EVERFI

Configuring Suppliers and Human Trafficking

Suppliers and Human Trafficking

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.

1 — Sample Custom Page Title

3

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

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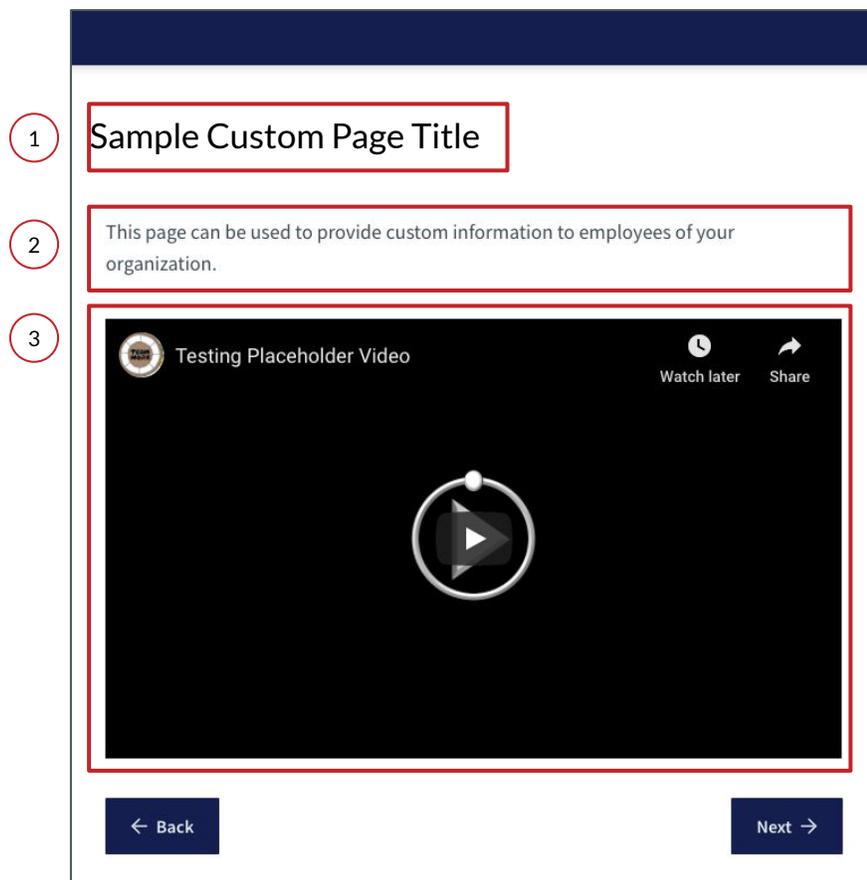
There are specific content suggestions in the following pages for this specific course and where it occurs in the experience.

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

① **Sample Custom Page Title**

② This page can be used to provide custom information to employees of your organization.

③ Testing Placeholder Video   Watch later   Share

← Back   Next →

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.

Suppliers and Human Trafficking

Course Overview

Explains 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.

Learning Outcomes

In this course, employees will learn how to
- Define forced labor and debt bondage
- Identify why human trafficking occurs and recognize the cost
- Explain why businesses should care about this issue
- Explain legislation that prohibits human trafficking in the supply chain and understand its impact on their business
- Identify warning signs of and implement strategies to respond to human trafficking

Course Details

- **Audience:** All Employees
- **Course Length**: 20 minutes
- **Mobile-Friendly:** Compatible with desktops, tablets, and mobile devices

Course Map

Module 1: Introduction
- Introduction
- Standard Custom Page*
- Custom Video Page*

Module 2: The Problem of Human Trafficking
- The Problem of Human Trafficking
- Forced Labor
- Debt Bondage
- Child Labor
- Why Human Trafficking Occurs
- All in the Family
- The Human Cost of Trafficking
- Every Company Must Respect Human Rights
- Why Businesses Should Care About Human Trafficking
- Whose Problem Is It?
- Standard Custom Page*
- Summary

Module 3: Eliminate Trafficking from Supply Chain
- Eliminate Trafficking from Supply Chain
- The UK Modern Slavery Act
- Develop an Anti-Trafficking Policy
- Implement an Anti-Trafficking Policy
- Incorporate Fact-Finding
- Supplier Certifications
- Audits and Inspections
- Indicators of Human Trafficking
- Sorting the Evidence
- Using Independent Experts
- Standard Custom Page*
- Responding to Risk Factors
- Responding When Human Trafficking is Suspected
- Respect for Human Rights is Good Business
- Standard Custom Page*
- Summary

Module 4: Conclusion
- Conclusion
- 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 topic of suppliers and human trafficking

Learning Objectives:

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

Configuration Name	Layout	Suggested Content
Welcome Letter Page 2 ● Custom Page Title ● Custom Page Text ● Custom Page Image	**Standard Page**	● 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 ● Custom Page Title ● Custom Page Text ● Custom Page Video	**Video Page**	● 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: The Problem of Human Trafficking

Topics:
- Forced Labor, Debt Bondage, and Child Labor
- Why Trafficking Occurs
- Cost of Trafficking
- Why Businesses Should Care

Learning Objectives:
- Define forced labor and debt bondage
- Identify why human trafficking occurs
- Recognize the cost of human trafficking
- Explain why businesses should care about human trafficking

Configuration Name	Layout	Suggested Content
Page 11 ● Custom Page Title ● Custom Page Text ● Custom Page Image	**Standard Page**	● Reiterate the importance of understanding the impact of human trafficking, forced and debted labor personally and as a business ● Provide specific examples and situations to be on alert in your industry, business partners, clients, and supply chain ● Recall and reuse some of the statistics in the EVERFI course to highlight ● List any resources, contacts or additional information your organization may have for learners to reach out to about your policies

Module 3: Eliminate Trafficking from Supply Chain

Topics:
- UK Modern Slavery Act
- Anti-Trafficking Policy
- Audits and Inspections
- Indicators and Responding to Suspicions of Human Trafficking

Learning Objectives:
- Explain legislation that prohibits human trafficking in the supply chain and understand its impact on their business
- Identify warning signs that may indicate the presence of human trafficking
- Implement strategies to respond when there are indications of human trafficking

Configuration Name	Layout	Suggested Content
Page 11 ● Custom Page Title ● Custom Page Text ● Custom Page Image	**Standard Page**	● Explain the steps your organization has done to proactively eliminate human trafficking (create policies, alerting supply chain partners, including the policy in your contracts, doing in-person audits, etc.)
Page 15 ● Custom Page Title ● Custom Page Text ● Custom Page Image	**Standard Page**	● Highlight legislation and regulations your employees should specifically be aware of ● Provide list of independent experts in your industry, resources employees can contact, hotlines to call; make it something they can download from the course and reference afterwards ● Reiterate your organization's commitment to eliminate trafficking

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 ● Custom Page Title ● Custom Page Text ● Custom Page Policy	**Policy Page**	● 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 ● Custom Page Title ● Custom Page Text ● Custom Page Policy	**Policy Page**	
Page 4 ● Custom Page Title ● Custom Page Text ● Custom Page Policy	**Policy Page**	

Configuration Name	Layout	Suggested Content
Page 5 ● Custom Page Title ● Custom Page Text ● Custom Page Resource	**Resource Page**	● 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, contact information that are updated in real time
Page 6 ● Custom Page Title ● Custom Page Text ● Custom Page Resource	**Resource Page**	● Quick guide or checklist they can download to easily remember how to identify red flags and when to report ● Reporting channels and protocols; anti-retaliation statement
Page 7 ● Custom Page Title ● Custom Page Text ● Custom Page Resource	**Resource Page**	● Employee handbook, repercussions if found in violation ● Using a URL makes it easier to be sure they are up to date for participants
Page 8 ● Custom Page Title ● Custom Page Text ● Custom Page Image	**Standard Page**	● 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
● Custom Page Title
● Custom Page Text
● Custom Page Video
	Video Page	● 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:
		  ○ 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.

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