



# Corporate Compliance Course Catalog

EVERFI

CORPORATE COMPLIANCE



# Table of Contents

**About EVERFI** 5

---

Who We Are..... 5

Our Technology Platform ..... 5

**Global Courses** 6

---

**Ethics & Anti-Corruption ..... 7**

Tools for an Ethical Workplace..... 7

Code of Conduct ..... 7

Code of Conduct: Focus on Export ..... 8

Code of Conduct: Focus on Global Anti-Corruption ..... 8

Code of Conduct: Focus on Doing Business with US Government ..... 8

Code of Conduct: Focus on Harassment ..... 8

Code of Conduct: Focus on Privacy ..... 8

Code of Conduct: Focus on Intellectual Property ..... 8

Code of Conduct: Focus on Protecting Confidential Information ..... 9

Anti-Corruption & Bribery ..... 9

Anti-Corruption for Third Parties ..... 9

Anti-Corruption Refresher ..... 10

Conflicts of Interest ..... 10

Focus on Red Flags, Third Parties, & Due Diligence ..... 10

Gifts, Travel & Entertainment ..... 10

Antitrust ..... 10

Anti-Boycott .....	11
Export & Trade Compliance .....	11
Suppliers and Human Trafficking .....	11

## **Data Security & Privacy..... 12**

Data Security & Privacy .....	12
Privacy & Data Protection .....	12
Security Awareness .....	12
Protecting Confidential Information and Avoiding Insider Trading .....	12
PCI DSS: Payment Card Industry Data Security Standard .....	13
Careful Communications .....	13

## **Harassment & Discrimination..... 14**

Treating People with Respect .....	14
Diversity: Inclusion in the Modern Workplace .....	14
Managing Bias.....	14

## **US Courses 15**

---

### **Ethics & Anti-Corruption..... 16**

Tools for an Ethical Workplace.....	16
Code of Conduct: Business Ethics .....	16
Code of Conduct: Combined .....	16
Code of Conduct: Books & Records .....	16
Code of Conduct: Business Courtesies.....	17
Code of Conduct: Data Security .....	17
Focus on Red Flags, Third Parties, & Due Diligence .....	17
Code of Conduct: Workplace Conduct .....	17
FCPA: Foreign Corrupt Practices Act .....	17
Insider Trading .....	18
Conflicts of Interest.....	18
Foreign Government Officials Tune Up.....	18
Medicare Fraud, Waste & Abuse .....	18
Gifts, Travel & Entertainment .....	18

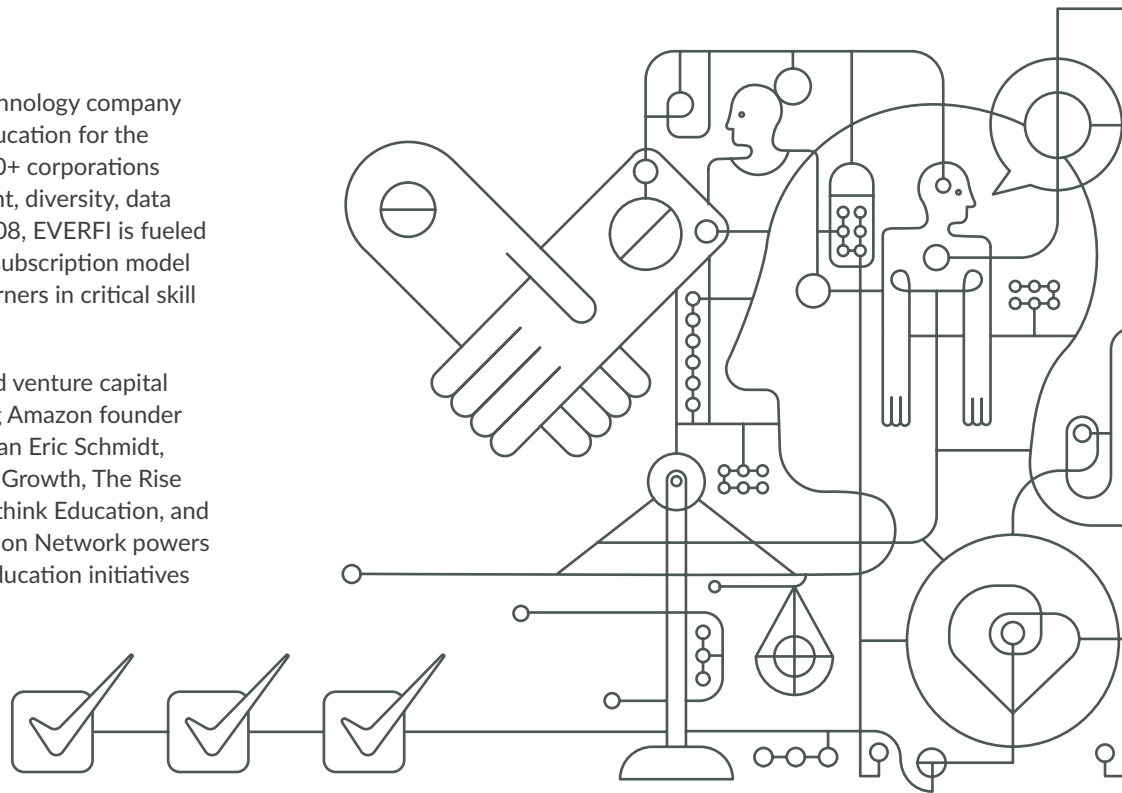
<b>Data Security &amp; Privacy.....</b>	<b>19</b>
Data Security & Privacy .....	19
Security Awareness .....	19
PCI DSS: Payment Card Industry Data Security Standard .....	19
Careful Communications .....	19
HIPAA Basics .....	20
Social Media for Managers .....	20
Social Media & Your Job .....	20
Export & Trade Compliance .....	20
<b>Harassment &amp; Discrimination .....</b>	<b>21</b>
Harassment & Discrimination Prevention .....	21
Harassment & Discrimination Prevention .....	21
Diversity: Inclusion in the Modern Workplace .....	21
Managing Bias. ....	22
Workplace Violence Prevention .....	22
Duty to Prevent Violence .....	22
Accommodating Disabilities .....	23
Pregnancy Accommodations (California).....	23
<b>People &amp; Culture .....</b>	<b>24</b>
Terminating Employees .....	24
Bullying in the Workplace.....	24
Drugs & Alcohol at Work .....	24
Recognizing Drug & Alcohol Abuse .....	24
Workplace Investigations .....	25
Identifying Candidates.....	25
Interviewing Candidates .....	25
Background Checks for Hiring .....	25
Performance Reviews .....	26
Leaves & Absence Management .....	26
Form I-9 .....	26
Classifying Independent Contractors .....	26
Wage and Hour Training for Managers .....	26
Bloodborne Pathogens .....	27
Hazard Communication.....	27
Injury & Illness Prevention .....	27

# About EVERFI

## Who We Are

EVERFI is the leading education technology company that provides learners of all ages education for the real world. EVERFI works with 1,900+ corporations to educate employees on harassment, diversity, data security and culture. Founded in 2008, EVERFI is fueled by its Software-as-a-Service (SaaS) subscription model and has certified over 18 million learners in critical skill areas.

Some of America's leading CEOs and venture capital firms are EVERFI investors including Amazon founder and CEO Jeff Bezos, Google Chairman Eric Schmidt, Twitter founder Evan Williams, TPG Growth, The Rise Fund, Advance Publications, and Rethink Education, and Rethink Impact. The EVERFI Education Network powers more than 4,300 partners in their education initiatives across the globe.

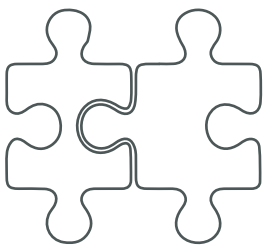


Learn more about EVERFI and Corporate Compliance at  
**[EVERFI.com/Corporate-Compliance](https://www.everfi.com/corporate-compliance)**

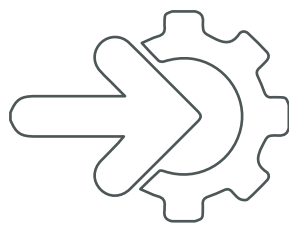
## Our Technology Platform

EVERFI's industry-leading technology platform delivers content directly to your employees' desktops anywhere in the world. Our technology makes it easy for administrators to assign, deploy, and track courses. We can also dynamically deliver appropriate content to different audiences based on profile settings for your organization and learners.

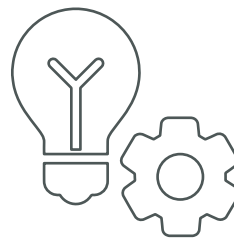
If your organization already uses its own LMS, but you would like to train with EVERFI's content, our courses can be deployed through a variety of learning management systems.



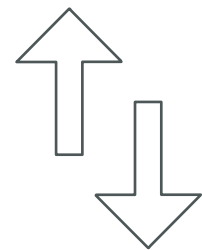
**LMS Integration**



**HRIS Integration**



**Registration  
Automation and  
Integration**



**SSO integration via  
Shibboleth (SAML2)**



**Global Courses**



# Ethics & Anti-Corruption

## Tools for an Ethical Workplace

Employees / 45 min

English

This is a foundational ethics course that helps employees make good choices. Most employees know the difference between right and wrong, but certain circumstances can make it difficult to act upon that knowledge. This course provides insight into the competing pressures affecting their everyday actions, and allows them to practice overcoming common ethical obstacles.

## Code of Conduct

We have two versions of this course:

Employees / 30 min

English, Arabic, Bulgarian, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Euro), French (Canadian), German, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Euro), Spanish (Latin American), Swedish, Thai, Turkish, Urdu, Vietnamese

Educate your employees on how to abide by your organization's ethical guidelines with every business interaction and transaction. Topics covered include conflicts of interest, protecting organizational assets, maintaining confidentiality, protecting private information and data, and the ethics of gift giving. The interactive course teaches your employees how to mitigate legal and financial risks through real-life examples and ethically-challenging scenarios.

Employees / 30 min

English

This course is an animated version of the above Code of Conduct course. It covers the same information to educate your employees on how to abide by your organization's ethical guidelines with every business interaction and transaction.



## **Code of Conduct: Focus on Export**

### **Employees / 5 min**

English, Arabic, Bulgarian, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Euro), French (Canadian), German, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Euro), Spanish (Latin American), Swedish, Thai, Turkish, Urdu, Vietnamese

Provides a quick look at export compliance, using real-world scenarios to explain concepts. The course educates employees on how to identify exports and explains the requirements of export licenses.

## **Code of Conduct: Focus on Global Anti-Corruption**

### **Employees / 5 min**

English, Arabic, Bulgarian, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Euro), French (Canadian), German, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Euro), Spanish (Latin American), Swedish, Thai, Turkish, Urdu, Vietnamese

This short course reviews global anti-corruption and uses real-world scenarios to explain concepts. It also reviews the basics of the various global anti-bribery laws including the FCPA, UK Bribery Act, and OECD.

## **Code of Conduct: Focus on Doing Business with US Government**

### **Employees / 5 min**

English, Arabic, Bulgarian, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Euro), French (Canadian), German, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Euro), Spanish (Latin American), Swedish, Thai, Turkish, Urdu, Vietnamese

Help employees understand the basic concepts behind doing business with the United States government. The course reinforces the importance of checking with legal before giving gifts, meals, or entertainment to US government officials.

## **Code of Conduct: Focus on Harassment**

### **Employees / 5 min**

English, Arabic, Bulgarian, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Euro), French (Canadian), German, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Euro), Spanish (Latin American), Swedish, Thai, Turkish, Urdu, Vietnamese

Explain the importance of a diverse workforce, provide an overview of the organization's commitment to respect and inclusion, and review the relationship between harassment and discrimination.

## **Code of Conduct: Focus on Privacy**

### **Employees / 5 min**

English, Arabic, Bulgarian, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Euro), French (Canadian), German, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Romanian, Russian, Slovenian, Spanish (Euro), Spanish (Latin American), Swedish, Thai, Turkish, Urdu, Vietnamese

This course provides a quick look at privacy, using real-world scenarios to explain concepts. It reviews the importance of safeguarding personal information and reviews the actions employees can take to protect it.

## **Code of Conduct: Focus on Intellectual Property**

### **Employees / 5 min**

English

Explain the important elements of intellectual property, using real-world scenarios and interactive elements. The course reviews the different types of intellectual property and the responsibility that employees have to protect it.

## Code of Conduct: Focus on Protecting Confidential Information

### Employees / 5 min

English

This course provides a short overview of how to protect confidential information. It explains the different facets that make up confidential information and the importance of safeguarding it even after a relationship ends.

## Anti-Corruption & Bribery

We have three versions of this course:

### Employees / 20 min

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

Explores foundational concepts in corruption and then focuses on 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.

### Employees / 30 min

English, 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 (Euro), Spanish (Latin American), Thai, Turkish, Vietnamese

Cover high-risk situations and teach your employees how to successfully identify possible violations of anti-corruption laws. The course presents real-life scenarios, case studies, job-specific compliance tips, and comprehension checks on how to comply with bribery laws. Specific topics include anti-bribery laws; books, records, and controls; due diligence; government officials, agents, and third parties; and gifts, meals, travel, and entertainment.

### Employees / 30 min / Animated

English, 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

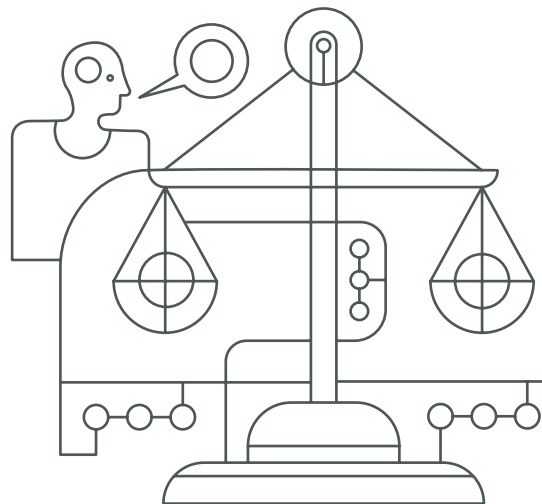
This course is an animated version of the Anti-Corruption & Bribery 30 min course. It's led by an animated guide covers the same information to educate employees on how to successfully identify possible violations of anti-corruption laws.

## Anti-Corruption for Third Parties

### Employees / 30 min

English, Arabic, Chinese (Simplified), Chinese (Traditional), French (Euro), German, Japanese, Korean, Portuguese (Brazilian), Russian, Spanish (Latin American), Vietnamese, Romanian, Serbian, Spanish (EU), Hungarian

This course is designed for your third parties and partners. It seeks to enforce the fact that anti-bribery laws, such as the FCPA, UK Bribery Act, and OECD Convention, apply to everyone. The objective is to ensure that your partners and other third parties protect your interests by following global anti-corruption laws, your corporate policies, and your code of conduct.



## **Anti-Corruption Refresher**

### **Employees / 10 min**

English, Chinese (Simplified), Korean, Portuguese (Brazilian)

This course uses various avatars to perform a quick recap of key concepts surrounding anti-corruption including a review of the penalties of bribery, types of gifts that could constitute a bribe, warning signs or red flags of potentially illegal behavior, and who to contact for help.

## **Conflicts of Interest**

### **Employees / 30 min**

English, Chinese (Simplified Mandarin), Czech, Dutch, French (Canadian), French (Euro), German, Italian, Japanese, Korean, Polish, Portuguese (Brazilian), Russian, Romanian, Slovenian, Spanish (Euro), Spanish (Latin American), Thai

This 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. It teaches employees how to recognize and avoid conflicts of interest in the workplace, whether they are personal, financial, or family-related interests.

## **Focus on Red Flags, Third Parties, & Due Diligence**

### **Employees / 10 min**

English, Spanish (Euro), French (Euro), German, Italian, Russian, Turkish, Chinese (Simplified), Portuguese (Brazilian), Japanese, Korean, Vietnamese, Polish

This course concentrates on one of the most misunderstood aspects of anti-corruption laws and the FCPA: business partners and third parties. It helps employees understand the importance of identifying red flags and conducting due diligence on third parties (resellers, agents, representatives, distributors, etc.) because they can implicate your organization as well as themselves in a compliance violation.

## **Gifts, Travel & Entertainment**

### **Employees / 10 min**

English, Japanese, Korean, Russian, Chinese (Simplified)

This course helps your employees recognize the appropriate way to conduct themselves in situations when it comes to giving and receiving gifts, as well providing travel and entertainment to clients. It also stresses that gifts cannot be used to influence government officials.

## **Antitrust**

We have two versions of this course:

### **Employees / 20 min**

English, Spanish (Latin American)

Teach employees about the complex maze of antitrust laws and regulations governing trade and competition in the marketplace. It introduces employees to major concepts, explains why antitrust law is important, teaches employees how to recognize anti-competitive conduct, and covers how to avoid and report violations.

### **Employees / 40 min**

English, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, Dutch, French (Euro), German, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Russian, Slovenian, Spanish (Euro), Spanish (Latin American), Thai, Turkish, Vietnamese, English, Arabic

Explain how to identify high-risk antitrust situations and offer real-life examples of everyday business scenarios. Specific topics include communication with competitors, how to handle confidential information, bidding situations, as well as encounters with trade associations and standards groups. Employees will gain a thorough understanding of how to practice fair competition and uphold your organization's integrity.

## Anti-Boycott

### Employees / 30 min

English, Chinese (Simplified), French (Canadian), French (Euro), Italian, Indonesian, Malay, Portuguese, Turkish, Vietnamese, Hindi, Spanish (Latin American)

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

## Export & Trade Compliance

### Employees / 30 min

English, Arabic, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, French (Euro), French (Canadian), German, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Russian, Slovak, Slovenian, Spanish (Euro), Spanish (Latin American), Thai

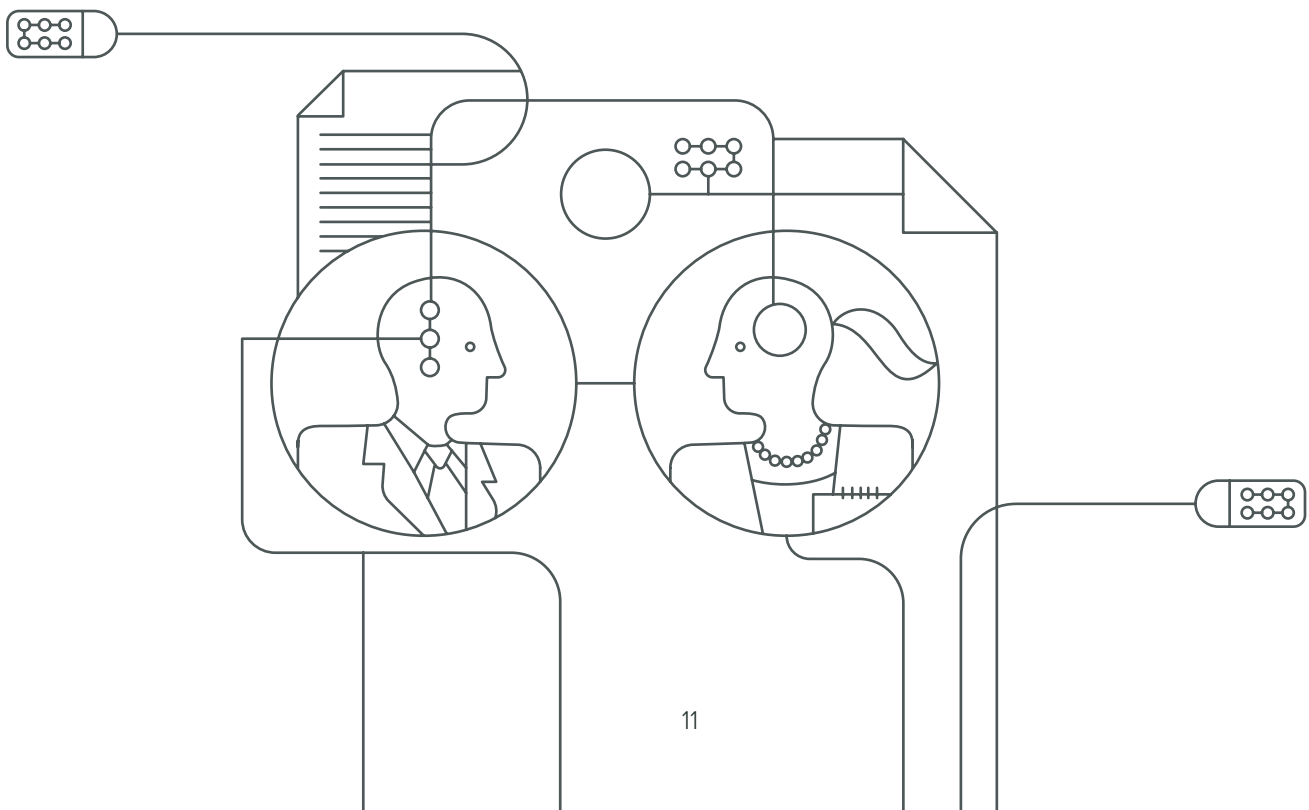
Review key issues and concepts in U.S. export laws and how they affect employees' day-to-day job operations. Additionally, it helps employees understand the risks associated with violating trade laws. Specific topics include an overview of US export laws, International Traffic in Arms Regulations (ITAR), deemed exports, embargoes and sanctions, red flags and risk areas, and government expectations.

## Suppliers and Human Trafficking

### Employees / 30 min

English

Explain what human trafficking is, how to detect it in the supply chain, and how to respond once it is detected. Supervisors will gain a better understanding of how human trafficking can taint the supply chain for virtually any product sold in the US. It explains that knowing how to detect and respond to human trafficking helps to thwart this reprehensible crime.





# Data Security & Privacy

## Data Security & Privacy

Employees / 90 min

English

The course shows employees how to recognize potential threats and risky behaviors, and teaches them how to mindfully respond 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.

## Privacy & Data Protection

Employees / 30 min

English, Chinese (Simplified/Mandarin – Mainland China), Dutch, French (Canadian), French (Euro), German, Italian, Japanese, Portuguese (Brazilian), Spanish (Euro), Spanish (Latin American), Russian

Good data protection practices are a direct results of employees' individual behavior. Teach employees the fundamentals and importance of your security awareness program. Our data protection course focuses on key topics, such as security breach basics, vendor due diligence, data transfers, and others. The course helps employees understand privacy laws and their responsibilities through real-life scenarios, case studies, useful links, and practical compliance tips.

## Security Awareness

Employees / 30 min

English, French (Canadian), Spanish (EU), Spanish (LA), French (EU)

Reinforce core concepts of cybersecurity to help strengthen your employees' ability to detect, prevent, and contain potential cybersecurity 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.

## Protecting Confidential Information and Avoiding Insider Trading

Employees / 30 min

English, German, Spanish (Latin American), French, Hungarian, Japanese, Polish, Portuguese (Brazil), Romanian, Turkish, Chinese (Simplified)

Educate employees on the finer points of information protection and insider trading violations by examining practical everyday issues using smartphones, white boards, conversations in elevators, and departing employees as examples. Specific topics include unintentional disclosure, insider trading, protecting confidentiality, and material information.

## PCI DSS: Payment Card Industry Data Security Standard

Employees / 20 min

English

This course covers the requirements of the Payment Card Industry Data Security Standard (PCI DSS). It provides 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.

## Careful Communications

Employees / 20 min

English, Chinese (Simplified Mandarin), Czech, French (Parisian), German, Italian, Japanese, Korean, Portuguese (Brazilian), Polish, Romanian, Russian, Slovenian, Spanish (Euro), Spanish (Latin American), Thai

This course will help your employees understand paper and electronic communications basics to help reduce risk. By following a few simple guidelines, many of which are outlined in this course, these dangers can often be reduced or eliminated. Specific topics include record retention and deletion, social media communications, and protecting sensitive information.





# Harassment & Discrimination

## Treating People with Respect

We have two versions of this course:

### Employees / 30 min

English

Teach employees how to identify and properly deal with harassment, discrimination, and retaliation. The course 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.

### Employees / 30 min / Flash

English, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional – Mandarin), Dutch, French (Canadian), French (Euro), German, Indonesian, Japanese, Korean, Malay, Portuguese (Brazilian), Spanish (Euro), Spanish (Latin American), Thai, Vietnamese

This course is a Flash version of the Treating People with Respect course. It covers the same information on how to identify and properly deal with harassment, discrimination, and retaliation.

## Diversity: Inclusion in the Modern Workplace

### Employees / 60 min

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

Explore the nature of diversity and provide practical strategies for workplace inclusion. Explore key concepts such as identity, power, privilege, and communication through the unique experiences of real people. 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.

## Managing Bias

### Employees / 20 min

English, Spanish (Latin American)

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



# US Courses



# Ethics & Anti-Corruption

## **Tools for an Ethical Workplace**

*Employees / 45 min*

English

This is a foundational ethics course that helps employees make good choices. Most employees know the difference between right and wrong, but certain circumstances can make it difficult to act upon that knowledge. This course provides insight into the competing pressures affecting their everyday actions, and allows them to practice overcoming common ethical obstacles.

## **Code of Conduct: Business Ethics**

*Employees / 15 min*

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

Help maintain a workplace culture free from corruption and unethical behavior. The course 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: Combined**

*Employees / 45 min*

English

Ensure your workforce understands the basic tenets of your commitment to do business ethically, and their responsibility to protect the organization's property, reputation, and good legal standing. The combined course includes several short modules that review key areas of employee decision-making: Business Ethics, Workplace Conduct, Data Security, Business Courtesies and Books and Records. Additionally, the course allows employees to read and acknowledge your company's code of conduct.

## **Code of Conduct: Books & Records**

*Employees / 15 min*

English, Spanish (Latin American), Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Russian, Czech, English, Arabica

Reinforce the 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

### Employees / 10 min

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

This module challenges employees to ask critical questions about the appearance of impropriety, and uses real-world examples to illustrate how to navigate difficult situations. It covers federal laws to ensure employees share an understanding of proper and improper gifts, gratuities, and other business courtesies.

## Code of Conduct: Data Security

### Employees / 15 min

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

This 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.

## Focus on Red Flags, Third Parties, & Due Diligence

### Employees / 10 min

English, Spanish (Euro), French (Euro), German, Italian, Russian, Turkish, Chinese (Simplified), Portuguese (Brazilian), Japanese, Korean, Vietnamese, Polish

This course concentrates on one of the most misunderstood aspects of anti-corruption laws and the FCPA: business partners and third parties. It helps employees understand the importance of identifying red flags and conducting due diligence on third parties (resellers, agents, representatives, distributors, etc.) because they can implicate your organization as well as themselves in a compliance violation.

## Code of Conduct: Workplace Conduct

### Employees / 10 min

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

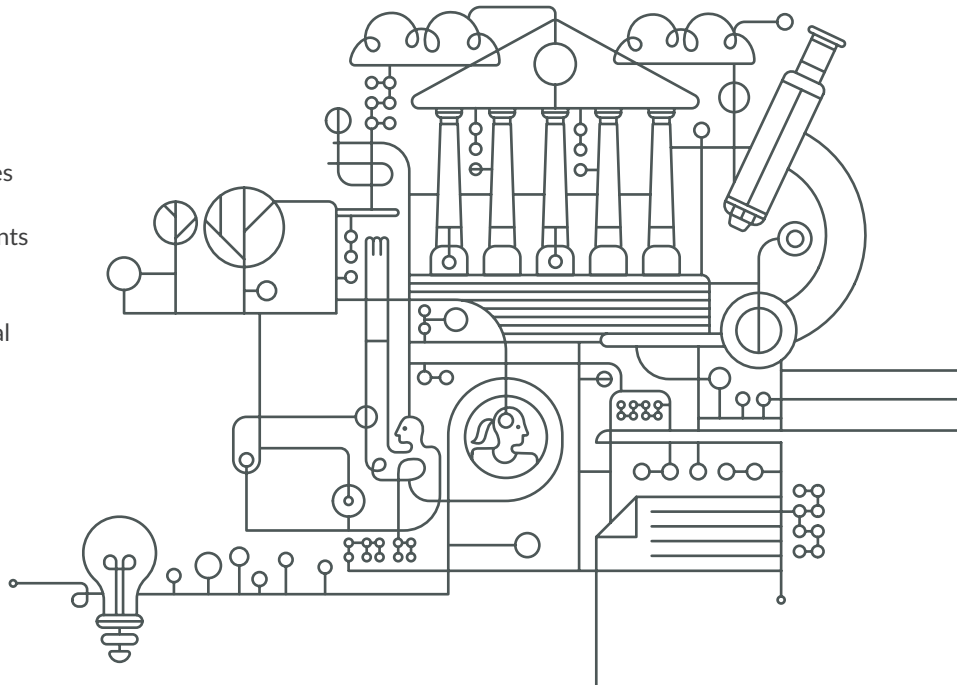
This module covers discriminatory, harassing, disrespectful, and offensive behaviors, including that threatens employee safety and well-being. The course teaches employees how workforces come from and work in a wide variety of cultural and legal contexts.

## FCPA: Foreign Corrupt Practices Act

### Employees / 30 min

English, Spanish (Latin American), Spanish (Euro), French (Canadian), French (Euro), German, Italian, Chinese (Simple), Japanese, Dutch, Portuguese (Brazilian)

Provide an overview of the Foreign Corrupt Practices Act (FCPA), 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**

*Employees / 30 min*

English, Spanish (Latin American)

Offer an overview of US insider trading laws and provide 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**

*Employees / 15 min*

English, Spanish (Latin American)

Explore common types of conflicts of interest and learn how to respond to them. The course helps employees 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.

## **Foreign Government Officials Tune Up**

*Employees / 10 min*

English

Help employees understand the potential pitfalls of corporate interactions with foreign government officials, as well as with a variety of other type of global professionals. The course helps employees become informed and compliance-driven when it comes to international business relationships.

## **Medicare Fraud, Waste & Abuse**

*Employees / 45 min*

English

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

## **Gifts, Travel & Entertainment**

*Employees / 10 min*

English, Japanese, Korean, Russian, Chinese (Simplified)

This course helps your employees recognize the appropriate way to conduct themselves in situations when it comes to giving and receiving gifts, as well providing travel and entertainment to clients. It also stresses that gifts cannot be used to influence government officials.



# Data Security & Privacy

## Data Security & Privacy

Employees / 90 min

English

The course shows employees how to recognize potential threats and risky behaviors, and teaches them how to mindfully respond 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

Employees / 30 min

English, French (Canadian), Spanish (EU), Spanish (LA), French (EU)

Reinforce core concepts of cybersecurity to help strengthen your employees' ability to detect, prevent, and contain potential cybersecurity 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.

## PCI DSS: Payment Card Industry Data Security Standard

Employees / 20 min

English

This course covers the requirements of the Payment Card Industry Data Security Standard (PCI DSS). It provides 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.

## Careful Communications

Employees / 20 min

English, Chinese (Simplified Mandarin), Czech, French (Euro), German, Italian, Japanese, Korean, Portuguese (Brazilian), Polish, Romanian, Russian, Slovenian, Spanish (Euro), Spanish (Latin American), Thai

This course will help your employees understand paper and electronic communications basics to help reduce risk. By following a few simple guidelines, many of which are outlined in this course, these dangers can often be reduced or eliminated. Specific topics include record retention and deletion, social media communications, and protecting sensitive information.

## **HIPAA Basics**

We have two versions of this course:

### **Employees / 60 min**

English

This course discusses the confidentiality of medical information as required by the Health Insurance Portability and Accountability Act (HIPAA) and employee's 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.

### **Employees / 30 min**

English

Teach business associate employees, including subcontractors, third parties, claims processors, IT companies, and more, about HIPAA regulations. The course covers 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 / 30 min**

English, Spanish (Latin American)

Help supervisors understand, use, and monitor social media responsibly and effectively, both at work and at home. By raising awareness of the laws surrounding online privacy, this course helps supervisors understand the importance of maintaining clear boundaries between employees' personal and professional use of social media 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**

### **Employees / 30 min**

English

Show employees how to use social media responsibly and effectively, both at work and at home. 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.

## **Export & Trade Compliance**

### **Employees / 30 min**

English, Arabic, Chinese (Simplified/Mandarin – Mainland China), Chinese (Traditional/Mandarin – Taiwan), Czech, French (Euro), French (Canadian), German, Italian, Japanese, Korean, Malay, Polish, Portuguese (Brazilian), Russian, Slovak, Slovenian, Spanish (Euro), Spanish (Latin American), Thai

Review key issues and concepts in U.S. export laws and how they affect employees' day-to-day job operations. Additionally, it helps employees understand the risks associated with violating trade laws. Specific topics include an overview of US export laws, International Traffic in Arms Regulations (ITAR), deemed exports, embargoes and sanctions, red flags and risk areas, and government expectations.



# Harassment & Discrimination

## Harassment & Discrimination Prevention

**Supervisors / 120 min**

English

Train supervisors to identify and eliminate workplace harassment and discrimination based on protected characteristics by helping them understand the law and teaching them how to 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 provides practical tips on creating a safe, inclusive environment for work, including positive options for bystander intervention. This course seamlessly and dynamically delivers appropriate content based on learner profile settings in order to satisfy Maine and Connecticut's sexual harassment training laws, as well as California training requirements for AB 1825 and AB 2053.

## Harassment & Discrimination Prevention

**Employees / 60 min**

English

Engage employees and raise 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. The course 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. This course covers federal laws and delivers appropriate content dynamically and seamlessly based on learner profile settings in order to train on sexual harassment laws in California, Maine and Connecticut.

## Diversity: Inclusion in the Modern Workplace

**Employees / 60 min**

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

Explore the nature of diversity and provide practical strategies for workplace inclusion. Explore key concepts such as identity, power, privilege, and communication through the unique experiences of real people. 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.

## Managing Bias

Employees / 20 min

English, Spanish (Latin American)

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

## Workplace Violence Prevention

Employees / 30 min

English

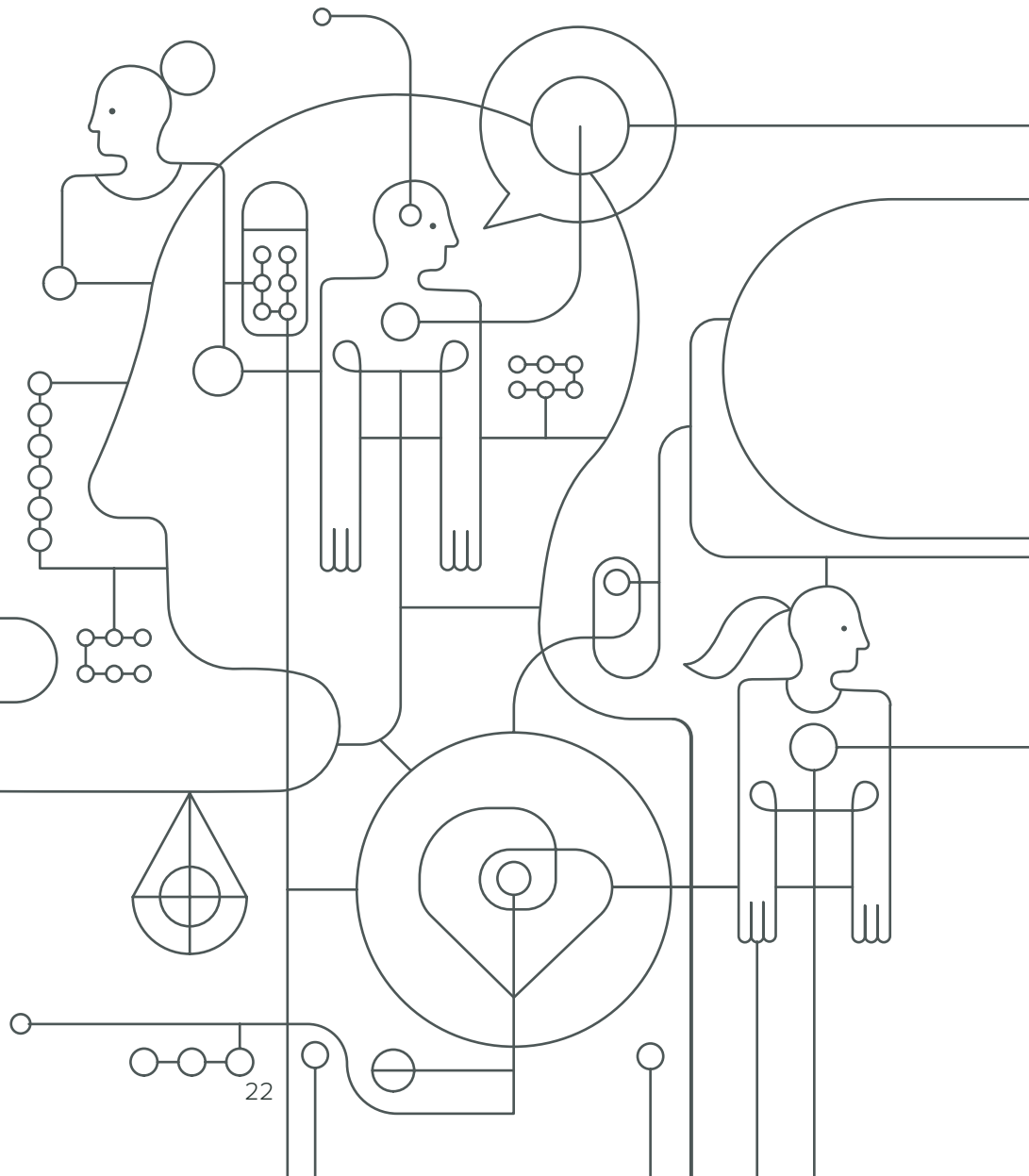
Raise awareness about workplace violence and help your employees to identify the risks of workplace violence and prevent incidents of it. This course covers employees' roles in creating a safe workplace, the warning signs that identify potential assailants, and how employees can reduce the risk of injury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

## Duty to Prevent Violence

Supervisors / 30 min

English, Spanish (Latin American)

Teach supervisors how to recognize and prevent workplace violence. The course 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.



## Accommodating Disabilities

We have two versions of this course:

### Supervisors / 30 min

English, 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).

### Supervisors/ 30 min

English, Spanish (Latin American)

This course covers the same information as the Accommodating Disabilities (US) to provide an overview of disability discrimination laws and help supervisors navigate the process of accommodating qualified applicants and employees with disabilities. It includes content designed to address California law specifically. The California version of this is designed to address the state's specific laws.

## Pregnancy Accommodations (California)

### Supervisors / 15 min/ English

Cover the laws governing pregnancy disabilities, leaves, and accommodations in California. Supervisors will learn that it's illegal to discriminate based on an employee's pregnancy, and the law applies to organizations with five or more employees.





# People & Culture

## **Terminating Employees**

*Employees / 25 min*

English, Spanish (Latin American)

Equip 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 best interests.

## **Bullying in the Workplace**

*Employees/ 30 min*

English

Train managers and employees how to recognize and prevent workplace bullying, which is a growing problem in many organizations. Employees will understand the long-term effects of bullying on both the workforce and on the employer's bottom line. Managers will learn how to spot and handle bullying, while employees will learn how to prevent becoming a victim of bullying.

## **Drugs & Alcohol at Work**

*Employees / 30 min*

English

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 / 60 min*

English

Show supervisors how to recognize and evaluate the signs of impairment due to drug and alcohol abuse. The course covers in detail different types of drugs, requirements for reasonable suspicion, rules for drug and alcohol testing, and how to respond to test results.

## Workplace Investigations

*Supervisors / 60 min*

English

This course teaches supervisors how to promptly conduct investigations upon learning of problems. Supervisors will gain knowledge to go forth and confidently conduct investigations in the workplace.

## Identifying Candidates

*Employees / 30 min*

English, Spanish (Latin American)

Help supervisors 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, identify good candidates, and make smart recruiting decisions that follow the law.

## Interviewing Candidates

*Employees / 25 min*

English, Spanish (Latin American)

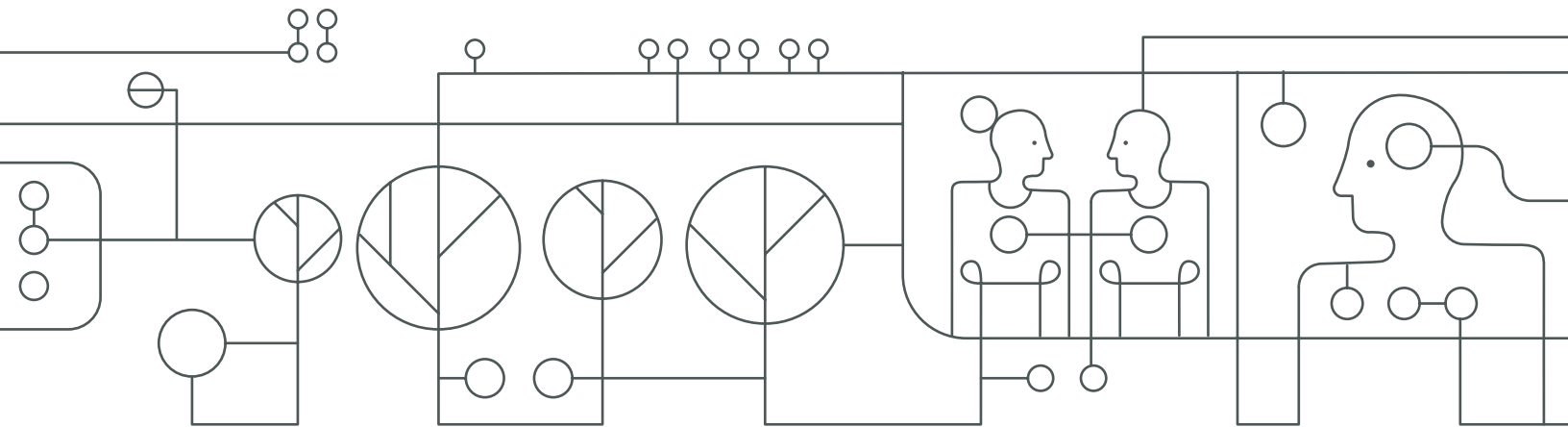
Gain essential interviewing skills to help lead to the right hire. The course covers how to craft interview questions, what to listen for in candidates' responses, and what to look for when evaluating candidates' qualifications and fit. Employees who take this course will learn how to interview well,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

## Background Checks for Hiring

*Employees / 20 min*

English, Spanish (Latin American)

This course teaches supervisors 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; tells supervisors how they can use the information they discover; and how they must keep and dispose of background check information.



## **Performance Reviews**

### **Supervisors / 60 min**

English

Gives supervisors the skills they need to conduct effective and legally compliant performance reviews. The course discusses communicating with employees, including how to deliver both praise and criticism, the importance of providing specific examples, and how to set performance goals. It also includes tips to help supervisors avoid common mistakes and improve the appraisal process.

## **Leaves & Absence Management**

### **Supervisors / 30 min**

English

Train employees about different types of leaves, such as FMLA and disability, and how to respond to requests or sudden leaves. The course also describes a supervisor's duty to identify and respect employees' leave rights, avoid retaliation, and prevent claims and liability related to absenteeism and attendance.

## **Form I-9**

### **Employees / 30 min**

English

This course helps supervisors learn to complete Form I-9 properly, and to protect employees from illegal discrimination. It 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 / 45 min**

English

Help supervisors correctly classify workers by providing a comprehensive survey of the most common factors used to determine worker status. Supervisors will learn how to retain independent contractors with confidence. The course also demonstrates the most common ways a supervisor can violate the law so that they won't make mistakes.

## **Wage and Hour Training for Managers**

We have two versions of this course:

### **Supervisors / 60 min**

English

Provide an overview of federal wage and hour laws. The course identifies common problem areas such as paying overtime, classifying employees, and offering breaks in the work day, intersecting the law and real-world examples.

### **Supervisors / 60 min**

English

This course covers the same information as the Wage and Hour Training for Managers, providing an overview of federal wage and hour laws, and it contains content specific to California.

## Bloodborne Pathogens

Employees / 20 min

English, Spanish (Latin American)

Describe 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

Employees / 20 min

English

Explain 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, the course impresses on workers why HazCom is important and how it can protect them.

The California version of this course contains California-specific content and laws.

## Injury & Illness Prevention

Employees / 20 min

English

Help 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.



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