

# 2017 ETHICS AND COMPLIANCE TRAINING CATALOG

EVERFI

## Ethics & Conduct Courses

### **Code of Conduct** 40-45 Min

Employee responsibilities and common code of conduct standards in Business Ethics, Workplace Conduct, Data Security, Business Courtesies, and Books and Records.

### **Code of Conduct: Business Ethics** 10-15 Min

Basics of business ethics and protecting an organization's interests.

### **Code of Conduct: Data Security** 10-15 Min

Best practices for protecting sensitive information and assets.

### **Code of Conduct: Workplace Conduct** 5-10 Min

Recognizing discriminatory and offensive conduct for a respectful workplace.

### **Code of Conduct: Business Courtesies** 5-10 Min

Determining proper and improper gifts, gratuities, and other business courtesies.

### **Code of Conduct: Books and Records** 10-15 Min

Maintaining accurate books and records and proper internal controls.

### **Tools for an Ethical Workplace** 10-15 Min

Overcoming obstacles to decision making and behavior.

### **Foreign Corrupt Practices Act (FCPA)** 20-30 Min

Recognizing red flags, minimizing risks, and reporting bribery practices.

### **Insider Trading** 30 Min

Identifying and preventing insider trading under US laws.

### **Conflicts of Interest** 20 Min

Identifying common types of conflicts of interest and how to respond to them.

### **Anti-Corruption & Bribery** 20 Min

Identifying and preventing corruption and bribery globally.

### **Antitrust** 30 Min

Understanding and preventing antitrust violations globally.

### **UK Bribery Act** 20 Min

Identifying and preventing bribery under the UK Bribery Act 2010.

## Harassment & Discrimination Courses

### **Harassment Prevention Training** 60-120 Min

Promoting behavior that prevents workplace harassment and discrimination for supervisors and non-supervisors, including state-specific modules for CA, CT, ME, and Canada.

### **Diversity: Inclusion in the Modern Workplace** 30-45 Min

Examining identity, power, privilege and communication strategies to promote inclusivity and respect in the workplace.

### **Managing Bias** 20 Min

Identifying and reducing the negative effects of bias in the workplace.

### **Accommodating Disabilities** 30 Min

Fundamentals of disability discrimination law and best practices for supervisors.

# Data Security & Privacy Courses

## **Data Security & Privacy** 90 Min

Responding to potential security attacks and avoiding risky behavior.

## **PCI DSS: Payment Card Industry Data Security Standard** 20 Min

Handling credit cards under PCI DSS standards.

## **HIPAA Basics** 60 Min

Preventing security and privacy violations under the Health Insurance Portability and Accountability Act.

## **Social Media & Your Job** 30 Min

Understanding and using social media responsibly for employees.

## **Social Media for Managers** 30 Min

Understanding, using, and monitoring social media for supervisors.

# People & Culture Courses

## **Workplace Violence Prevention** 30 Min

Recognizing and preventing workplace violence for employees.

## **Duty to Prevent Violence** 30 Min

Recognizing and preventing workplace violence for supervisors.

## **Bullying in the Workplace** 30 Min

Recognizing and preventing workplace bullying.

## **Injury & Illness Prevention** 15 Min

OSHA workplace health and safety training.

## **Bloodborne Pathogens** 20 Min

Blood and other potentially infectious material training.

## **Hazard Communication** 20 Min

Essentials of federal Hazard Communication standards.

## **Wage and Hour Training for Managers** 60 Min

Understanding the basics of the Fair Labor Standards Act (FLSA), with a separate California module.

## **Identifying Candidates** 25 Min

Best practices in job descriptions and finding candidates.

## **Interviewing Candidates** 25 Min

Essential skills to conduct successful interviews.

## **Background Checks for Hiring** 20 Min

Best practices for performing background checks on applicants.

## **Terminating Employees** 25 Min

Terminating employees effectively and with respect.

## **Drugs & Alcohol at Work** 30 Min

Dangers of drugs and alcohol in the workplace for employees.

## **Recognizing Drug & Alcohol Abuse** 60 Min

Responding to suspected drug and alcohol abuse for supervisors.

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