

Configuring Antitrust



Antitrust 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: Welcome to the Course 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. 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.

2. 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.

3. 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.

The screenshot shows a configuration page for a course. At the top, there is a dark blue navigation bar. Below it, the page content is divided into three sections:

- 1**: A red-bordered box containing the text "Sample Custom Page Title".
- 2**: A red-bordered box containing the text "This page can be used to provide custom information to employees of your organization." Below this box are two dark blue buttons: "← Back" on the left and "Next →" on the right.
- 3**: A red-bordered box containing a photograph of a diverse group of people with their hands stacked in a circle, symbolizing teamwork. A "gettyimages" watermark is visible in the bottom right corner of the image.

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. 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.

2. Body Text

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

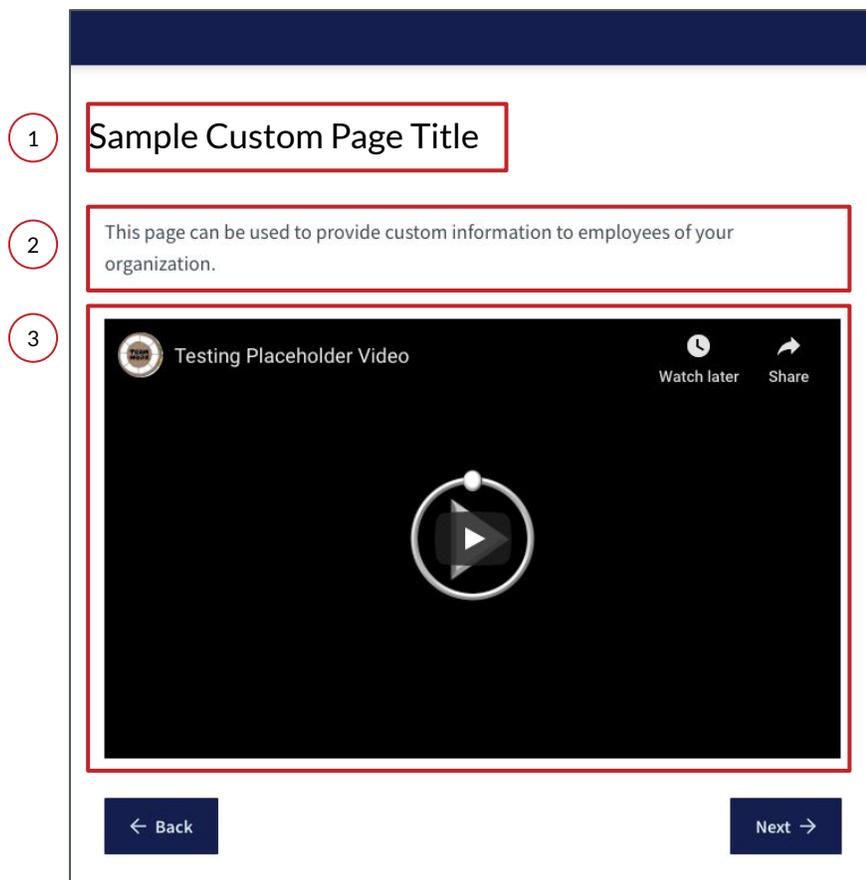
There are specific content suggestions in the following pages for this specific course and where it occurs in the experience.

3. 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 / Resource Page

1. Policy / Resource Title

Add the name of the specific policy or resource in this field. This appears in the content page and in the course navigation menu.

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

2. Policy / Resource

This is where you attach your specific policies or resources for learners to access and e-sign (for policies only). For the policy in this course, it will appear on the content page within the course. For the resource, they will appear in the navigation window.

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.

Custom: Insert Your Title

This page can be used to provide custom information to employees of your organization.

- 1 **Example Policy**
Review before e-signing
- 2 **View Policy**
 I hereby acknowledge that I have reviewed and understand this policy

[← Back](#) [Next →](#)

Antitrust

Course Overview

This course teaches 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 anticompetitive conduct, and covers how to avoid and report violations. Employees will gain a thorough understanding of how to practice fair competition and uphold your organization's integrity

Learning Outcomes

In this course, employees will learn how to

- Recognize the importance of antitrust laws
- Compare antitrust laws in different regions of the world
- Recognize and avoid behavior that may be in violation of antitrust law
- Identify product abuses
- Execute the proper reporting process

Course Details

- **Audience:** All Employees
- **Course Length:** 25 minutes
- **Mobile-Friendly:** Compatible with desktops, tablets, and mobile devices

Course Map

Module 1: Introduction

- Anti-Competitive Conduct
- [Standard Custom Page*](#)
- [Custom Video Page*](#)

Module 2: Recognize Anti-Competitive Conduct

- Harmless Conversation
- Why Antitrust Law Matters
- Major Antitrust Laws
- Trust & Antitrust
- US Antitrust Law
- Commonplace Collusion
- Antitrust in Europe
- Antitrust in Asia and Other Regions
- Agreement v. Independent Action
- Recognize & Avoid Restraints of Trade
- Horizontal Restraints of Trade
- Set in Stone
- Rocky Road
- Barred Barker
- Vertical Restraint Examples
- What's Mine Isn't Yours
- [Standard Custom Page*](#)
- Summary

Module 3: Avoid & Report Violations

- Avoid & Report Violations
- Dominant Power = Monopoly
- With Market Power Comes Responsibility
- Monopoly Abuses
- All or Nothing
- Report Violations
- What to Report & How
- [Standard Custom Page*](#)
- Credit Where Credit is Due
- Cold Shoulder
- Crystal Clear
- Liwei's Response
- [Standard Custom Page*](#)
- Summary

Module 4: Conclusion

- Conclusion Intro
- [Policy Acknowledgement*](#)
- [Policy Acknowledgement*](#)
- [Policy Acknowledgement*](#)
- [Custom Resource Page*](#)
- [Custom Resource Page*](#)
- [Custom Resource Page*](#)
- [Standard Custom Page*](#)
- [Custom Video Page*](#)
- Course Complete

* indicates a configurable page

Module 1: Introduction

Topics:

- Introduction to the topics of antitrust

Learning Objectives:

- Start the course with an understanding of what to expect topically

Configuration Name	Layout	Suggested Content
Welcome Letter Page 2 <ul style="list-style-type: none"> • Custom Page Title • Custom Page Text • Custom Page Image 	Standard Page	<ul style="list-style-type: none"> • 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
Welcome Video Page 3 <ul style="list-style-type: none"> • Custom Page Title • Custom Page Text • Custom Page Video 	Video Page	<ul style="list-style-type: none"> • 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

Module 2: Recognize Anti-Competitive Conduct

Topics:

- Importance of antitrust laws
- Major antitrust laws around the world
- Restraints in trade

Learning Objectives:

- Recognize the importance of antitrust laws
- Compare antitrust laws in different regions of the world
- Recognize and avoid behavior that may be in violation of antitrust law

Configuration Name	Layout	Suggested Content
Page 17 <ul style="list-style-type: none"> • Custom Page Title • Custom Page Text • Custom Page Image 	Standard Page	<ul style="list-style-type: none"> • If your organization works with other organizations in other countries, add information about those countries and your organization's stance. • Provide specific examples of departments, roles, and scenarios that your learners are familiar with where they may experience corrupt practices. • List any resources or additional information your organization may have for learners to reach out to

Module 3: Avoid & Report Violations

Topics:

- Monopolies
- Abuse of market power
- Reporting procedure

Learning Objectives:

- Identify product abuses
- Execute the proper reporting process

Configuration Name	Layout	Suggested Content
Page 8 <ul style="list-style-type: none"> • Custom Page Title • Custom Page Text • Custom Page Image 	Standard Page	<ul style="list-style-type: none"> • Communicate your organization's stance and resources on the topics covered in this section • Explain repercussion if there is a violation of policy • List out specific examples of abuses and situations employees should look out for and report • Explain how your organization may be impacted by corruption across the supply chain
Page 13 <ul style="list-style-type: none"> • Custom Page Title • Custom Page Text • Custom Page Image 	Standard Page	

Module 4: Conclusion

Topics:

- Review of concepts
- Organizational messages

Learning Objectives:

- Review and acknowledge organizational policies and resources

Configuration Name	Layout	Suggested Content
Page 2 <ul style="list-style-type: none"> • Custom Page Title • Custom Page Text • Custom Page Policy 	Policy Page	<ul style="list-style-type: none"> • Use the policy name or other clear call-to-action for learners to e-sign the policy • Outline context and company expectations to adhere to the policy • Reiterate protocol if there is suspicious activity, violation of policy, and how to report • Provide organization point of contact in case of questions • Upload 1 policy per page • Using a URL makes it easier to be sure they are up to date for participants • Any page without a policy will not appear in the course for the learner
Page 3 <ul style="list-style-type: none"> • Custom Page Title • Custom Page Text • Custom Page Policy 	Policy Page	
Page 4 <ul style="list-style-type: none"> • Custom Page Title • Custom Page Text • Custom Page Policy 	Policy Page	

Configuration Name	Layout	Suggested Content
Page 5 <ul style="list-style-type: none"> ● Custom Page Title ● Custom Page Text ● Custom Page Resource 	Resource Page	<ul style="list-style-type: none"> ● These pages 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
Page 6 <ul style="list-style-type: none"> ● Custom Page Title ● Custom Page Text ● Custom Page Resource 	Resource Page	<ul style="list-style-type: none"> ● Quick guide or checklist they can download if they suspect violation of antitrust policies ● Reporting channels and protocols ● Employee handbook
Page 7 <ul style="list-style-type: none"> ● Custom Page Title ● Custom Page Text ● Custom Page Resource 	Resource Page	<ul style="list-style-type: none"> ● Using a URL makes it easier to be sure they are up to date for participants
Page 8 <ul style="list-style-type: none"> ● Custom Page Title ● Custom Page Text ● Custom Page Image 	Standard Page	<ul style="list-style-type: none"> ● A closing message for learners ● Have the letter come from the CEO, other leadership, or the person who wrote the Welcome Letter ● Reiterate the goals and takeaways of the experience, community expectations ● Use an image of recognizable people or places (CEO, Head of HR, co-workers, working space) ● Stay away from using stock images
Page 9 <ul style="list-style-type: none"> ● Custom Page Title ● Custom Page Text ● Custom Page Video 	Video Page	<ul style="list-style-type: none"> ● A closing message for learners ● Have the letter come from the CEO, other leadership, or the person who wrote the Welcome Letter ● Reiterate the goals and takeaways of the experience, community expectations ● Requirements: <ul style="list-style-type: none"> ○ Needs to be a Youtube Video ○ Enable Closed Captioning

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.

2300 N Street NW, Washington, D.C 20037

Learn more about EVERFI Conduct & Culture at www.everfi.com/wcn