



HR & People Package

EVERFI

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EVERFI's HR & People Package is an accumulation of integral courses focused on harassment & inclusion, data security & privacy, and people & culture. 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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Harassment & Inclusion

Harassment & Discrimination Prevention for Supervisors

Supervisors / 60-120 min

This course trains supervisors to identify and eliminate workplace harassment and discrimination by helping them understand the law, and by demonstrating how to appropriately respond to misconduct. It helps supervisors build the skills necessary to recognize and respond to abusive behavior and other misconduct, microaggressions, and unconscious bias that may lead to workplace bullying, hostility, and reduced productivity and creativity. This course provides practical tips on creating a respectful, inclusive work environment, including safe and positive options for bystander intervention. Based on learner profile settings, the course content satisfies sexual harassment training laws in New York, Maine, and Connecticut, as well as the California training mandates of AB 1825, AB 2053, and SB 396.

Harassment & Discrimination Prevention for Non-Supervisors

Employees / 60 min

This course engages employees and raises their awareness about harassment and discrimination by explaining the law, and providing insight on how to appropriately respond to and report misconduct. It provides practical tips to help maintain a respectful, inclusive work environment, including safe and positive options for bystander intervention, using inclusive language, and avoiding microaggressions. Interactive exercises engage learners with realistic situations, scenarios, tasks, and model strategies for promoting a harassment- and discrimination-free workplace. Course content covers related federal laws, and, based on learner profile settings, delivers appropriate content on sexual harassment laws in California, New York, Maine, and Connecticut.

Diversity: Inclusion in the Modern Workplace

Employees / 60 min

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

Understanding bias in the workplace is the first step to managing it. This course defines bias, describes how it affects the workplace, and encourages learners to use that knowledge to reduce the negative effects of bias. 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.

Data Security & Privacy

General Data Protection Regulation

English only. Other languages available upon request.

Employees / 10 min

If your company collects or processes the personal data of any individual in the EU, you need to understand the European Union's General Data Protection Regulation, or GDPR. The EVERFI GDPR booster course is available now to ensure your employees understand the new rules and reporting requirements as they take effect.

Data Security & Privacy

Employees / 90 min

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.

PCI DSS: Payment Card Industry Data Security Standard

Employees / 20 min

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.

HIPAA Basics

Employees / 60 min

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.

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.



Privacy & Data Protection

Employees / 30 min

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.

Protecting Confidential Information and Avoiding Insider Trading

Employees / 30 min

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.

Social Media for Managers

Supervisors / 30 min

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

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.

People & Culture

Workplace Violence Prevention

Employees / 30 min

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 of potential danger, and how employees can reduce the risk of injury during violent situations.

Duty to Prevent Violence

Supervisors / 30 min

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

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

This course covers the same information as the Accommodating Disabilities (US) course, with content designed to address California law specifically. It provides an overview of disability discrimination laws and helps supervisors navigate the process of accommodating qualified applicants and employees with disabilities.

Bullying in the Workplace

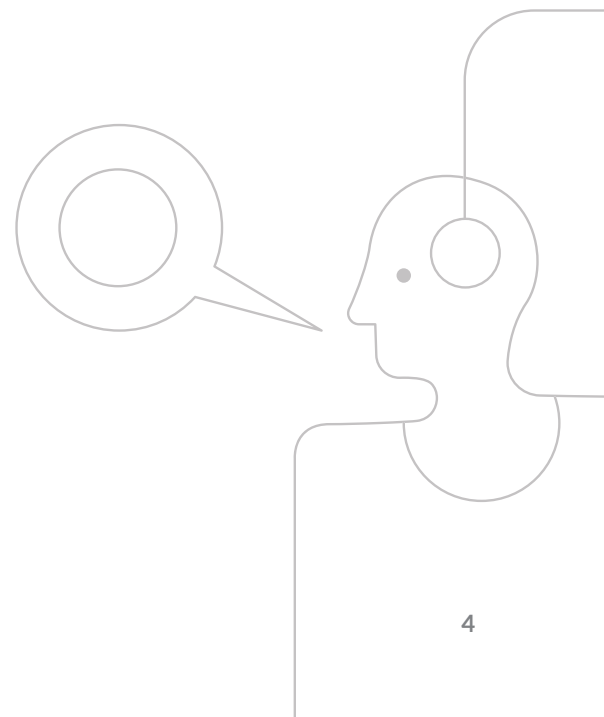
Employees / 30 min

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 workforce culture and on the employer's bottom line. Managers will learn how to spot and handle bullying, while employees will learn how to prevent experiences of bullying.

Drugs & Alcohol at Work

Employees / 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 / 60 min

Show supervisors how to recognize and evaluate the signs of impairment due to drug and alcohol abuse. The course covers 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

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

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

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.

Terminating Employees

Employees / 25 min

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.

Background Checks for Hiring

Employees / 20 min

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 outlines how they must keep and dispose of background check information.

Performance Reviews

Supervisors / 60 min

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

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

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

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

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

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

Bloodborne Pathogens

Employees / 20 min

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

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

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.

Learn more about EVERFI and Conduct and Culture at everfi.com/conduct-and-culture



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