



# Global Ethics & Compliance Package

EVERFI

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EVERFI's Global Ethics & Compliance Package is designed to support corporations in maintaining a globally compliant and principled business environment. Our courses provide employees and supervisors with proper guidance on ethical issues and mandated regulations pertaining to workplace conduct and anti-corruption. Over the past 10 years, EVERFI has revolutionized online compliance training through its industry-leading courseware and technology.

## Package Features

	Starter	Standard	Premium
Learners	Unlimited	Unlimited	Unlimited
Administrators	1	Up to 3	Up to 3
Functionality	Custom Email Notifications, Auto-reminders, Proactive Compliance Updates	Custom Email Notifications, Auto-reminders, Policy Acknowledgement, Proactive Compliance Updates	Custom Email Notifications, Auto-reminders, Policy Acknowledgement, Proactive Compliance Updates
Customizations	N/A	Executive Welcome Video, Custom Resources & Helpline Page	Executive Welcome Video, Custom Resources & Helpline Page
Data Intergrations	N/A	API, SSO, LMS, HRIS	API, SSO, LMS, HRIS
Impact	N/A	N/A	Integrated Surveys & Assessments
Support	Live Email Support	Dedicated Customer Success Manager	Dedicated Customer Success Manager, 24/7 End-user Support

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## Tools for an Ethical Workplace

Employees / 45 min

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: Focus on Export

Employees / 5 min

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

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

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

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

This course provides a quick look at privacy, using real-world scenarios to explain concepts. It highlights 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

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

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.

## Code of Conduct

### Employees / 30 min

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.

## FCPA: Foreign Corrupt Practices Act

### Employees / 30 min

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.

## Anti-Corruption & Bribery

*We have two versions of this course:*

### Employees / 20 min

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

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.

## Anti-Corruption for Third Parties

### Employees / 30 min

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

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

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

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

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

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

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

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

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

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 the perils of human trafficking and how it 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.

## Code of Conduct: Combined

Employees / 45 min

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

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 Ethics

Employees / 15 min

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: Business Courtesies

Employees / 10 min

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

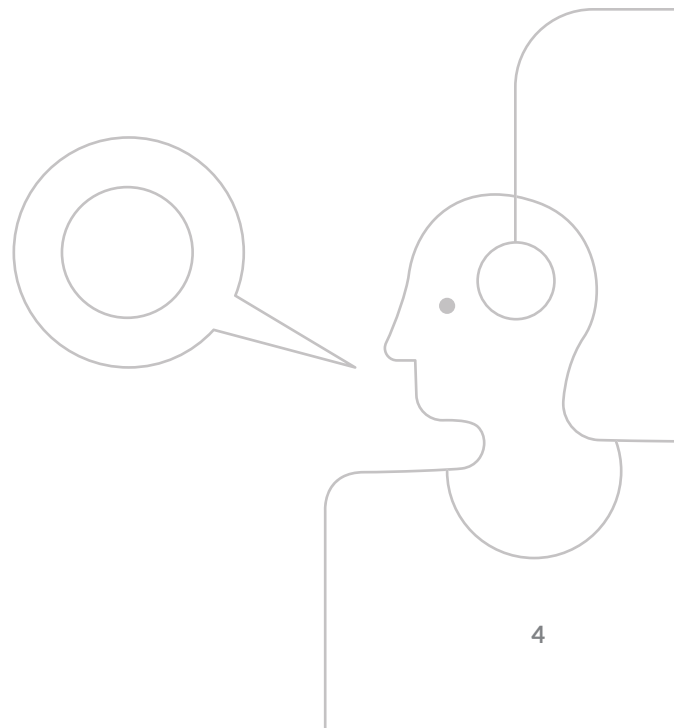
Employees / 15 min

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.

## Code of Conduct: Workplace Conduct

Employees / 10 min

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.



## Insider Trading

Employees / 30 min

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.

## Foreign Government Officials Tune Up

Employees / 10 min

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

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.



Learn more about EVERFI and Conduct and Culture at  
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