EVERFI

Configuring Anti-Corruption & Anti-Bribery

Anti-Corruption & Anti-Bribery Configuration Guide

Welcome to the Course Configuration Guide. The purpose of this resource is to provide useful information for administrators to understand what all the options are to customize their EVERFI courses. Whether every single page is used or just one, it is important that learners are receiving the most up-to-date and relevant information they need.

Each EVERFI course has standard configuration options while newer, updated courses have additional fully-configurable pages throughout the content. These options allow you to tailor the learning experience to your unique organization. Not only will this impact the aesthetic, but it will also help the content resonate more with participants and build trust knowing their organization put thought and intention into the training.

We recommend reading through and printing out the full guide to understand the course learning objectives and to plan what content you want to use at your organization. There are suggestions from our subject-matter experts throughout the guide and areas to make notes and collaborate with other colleagues or departments who may have content to contribute.

What you can find in this guide:
1. Configurations Layouts
2. Course Overview
3. Course Map
4. Configuration Options per Module

Configurations Layout: Standard Page

Important to note: All elements per page (Title, Body Text, and Image) must be included in order for the page to populate in the course. If an element is not included, then the entire page will be removed.

1. Your Logo

This logo appears throughout your Foundry account. Please contact your Account Manager to add or update this element.

The logo should be a high resolution image that can render well on small screens.

2. Title

The title appears in the top left corner of the configurable page just below the navigation bar.

We recommend having no more than 6 words that summarize the content below.

3. Body Text

This open text field is positioned under the Title on the left half of the page.

There are specific content suggestions in the following pages for this specific course and where it occurs in the experience.

4. Image

Images appear in the top right corner of the page.

Using your organization's imagery here goes a long way. Forgo the stock photos if you can and upload familiar faces and places your learners will recognize.

① EVERFI

🔧 Tools   👤 Michelle C

🏠 Main Menu   ≡ Navigation   📖 Citations

② **This is the custom title**

③ Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

④

Back   Next

Configurations Layout: Video Page

Important to note: All elements per page (Title, Body Text, and Video) must be included in order for the page to populate in the course. If an element is not included, then the entire page will be removed.

1. Your Logo

This logo appears throughout your Foundry account. Please contact your Account Manager to add or update this element.

The logo should be a high resolution image that can render well on small screens.

2. Title

The title appears at the top of the configurable page just below the navigation bar.

We recommend having no more than 6 words that summarize the content below.

3. Body Text

This open text field is positioned under the Title and spans the full length of the page.

There are specific content suggestions in the following pages for this specific course and where it occurs in the experience.

4. Video

Uploaded videos appear below the Body Text.

Requirements:
• YouTube URL input
• Use the highest quality possible (HD)
• Quality adjusts per connection speed
• Enable Closed Captioning

Configurations Layout:
Policy and Resource Page

1. Title

The title appears at the top of the configurable page just below the navigation bar.

Because this is the policy page, simply stating the policy name or call-to-action is sufficient.

2. Body Text

This open text field is positioned under the Title.

This space can be used to add context and company expectations around the following policy.

3. Policy / Resource Title

Add the name of the specific policy or resource in this field. This appears in the content page as well as in the Policy Acknowledgement pop-up as shown below.

To configure this element go to the Policies or Resources sections of the Admin Dashboard.

4. Policy / Resource

This is where you attach your specific policies or resources for learners to access and e-sign.

Some courses have the option to include multiple documents or web pages which will be indicated in the following pages. We strongly recommend using a URL for easy maintenance.

☰ **Navigation**   📄 **Citations**

(1) **This is the custom title**

(2) Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

(3) **Sample Policy**
View Policy

Sample Policy (3)   ✕

Click the link below before e-signing.

View Policy (4)

☐ I hereby acknowledge that I have reviewed and understand this policy

Close

dolore eu fugiat nulla pariatur. Excepteur sint

Anti-Corruption & Anti-Bribery

Course Overview

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. Conventions are analyzed to provide practical ways that employees can identify, avoid, and stop bribery in the global marketplace.

Topics include anti-bribery laws; books, records, and controls; due diligence; government officials, agents, and third parties; and gifts, meals, travel, and entertainment.

There is an additional Post-Course Assessment intended to be a follow-up to this course. It is a separate learning activity that is a 5 questions assessment to ensure learners come away with the expected learning outcomes. Administrators can assign the assessment to be taken immediately after the course or at a later time to reinforce the topics covered.

Learning Outcomes

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. It covers high-risk situations and teaches your employees how to successfully identify possible violations of anti-corruption laws. Learners will review real-life scenarios, case studies, job-specific compliance tips, and comprehension checks on how to comply with bribery laws.

Course Details

- **Audience:** All Employees, Supervisors, Non-Supervisors
- **Course Length**: 30 minutes
- **Mobile-Friendly:** Compatible with desktops, tablets, and mobile devices

Course Map

Module 1: Introduction
- Introduction
- Welcome to the Course
- Letter from Leadership*
- Video from Leadership*
- Corporate Messaging*
- Summary

Module 2: Anti-Corruption
- Anti-Corruption
- Decision Point
- Corruption Defined
- Causes of Corruption
- Types of Corruption
- Hiring Hijinks
- Constructions Conundrum
- Summary

Module 3: Anti-Bribery
- Anti-Bribery
- A Closer Look at Bribery
- Concerned Traveler, Part 1
- Concerned Traveler, Part 2
- Concerned Traveler, Part 3
- Who is Involved?
- Common Bribes
- Risk Assessment
- How to Prevent Bribery
- International Bribery Laws
- The Diamond Heist
- Summary

Module 4: Third Parties
- Third Parties
- Who are Third Parties?
- Third Party Risks
- When is the Organization Responsible?
- Red Flags
- Preventing Problems
- Questionable Contacts
- Summary*
- Our Policy*

Module 5: Reporting Your Concerns
- Reporting Your Concerns
- A Drop in the Ocean
- Call to Action
- Whistleblower Protection
- Summary

Module 6: Final Thoughts
- Final Thoughts
- Anti-Bribery and Anti-Corruption Policy*
- Resources*
- Anti-Retaliation Policy*
- Summary
- Course Exit

* indicates a configurable page

Module 1: Introduction

Topics:
- Introduction to the topics of corruption and bribery
- Iterates the personal responsibility each employee has to help protect themselves and the company from corruption and bribery

Learning Objectives:
- Recall high-level definitions of corruption and bribery and their impact on organizations
- Summarize the role they play and responsibility they have on an individual level to protect the company from corruption and bribery

Element in Course - - - - - - - - - - - - - - - Configuration Name	Suggested Content	Notes
Letter from Leadership ● Title ● Text ● Image - - - - - - - - - - - - - - - - Introduction Module: ● Page 4 Title ● Page 4 Text ● Page 4 Image	● Introduce the course topic and learning objectives ● Set expectations, goals, deadlines ● Contact info for EVERFI tech support and an organization contact ● Use an image of recognizable people or places (CEO, Head of HR, co-workers, working space) ● Image Dimensions: 575px H by 495px W	

Element in Course - - - - - - - - - - - - - - Configuration Name	Suggested Content	Notes
Video from Leadership • Title • Text • YouTube Video - - - - - - - - - - - - - - - - Introduction Module: • Page 5 Title • Page 5 Text • M1 P5 Custom Page Video	• This page can be used in place of the Welcome Message • Use any existing videos you have or create a quick talking head interview with Executives • Keep the video short, 30-45 seconds • Video upload must be a YouTube URL with Closed Captioning	
Corporate Messaging • Title • Text • Image - - - - - - - - - - - - - - - - Introduction Module: • Page 6 Title • Page 6 Text • Page 6 Image	• Reiterate the value and purpose of the course and how it integrates into the company culture • Reference the learning outcomes and summary earlier in this gude • URLs to web pages with relevant resources, contact information, or information learners can bookmark • Use more organization-specific imagery	

Module 2:
Anti-Corruption

This Module does not have any configurable pages.

Topics:
- Definitions and causes of corruption
- Types of corruption and how to identify them

Learning Objectives:
- Identify multiple causes of corruption
- Identify multiple types of corruption
- Execute the appropriate response to the knowledge of corruption

Module 3:
Anti-Bribery

This Module does not have any configurable pages.

Topics:
- Definition and nuances of bribery
- Types of bribery and how to identify them
- Penalties of bribery
- International bribery laws
- Tactics to prevent bribery

Learning Objectives:
- Recall common examples of bribery
- Analyze the nuances of bribery
- Implement tactics to prevent bribery

Module 4: Third Parties

Topics:
- Definition of third parties
- Risks and red flags of taking on third parties
- Preventing problems with third parties

Learning Objectives:
- Explain the role of third party organizations
- Recall risks of working with third parties
- Identify red flags
- Implement tactics to prevent corruption and bribery with third parties

Element in Course ---------------- Configuration Name	Suggested Content	Notes

Our Policy
 ● Title
 ● Text
 ● Policy name
 ● Document
 	
 ---------------- 	
 	
 Third Parties Module :
 ● Page 9 Title
 ● Page 9 Text
 ● Policy: Third Parties Module, Page 9 Policy
	● Use the policy name or other clear call-to-action for learners to e-sign the policy
	 ● Provide context and expectations to adhere to the policy
	 ● Reiterate protocol if there are red flags or suspicious activity
	 ● Provide organization point of contact in case of questions
	 ● Recommended policy (only 1 can be used):
	     ● Anti-bribery or anti-corruption policy
	     ● Whistleblower confidentiality policy
	     ● Employee handbook
	 ● Using a URL makes it easier to be sure they are up to date for participants	

Module 5:
Reporting Your Concerns

This Module does not have any configurable pages.

Topics:
- Responsibility to act
- Whistleblower protection

Learning Objectives:
- Recall personal responsibility to report concerns and maintain workplace ethics
- Summarize whistleblower protections

Module 6: Final Thoughts

Topics:

- Course review

Learning Objectives:

- Recognize organizational policies in relation to corruption and bribery
- Recall and share additional resources when necessary
- Explore topics further through additional resources provided

Element in Course - - - - - - - - - - - - - - - Configuration Name	Suggested Content	Notes
Anti-Bribery and Anti-Corruption Policy ● Title ● Text ● Policy name ● Document - - - - - - - - - - - - - - - - - Final Thoughts Module : ● Page 2 Title ● Page 2 Text ● Policy: Final Thoughts Module, Page 2 Policy	● Use the policy name or other clear call-to-action for learners to e-sign the policy ● Context and expectations to adhere to the policy ● Reiterate protocol if there is suspicious activity or red flags ● Provide organization point of contact in case of questions ● Recommended policy (only 1 can be used): ● Anti-bribery and anti-corruption policy ● Using a URL makes it easier to be sure they are up to date for participants	

Element in Course - - - - - - - - - - - - - - - Configuration Name	Suggested Content	Notes
Resources • Title • Text • Image • Resource Name • Document - - - - - - - - - - - - - - - - - Final Thoughts Module: • Page 3 Title • Page 3 Text • Page 3 Image • Resource: Final Thoughts Module, Page 3 Resource	• This page can be used to compile any additional resources you want learners to review in summary of the course • Add links to existing guidance, resources, hotlines, contact information that are updated in real time • Quick guide of red flags when working with third parties or colleagues • Cheat sheets of common types of bribery • Reporting channels and protocols • Employee handbook • Using a URL makes it easier to be sure they are up to date for participants	
Anti-Retaliation Policy • Title • Text • Policy Name • Document - - - - - - - - - - - - - - - - - Final Thoughts Module: • Page 4 Title • Page 4 Text • Policy: Final Thoughts Module, Page 4 Policy	• Use the policy name or other clear call-to-action for learners to e-sign the policy • Context and expectations to adhere to the policy • Reiterate importance of due diligence and personal responsibility to report • Provide organization point of contact in case of questions • Recommended policy (only 1 can be used): • Anti-Retaliation Policy • Using a URL makes it easier to be sure they are up to date for participants	

EVERFI, Inc. is the leading education technology company that has revolutionized prevention and compliance training online through its industry-leading courseware and technology. EVERFI educates employees on important skills relating to harassment, diversity and inclusion, culture, ethics, code of conduct and data security. Courses are built by a team of attorneys, prevention experts, and instructional designers who ensure that EVERFI's prevention and compliance courses are aligned with applicable law and research-based best practices. Our industry leading instructional design and subject matter expertise demonstrates our commitment to the core issues behind critical topics that are at the center of healthy workplace culture.

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