest between parties, protecting organizational assets, maintaining confidentiality, protecting private information and data, and the ethics of gift giving.

Our team of compliance experts have designed an employee-focused, interactive course that teaches your employees how to mitigate legal and financial risks through real-life examples and ethically-challenging scenarios.

Code of Conduct (Animated, Global, Multi Lang) | 30 min | COMING BY END OF YEAR: Bulgarian, French (Canadian), Spanish (LATAM), and Portuguese (Brazilian)

Our Code of Conduct course educates your employees on how to abide by your organization's ethical guidelines with every business interaction and transaction. A few crucial business

interactions that could lead to non-compliance include conflicts of interest between parties, protecting organizational assets, maintaining confidentiality, protecting private information and data, and the ethics of gift giving. Our team of compliance experts have designed an employee-focused, interactive course that teaches your employees how to mitigate legal and financial risks through real-life examples and ethically-challenging scenarios. This course is led by an animated guide.

Code of Conduct: Focus on Export (Global, Multi Lang) | 5 min | Arabic, Bulgarian, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Parisian), French (Canadian), German, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Castilian), Spanish (Latin American), Swedish, Thai, Turkish, Urdu, Vietnamese

This course provides a quick look at export from our Global Code of Conduct course.

Code of Conduct: Focus on Global Anti-Corruption (Global, Multi Lang) | 5 min | Arabic, Bulgarian, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Parisian), French (Canadian), German, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Castilian), Spanish (Latin American), Swedish, Thai, Turkish, Urdu, Vietnamese

This course provides a quick look at global anti-corruption from our Global Code of Conduct course.

Code of Conduct: Focus on Doing Biz with US Gov (Global, Multi Lang) | 5 min | Arabic, Bulgarian, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Parisian), French (Canadian), German, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Castilian), Spanish (Latin American), Swedish, Thai, Turkish, Urdu, Vietnamese

This course provides a quick look at doing business with the United States government from our Global Code of Conduct course.

Code of Conduct: Focus on Harassment (Global, Multi Lang) | 5 min | Arabic, Bulgarian, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Parisian), French (Canadian), German, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Castilian), Spanish (Latin American), Swedish, Thai, Turkish, Urdu, Vietnamese

This course provides a quick look at harassment from on our Global Code of Conduct course.

Code of Conduct: Focus on Privacy (Global, Multi Lang) | 5 min | Arabic, Bulgarian, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Parisian), French (Canadian), German, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Castilian), Spanish (Latin American), Swedish, Thai, Turkish, Urdu, Vietnamese

This course provides a quick look at privacy from on our Global Code of Conduct course.

Code of Conduct: Focus on Intellectual Property (Global) | 5 min

This course provides a quick look at intellectual property from on our Global Code of Conduct course.

Code of Conduct: Focus on Protecting Confidential Information (Global) | 5 min

This course provides a quick look at protecting confidential information from on our Global Code of Conduct course.

Anti-Corruption & Bribery (Global, Multi Lang) | 20 min | Spanish (Latin American), Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, Arabic

This course explores foundational concepts in corruption, then focuses on bribery. Anti-bribery laws and policies with international reach, such as the FCPA, UK Bribery Act, and UN and OECD conventions are analyzed to provide practical ways that employees can identify, avoid, and stop bribery in the global marketplace.

Anti Corruption & Bribery (Global, Multi Lang) | 30 min | Arabic, Bulgarian, Chinese (Traditional/Cantonese – Hong Kong), Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Croatian, Czech, Danish, Dutch, French (Canadian), French (Parisian), German, Hebrew, Hindi, Hungarian, Indonesian, Italian, Japanese, Korean, Lithuanian, Malay, Mongolian, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Castilian), Spanish (Latin American), Thai, Turkish, Vietnamese

Our comprehensive Global Anti-Corruption Course covers high-risk situations and teaches your employees how to successfully identify possible violations of anti-corruption laws. Our team of global compliance experts have created an employee-focused, interactive course that presents real-life scenarios, case studies, job-specific compliance tips, and comprehension checks on how to comply with bribery laws.

Anti Corruption (Animated, Global, Multi Lang) | 30 min | Arabic, Armenian, Bengali, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Cantonese – Hong Kong), Chinese (Traditional/Mandarin – Taiwan), Danish, Dutch, French (Parisian), Georgian, German, Hindi, Hungarian, Indonesian, Italian, Japanese, Kazakh, Kannada, Korean, Malay,

Polish, Portuguese (Brazilian), Romanian, Russian, Spanish (Latin American), Turkish, Thai, Ukrainian, Vietnamese

Our comprehensive Global Anti-Corruption Course covers high-risk situations and teaches your employees how to successfully identify possible violations of anti-corruption laws. Our team of global compliance experts have created an employee-focused, interactive course that presents real-life scenarios, case studies, job-specific compliance tips, and comprehension checks on how to comply with bribery laws. This course is led by an animated guide.

Anti Corruption for Third Parties (Global, Multi Lang) | 30 min | Arabic, Chinese (Simplified), Chinese (Traditional), French (Euro), German, Japanese, Korean, Portuguese (Brazilian), Russian, Spanish (Latin American), Vietnamese, Romanian, Serbian, Spanish (EU), Hungarian

We are singular in our presentation of the material that your partners and other third parties need to know. Our highly interactive course will engage and educate third parties and reduce your risks of non-compliance. The objective of this course is to ensure that your partners and other third parties follow global anti-corruption laws, your corporate policies and code of conduct.

Anti Corruption Refresher (Global) | 10 min | Chinese (Simplified), Korean, Portuguese (Brazilian)

This course is a quick recap of few key concepts from the full Global Anti Corruption course.

FCPA: Foreign Corrupt Practices Act (US) | 30 min | Spanish (Latin American), Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Portuguese (Brazilian)

This course provides an overview of the Foreign Corrupt Practices Act, a federal law that prohibits bribery of various officials abroad. Besides covering the elements of what constitutes an FCPA violation, the course includes guidance on how to avoid unintentional violations and emphasizes the importance of internal reporting of any potential violations.

Insider Trading (US) | 30 min | Spanish (Latin American)

This course provides an overview of US insider trading laws and provides practical information to help employees comply in an ever-evolving legal landscape. To achieve these objectives, this course breaks down the complex concept of insider trading into easily understood elements. It also discusses particular types of insider trading (misappropriation and tipping), exceptions to the legal prohibition on insider trading, and penalties for insider trading.

Conflicts of Interest (US) | 15 min | Spanish (Latin American)

All employees must find a way to balance their own interests with the interests of their organization. In order to maintain an equitable and transparent company, employees must be aware of the impacts and consequences of conflicts of interest. This course explores common types of conflicts of interest and how to respond to them.

Conflicts of Interest (Global, Multi Lang) | 30 min | Chinese (Simplified Mandarin), Czech, Dutch, French (Canadian), French (Parisian), German, Italian, Japanese, Korean, Polish, Portuguese (Brazilian), Russian, Romanian, Slovenian, Spanish (Castilian), Spanish (Latin American), Thai

Our Conflicts of Interest training course aims to provide peace of mind for your organization and employees when conducting everyday business—especially when facing an ethical dilemma such as gift giving and receiving. Our team of compliance experts have created this employee-focused, interactive course that teaches employees how to recognize and avoid conflicts of interest in the workplace, whether they are personal, financial, or family-related interests.

This online training course uses real-world examples and hypothetical scenarios to educate and ensure learner comprehension.

Foreign Government Officials Tune Up (US) | 10 min

International business relationships require an informed and compliance-driven workforce. This short course will help employees understand the pitfalls to corporate interactions with foreign government officials, as well as with a variety of other type of global professionals.

Focus on Red Flags, Third Parties, & Due Diligence (Multi Lang) | 10 min | Spanish (Castilian), French (Parisian), German, Italian, Russian, Turkish, Chinese (Simplified), Portuguese (Brazilian), Japanese, Korean, Vietnamese, Polish

This short course concentrates on one of the most misunderstood aspects of the anti-corruption laws and FCPA, The fact that 3rd parties (resellers, agents, representatives, distributors, etc.) can implicate you and your employees as well as themselves in a compliance violation.

This business-oriented, practical training course focuses on the concepts of 'directly' vs. 'indirectly' and multi-tiered distribution while helping your employees identify and find solutions for common red flags.

Gifts, Travel & Entertainment (Multi Lang) | 10 min | English, Japanese, Korean, Russian, Chinese (Simplified)

Gifts and receiving gifts, providing travel and entertaining clients can lead to challenging compliance and ethics questions. This short course will help your employees recognize the appropriate way to conduct themselves in these everyday business situations.

Medicare Fraud, Waste & Abuse (US) | 45 min

Medicare is a national social insurance program that provides health benefits to millions of elderly and disabled Americans. This course helps employees understand the costs and legal consequences of Medicare fraud, waste and abuse, as well as ways to prevent and combat it.

Antitrust (Global) | 20 min | Spanish (Latin American)

This course teaches employees about the complex maze of antitrust laws and regulations governing trade and competition in the marketplace.

Antitrust & Fair Competition (Global, Multi Lang) | 40 min | Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Parisian), German, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Russian, Slovenian, Spanish (Castilian), Spanish (Latin American), Thai, Turkish, Vietnamese, Arabic

This course educates your employees on how to practice fair competition in the global economy. We aim to thoroughly train your employees on how to identify high-risk antitrust situations according to each of their roles within your organization. This course offers real-life examples of everyday business scenarios, interactive training tools on global antitrust laws, progressive comprehensive checks, and additional training on ambiguous situations.

From simple emails and casual conversation to complex trade discussions, we seek to empower your employees with a thorough understanding of how to practice fair competition and uphold your organization's integrity.

Some of the fundamental businesses principles discussed in this course includes communication with competitors, how to handle confidential information, bidding situations, as well as encounters with trade associations and standards groups.

Anti-Boycott (Global, Multi Lang) | 30 min | Chinese (Simplified), French (Canadian), French (Parisian), Italian, Indonesian, Malay, Portuguese, Turkish, Vietnamese, Hindi, Spanish (Latin American)

This course will help you understand anti-boycott regulations, and protect your company from anti-boycott violations. The following topics are covered: prohibited conduct, redflags, reporting and record, as well as keeping exceptions and penalties

Export & Trade Compliance (Multi Lang) | 30 min | Arabic, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, French (Parisian), French (Canadian), German, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Russian, Slovak, Slovenian, Spanish (Castilian), Spanish (Latin American), Thai

This course not only covers export laws and how they affect day-to-day job operations, but it replaces the “legalese” typically found in compliance training courses with interesting, understandable content that covers key issues and concepts in U.S. export laws. Topics covered include: overview of the law, what is an “export”?, export basics, government expectations and more.

Suppliers and Human Trafficking - (Global) | 30 min

Tragically, human trafficking is the world’s fastest-growing criminal industry, and can taint the supply chain for virtually any product sold in the US. Knowing how to detect and respond to human trafficking allows employees to thwart this reprehensible crime. This course explains what human trafficking is, how to detect it in the supply chain, and how to respond once it is detected.

Harassment & Discrimination

Harassment & Discrimination Prevention - Supervisors (US) | 120 min | COMING SOON:
Spanish (Latin American) Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, Arabic, Portuguese (Brazilian)

This course trains supervisors to identify and eliminate workplace harassment and discrimination based on “protected characteristics” by helping them understand the law and respond to misconduct appropriately. The course also helps supervisors address inappropriate behavior before it creates a “hostile work environment” by giving supervisors the skills necessary to recognize and address abusive behavior and other misconduct, including microaggressions and unconscious bias, that may lead to workplace bullying or hostility, reducing productivity and creativity. This course invites supervisors to consider the nature of harassment and discrimination, and provides practical tips on creating a safe, inclusive environment for work, including positive options for bystander intervention. Filled with engaging interactive exercises, it covers all aspects of a supervisor’s role in promoting a harassment and discrimination free workplace. This course also satisfies Maine’s sexual harassment training law.

Harassment & Discrimination Prevention - Supervisors (CA) | 120 min | COMING SOON:
Spanish (Latin American) Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, Arabic, Portuguese (Brazilian)

This course trains supervisors to identify and eliminate workplace harassment and discrimination based on “protected characteristics” by helping them understand the law and respond to misconduct appropriately. The course also helps supervisors address inappropriate behavior before it creates a “hostile work environment” by giving supervisors the skills necessary to recognize and address abusive behavior and other misconduct, including microaggressions and unconscious bias, that may lead to workplace bullying or hostility,

reducing productivity and creativity. This course invites supervisors to consider the nature of harassment and discrimination, and provides practical tips on creating a safe, inclusive environment for work, including positive options for bystander intervention. Filled with engaging interactive exercises, it covers all aspects of a supervisor's role in promoting a harassment and discrimination free workplace. This course includes content for California, and it satisfies the training requirements for AB 1825 compliance.

Harassment & Discrimination Prevention - Supervisors (CT) | 120 min | COMING SOON:
Spanish (Latin American) Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, Arabic, Portuguese (Brazilian)

This course trains supervisors to identify and eliminate workplace harassment and discrimination based on "protected characteristics" by helping them understand the law and respond to misconduct appropriately. The course also helps supervisors address inappropriate behavior before it creates a "hostile work environment" by giving supervisors the skills necessary to recognize and address abusive behavior and other misconduct, including microaggressions and unconscious bias, that may lead to workplace bullying or hostility, reducing productivity and creativity. This course invites supervisors to consider the nature of harassment and discrimination, and provides practical tips on creating a safe, inclusive environment for work, including positive options for bystander intervention. Filled with engaging interactive exercises, it covers all aspects of a supervisor's role in promoting a harassment and discrimination free workplace. This course satisfies Connecticut's sexual harassment training law.

Intersections: Anti-Harassment - Non-Supervisors (US) | 60 min | COMING SOON:
Spanish (Latin American) Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, Arabic, Portuguese (Brazilian)

This course engages employees and raises their awareness about harassment and discrimination by explaining the law, as well as how to recognize harassment and discrimination, and report misconduct to the appropriate person. It provides them with practical tips on helping maintain a safe, inclusive environment for work, including safe and positive options for bystander intervention, advice on using inclusive language in the workplace, and information on microaggressions. Interactive exercises engage users with realistic situations and tasks, and cover all aspects of an employee's role in promoting a harassment and discrimination free workplace.

Harassment & Discrimination Prevention - Non-Supervisors (CA) | 60 min | COMING SOON:
Spanish (Latin American) Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, Arabic, Portuguese (Brazilian)

This course trains non-supervisors to identify and eliminate workplace harassment and discrimination based on "protected characteristics" by helping them understand the law and respond to misconduct appropriately. The course also helps supervisors address inappropriate

behavior before it creates a “hostile work environment” by giving supervisors the skills necessary to recognize and address abusive behavior and other misconduct, including microaggressions and unconscious bias, that may lead to workplace bullying or hostility, reducing productivity and creativity. This course invites supervisors to consider the nature of harassment and discrimination, and provides practical tips on creating a safe, inclusive environment for work, including positive options for bystander intervention. Filled with engaging interactive exercises, it covers all aspects of a supervisor’s role in promoting a harassment and discrimination free workplace. This course includes dynamic content for California specifically, and it satisfies the training requirements for AB 1825 compliance.

Treating People with Respect (Global) | 30 min

This course walks employees through how to identify and properly deal with harassment, discrimination, and retaliation. It provides real-life scenarios that help teach learners how to distinguish what qualifies as disrespect in the workplace. Topics covered include: respect in the workplace, national origin, understanding harassment and discrimination, work environment, physical, verbal and nonverbal harassment, intent vs. perception, social media risks, basics of retaliation, as well as conduct to avoid.

Treating People with Respect (Global, Multi Lang, Flash) | 30 min | Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional – Mandarin), Dutch, French (Canadian), French (Parisian), German, Indonesian, Japanese, Korean, Malay, Portuguese (Brazilian), Spanish (Castilian), Spanish (Latin American), Thai, Vietnamese

This course walks employees through how to identify and properly deal with harassment, discrimination, and retaliation. It provides real-life scenarios that help teach learners how to distinguish what qualifies as disrespect in the workplace. Topics covered include: respect in the workplace, national origin, understanding harassment and discrimination, work environment, physical, verbal and nonverbal harassment, intent vs. perception, social media risks, basics of retaliation, as well as conduct to avoid.

Diversity: Inclusion in the Modern Workplace (Multi Lang) | 60 min | COMING SOON: Spanish (Latin American) Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, Arabic, Portuguese (Brazilian)

This course explores the nature of diversity and provides practical strategies for workplace inclusion. It uses the unique experiences of real people to explore key concepts such as identity, power, privilege, and communication. By gaining a better appreciation for our shared experiences of difference, our shared expectations of respect, and our shared need to belong and feel appreciated, employees are encouraged to identify how they can create more inclusive and accepting workplaces. By encouraging respectful behavior, reducing bias, and explaining how cooperation can overcome conflict, the course also identifies the challenges and opportunities arising from human diversity, and helps employees understand both the need for a respectful workplace, and the barriers that prevent full participation.

Managing Bias | 90 min | Spanish (Latin American)

Understanding bias in the workplace is the first step to managing it. Biases can affect our actions, which can have real impacts on people. If left unchecked, biases can create unhealthy work environments that reinforce unjust practices. This course defines bias, describes how it affects the workplace, and encourages learners to use that knowledge to reduce the negative effects of bias.

Workplace Violence Prevention - Employees (US) | 30 min

Workplace violence can happen anywhere. This course will raise awareness about workplace violence and help your employees to identify the risks of workplace violence and prevent incidents of it. This course covers employees' roles in creating a safe workplace, the warning signs that identify potential assailants, and how employees can reduce the risk of injury during violent situations.

Duty to Prevent Violence - Supervisors (US) | 30 min | Spanish (Latin American)

This course teaches supervisors to recognize and prevent workplace violence. It shows them how they can examine possible risks in their workplace, create a workplace that does not tolerate violence, and encourage employees to help keep their workplace safe. The course also trains supervisors about their responsibilities when hiring and terminating employees, how to respond to incidents of workplace violence, and how to investigate and respond after a workplace violence situation.

Bullying in the Workplace (US) | 30 min

Often ignored by employers, workplace bullying is a growing problem. Bullying has devastating long-term effects on both the workforce and on the employer's bottom line. Still, many managers don't know how to spot or handle bullying, and most employees don't know how to prevent becoming a victim of bullying. This course trains managers and employees in recognizing and preventing workplace bullying.

Drugs & Alcohol at Work (US) | 30 min

This course is designed to train employees about the dangers of drugs and alcohol in the workplace. It shows employees the negative impact of substance abuse, and discusses the physiological and behavioral effects of commonly abused substances. It also covers the disease of addiction, the employer's anti-drug and alcohol policy, the consequences for violations, and resources for employees.

Recognizing Drug & Alcohol Abuse - Supervisors (US) | 60 min

When employees abuse drugs or alcohol, employers can end up paying a big price—either directly because of accidents or absenteeism, or indirectly because of how it impacts others. But testing employees for drugs or alcohol comes with its own risks, because employers must respect employees’ privacy. Most employers can best balance these competing concerns by testing employees when there is a “reasonable suspicion” of illegal drug use.

Workplace Investigations - Supervisors (US) | 60 min

Employment laws require employers to conduct investigations promptly upon learning of problems. Supervisors will gain knowledge to go forth and confidently conduct investigations in the workplace.

Accommodating Disabilities - Supervisors (US) | 30 min | Spanish (Latin American)

This course provides an overview of disability discrimination laws and helps supervisors navigate the process of accommodating qualified applicants and employees with disabilities. Using real case reviews, case studies of real-world situations, and role playing, supervisors will be better prepared to recognize protected individuals, respond to requests for accommodation, engage in the interactive process, and avoid common mistakes. This course covers the requirements of the Americans with Disabilities Act (ADA). A California law version is also available.

Accommodating Disabilities - Supervisors (CA) | 30 min | Spanish (Latin American)

This course provides an overview of disability discrimination laws and helps supervisors navigate the process of accommodating qualified applicants and employees with disabilities. Using real case reviews, case studies of real-world situations, and role playing, supervisors will be better prepared to recognize protected individuals, respond to requests for accommodation, engage in the interactive process, and avoid common mistakes. This course covers the requirements of the Americans with Disabilities Act (ADA) and addresses California law specifically.

Pregnancy Accommodations - Supervisors (CA) | 15 min

It’s illegal to discriminate based on an employee’s pregnancy. This course covers the laws governing pregnancy disabilities, leaves, and accommodations in California. It applies to organizations with five or more employees.

People & Culture

Identifying Candidates - Supervisors (US) | 30 min | Spanish (Latin American)

This course helps employers legally decide who to interview by exploring best practices and providing resources to craft smart job descriptions and identify great candidates. Upon completion of the course, learners should be able to create a compliant job description, learn

how to identify good candidates, and make smart recruiting decisions that follow the law.

Interviewing Candidates - Supervisors (US) | 25 min | Spanish (Latin American)

This course teaches essential interviewing skills to help lead to the right hire. Interviewing Candidates covers how to craft interview questions, what to listen for in candidates' responses, and what to look for when evaluating candidates' qualifications and fit. Employees who take this course will learn how to interview well, pinpoint qualified candidates, and evaluate their interview questions for effectiveness and legality.

Background Checks for Hiring - Supervisors (US) | 20 min | Spanish (Latin American)

This course uses real-world cases and interactions to teach employers when and how they can check a job applicant's background, credit, criminal, or medical records. It describes the rules for different kinds of background checks and tells employers how they can use the information they discover and how they must keep and dispose of background check information.

Terminating Employees - Supervisors (US) | 25 min | Spanish (Latin American)

Terminating Employees equips managers with the tools they need to terminate employees with compassion and respect, as well as sensitivity to legal issues, staff morale, and the organization's interests.

Performance Reviews - Supervisors (US) | 60 min

Performance reviews are an important — and yet often dreaded — component of any performance management system. This course gives companies the skills to conduct effective and legally compliant performance reviews.

Leaves & Absence Management - Supervisors (US) | 30 min

Employee leaves can be complicated. This course teaches employees about different types of leaves, such as FMLA and disability, and how to respond to requests or sudden leaves.

Form I-9 (US) | 30 min

Managers need training to complete Form I-9 properly, and to protect employees from illegal discrimination. This course uses real-world interactive scenarios to teach managers these essential skills, as well as how to handle reverifications and rehires and understand the role of E-Verify. The course further instructs learners with an interactive I-9 form.

Classifying Independent Contractors - Supervisors (US) | 45 min

This course cuts through the confusion and provides a straightforward approach to classifying workers. It provides a comprehensive survey of the most common factors used to determine worker status, so supervisors can retain independent contractors with confidence. It also demonstrates the most common ways a supervisor can run afoul of the law, so that they won't make the same mistakes.

Wage and Hour Training for Managers - Supervisors (US) | 60 min

Wage and hour laws are complex and sometimes difficult for employers to interpret. This course provides an overview of federal wage and hour laws in plain English. It identifies common problem areas such as paying overtime, classifying employees, and offering breaks in the work day, intersecting the law and real world examples.

Wage and Hour Training for Managers - Supervisors (CA) | 60 min

Wage and hour laws are complex and sometimes difficult for employers to interpret. This course provides an overview of federal wage and hour laws in plain English. It identifies common problem areas such as paying overtime, classifying employees, and offering breaks in the work day, intersecting the law and real world examples. This course contains content specific to California.

Bloodborne Pathogens (US) | 20 min | Spanish (Latin American)

This course describes bloodborne pathogens, how they are transmitted, practices that minimize the risk of exposure, what to do if there is an exposure incident, and how to handle and dispose of contaminated items for employees who might have occupational exposure to blood or other potentially infectious material. When combined with interactive instruction, this course will allow organizations to comply with the bloodborne pathogens training requirement in the US and California.

Hazard Communication (US) | 20 min

This course explains the essentials of federal HazCom standards and what employees need to know about container labels, safety data sheets, and HazCom symbols called pictograms. Using real cases and challenging interactions, it impresses on workers why HazCom is important and how it can protect them. A California specific version also covers state law.

Hazard Communication (CA) | 20 min

This course explains the essentials of federal HazCom standards and what employees need to know about container labels, safety data sheets, and HazCom symbols called pictograms. Using real cases and challenging interactions, it impresses on workers why HazCom is important and how it can protect them. This course contains California-specific content and laws.

Injury & Illness Prevention (US) | 20 min

State and federal laws require companies to provide employees with a safe and healthy workplace. This course helps your organization promote a safe workplace, prevent injuries and illnesses, and reduce accidents by giving your employees the agency to think and to prepare ahead. This course is consistent with Cal-OSHA and OSHA safety standards covering the most prevalent hazards in the workplace.

HIPAA Basics (US) | 60 min

This course discusses the confidentiality of medical information as required by HIPAA and employees' roles in protecting that information. This course is designed to introduce them to federal regulations establishing security and privacy rules for health care records, when "Protected Health Information" (PHI) may and may not be used or released, and potential penalties for unauthorized use or disclosure.

HIPAA Basics for Business Associates (US) | 30 min

Our HIPAA Basics compliance course simplifies HIPAA regulations for all employees within your organization. Our team of compliance experts have created this employee-focused, interactive course to ensure that your workforce is educated on the types of information legally covered by HIPAA, including how to handle protected health information, individual rights and disclosure rules, consent and authorization information, and how to respond in the event of a security breach.

Social Media for Managers - Supervisors (US) | 30 min | Spanish (Latin American)

This course is designed to help supervisors understand, use, and monitor social media responsibly and effectively, both at work and outside of it. By raising awareness of the laws surrounding online privacy, this course helps supervisors understand the importance of maintaining clear boundaries between employees' (and their own) personal and professional lives while online in order to protect their organization's interests. This course also educates users about certain laws affecting social media use and employment, and offers helpful tips for responsible social media management.

Social Media & Your Job (US) | 30 min

This course is designed to help employees use social media responsibly and effectively, both at work and outside of it. By raising awareness of the limits of online privacy, this course helps employees understand the importance of maintaining clear boundaries between their personal and professional lives while online. This course also educates users about certain laws affecting social media use and employment, and offers helpful tips for responsible social media use.

Careful Communications (Multi-Lang) | 20 min | Chinese (Simplified Mandarin), Czech, French (Parisian), German, Italian, Japanese, Korean, Portuguese (Brazilian), Polish, Romanian, Russian, Slovenian, Spanish (Castilian), Spanish (Latin American), Thai

This course will help your employees understand some of the basics to help reduce your risks. By following a few simple guidelines, such as those outlined in this careful communications training course, these dangers can often be reduced or eliminated.

Data Security & Privacy

Data Security & Privacy | 90 min

The course teaches employees to recognize potential threats and risky behaviors, and shows them how to respond mindfully to cyber-threats. Along the way, employees have the opportunity to apply what they've learned in a variety of realistic scenarios. Specific topics include phishing, pharming, social engineering, secure wireless connections, creating strong passwords, encryption, safe browsing, and watering hole attacks.

Security Awareness | 30 min | French (Canadian), Spanish (EU), Spanish (LA), French (EU)

In the digital age, cybersecurity training is vital to secure and protect your network systems and organizational assets. By training your workforce on the core concepts of cybersecurity, you can strengthen their ability to detect, prevent, and contain potential cybersecurity threats like data breaches, unauthorized access and phishing. Our team of cybersecurity experts have designed this employee-focused, interactive course to teach your employees how to identify security threats, protect confidential information, and follow proper security measures in the event of a security breach. We cover a broad range of topics, ranging from email security to social media risks. This course ensures that the learner has a fun and engaging learning experience through interactive learning tools, games and real-life examples.

Privacy & Data Protection (Global) | 30 min | Chinese (Simplified/Mandarin – Mainland China), Dutch, French (Canadian), French (Parisian), German, Italian, Japanese, Portuguese (Brazilian), Spanish (Castilian), Spanish (Latin American), Russian

Our data protection course offers vital training for companies doing business in the global economy. Privacy laws around the world dictate the proper handling of personal information by you and the companies you do business with.

This course teaches the fundamentals and importance of your security awareness program, and maps out for everyone in your organization that good data protection practices are direct results of an individual's behavior. Our data protection course focuses on key topics, such as security breach basics, due diligence on vendors, data transfers, and others. The course teaches employees about privacy laws through real-life scenarios, case studies, useful links, and practical compliance tips, all to ensure a proper understanding of their responsibilities.

PCI DSS: Payment Card Industry Data Security Standard | 20 min

This course covers the requirements of the Payment Card Industry Data Security Standard. Providing employees with the knowledge and skills to properly store and or dispose of different types of important information on payment cards, PCI DSS training helps protect organizations and their customers from liability and theft.

Protecting Confidential Information and Avoiding Insider Trading (Global, Multi Lang) | 30 min

This highly interactive training course examines practical everyday issues using smart phones, white boards, conversations in elevators, and departing employees as examples to educate you and your employees on the finer points of information protection and insider trading violations.