

Preventing Harassment & Discrimination: Canada *Configuration Guide*



Preventing Harassment & Discrimination: Canada 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 configuration option is used or just the essential, it is important that learners are receiving the most up-to-date and relevant information they need.

Each EVERFI course has standard configuration options, such as custom policies and resources, while newer, updated courses have additional fully-configurable pages throughout the experience. 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.

The configurations are classified into two categories: **Basic** and **Advanced**. The basic configurations are those we recommend as essential for an effective learning experience. The advanced configurations include everything from a welcome letter to additional resources and custom content pages throughout. These can be found in the *Course Map & Configurations* section of the guide.

We recommend reading through the full guide to understand the course learning objectives which can help you plan what content to use. Collaborating with other departments and stakeholders is a great way to leverage existing resources and create buy-in at the community level.

What you can find in this guide:

1. Course Overview
2. Course Map & Configurations
3. Configurations Layouts

Course Overview



Course Overview

Designed for employees based in or doing business in Canada, *Preventing Harassment & Discrimination: Canada* helps employees learn skills to build a healthy workplace culture. The course will engage employees and raises their awareness and bystander intervention skills addressing harassment, discrimination and retaliation.



Audience:

Employees based in Canada

Alberta
British Columbia
New Brunswick
Newfoundland and Labrador
Ontario
Quebec



Course Length:

45 minutes



Language(s):

English
French (Canadian)

Learning Outcomes

In this course, employees will learn about:

- Allyship
- Bystander intervention
- Discrimination & bias in the workplace
- Harassment & harassment prevention
- Protected categories
- Retaliation



Course Map & Configurations

Module Overview

Introduction

The first section introduces learners to the course topics, functionality, and the idea of positive workplace culture in which everyone plays a role.

Awareness

The second section introduces learners to the concept of developing awareness in the context of discrimination based on protected categories in the workplace.

Attitudes

This section encourages learners to cultivate positive, productive attitudes in the workplace, this module addresses barriers to intervention and problematic behaviors including harassment and behaviors that can lead to harassment.

Action

This module introduces learners to the steps that can be taken to address a broad range of potential or actual harmful conduct, and available remedies and penalties to hold offenders accountable.

Conclusion

The course concludes by reinforcing the elements of bystander intervention. Learners are also encouraged to explore additional resources before the conclusion.

Detailed Course Map & Configurations

Module: Introduction

Learning Objectives: *Recognize the sensitive nature of the course topics and key features of the interface functionality | Recognize the value of a positive, productive, professional workplace | Recognize the role they play in building and maintaining a positive workplace*

1. Preventing Harassment & Discrimination: Gateway
2. Sensitive Content Warning
3. **Welcome Letter*** | *Standard Custom Page*
 - Welcome Message Header
 - Welcome Message Text
 - Welcome Message Image
4. **Welcome Video*** | *Custom Video Page*
 - Welcome Video Header
 - Welcome Video Text
 - Welcome Video
5. Pre-Course Survey
6. The Power of Bystanders
7. Good Culture is No Accident
8. **Custom Page*** | *Standard Custom Page*
 - Custom Page Header 1
 - Custom Page Text 1
 - Custom Page Image 1

Detailed Course Map & Configurations Continued

Module: Awareness

Learning Objectives: Define “awareness” in the context of the three A’s of bystander intervention (action, awareness, attitude) | Define unlawful discrimination based on protected categories under federal and provincial laws | Identify concerning workplace behavior and how to address it before it becomes unlawful discrimination

1. Developing Awareness and Recognizing Discrimination
2. What is Discrimination?
3. Understanding Protected Categories
4. Federal Protected categories
5. Canadian Human Rights Act
6. A Spectrum of Biased Behavior
7. Maternity Misgivings
8. Non-Fluent English

Module: Attitudes

Learning Objectives: Define “attitudes” in the context of the three A’s of bystander intervention | Distinguish the difference between discrimination and harassment | Define quid pro quo and hostile work environment harassment, as well as abusive conduct | Identify types of harassment | Identify concerning behavior that may lead to harassment | Identify barriers that may inhibit employees from feeling personal responsibility to intervene | Identify harassment, including sexual harassment, before and after it occurs

1. **Custom Page*** | Standard Custom Page
 - Custom Page Header 2
 - Custom Page Text 2
 - Custom Page Image 2
2. Professional Attitudes and Identifying Harassment
3. Difference Between Discrimination and Harassment

Detailed Course Map & Configurations Continued

Module: Attitudes (continued)

4. Types of Harassment
5. What the Law Says About Harassment
6. What is Illegal Sexual Harassment?
7. A Spectrum of Potential Harassment
8. We Are All Contributors
9. The Bystander Effect
10. Knowing When to Intervene
11. Intervene as Appropriate
12. Staying Silent
13. The Cutest

Module: Action

Learning Objectives: Define “action” in the context of the three A’s of bystander intervention | Define retaliation, reprisal, behavior, and actions that may constitute retaliation, and legitimate actions that are not unlawful retaliation | Identify and practice using bystander intervention techniques, including direct action, distraction, delegation, and delay | Identify the proper channels to report retaliation and discrimination, including harassment | Understand the types of legal remedies and penalties that are available when someone harasses, or discriminates or retaliates against, another person in the workplace

1. **Custom Page*** | Standard Custom Page
 - Custom Page Header 3
 - Custom Page Text 3
 - Custom Page Image 3
2. Taking Action Against Retaliation
3. What Is Retaliation or Reprisal?
4. What Does Retaliation or Reprisal Look Like?

Detailed Course Map & Configurations Continued

Module: Action continued

5. **Custom Page*** | *Standard Custom Page*
 - Custom Page Header 4
 - Custom Page Text 4
 - Custom Page Image 4
6. How Common Are False Accusations?
7. When to Take Direct Action
8. How to Take Direct Action
9. Other Ways to Take Action
10. Reporting Is a Duty and a Tool
11. Don't forget to Follow Up
12. Legal Penalties and Remedies
13. Cool Conditions
14. Hugging Hack

Module: Conclusion

Learning Objectives: *Recognize the role they play in building and maintaining a positive workplace | Recognize that a safe and respectful workplace requires a culture where everyone is a stakeholder*

1. **Custom Page*** | *Standard Custom Page*
 - Custom Page Header 5
 - Custom Page Text 5
 - Custom Page Image 5
2. Summary
3. Resources

Detailed Course Map & Configurations Continued

Module: Conclusion continued

4. **Custom Reporting Resources*** | *Custom Resource Page*
 - Reporting Contact Header
 - Reporting Contact Information

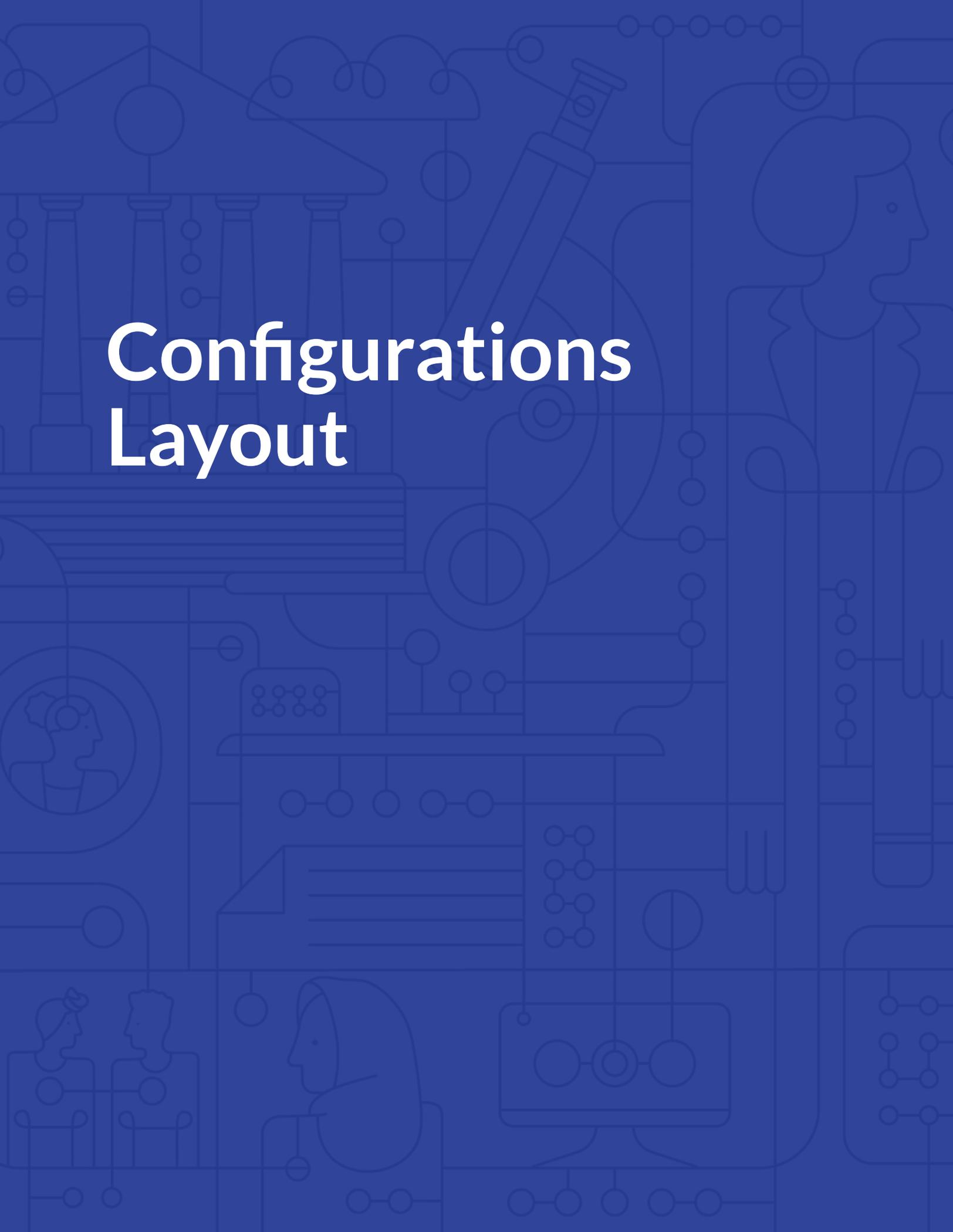
5. **Closing Letter*** | *Standard Custom Page*
 - Closing Letter Header
 - Closing Letter Text
 - Closing Letter Image

6. **Policy Acknowledgement*** | *Custom Policy Page*
 - Policy Header
 - Policy Text
 - Custom Harassment Policy

7. **Closing Video*** | *Custom Video Page*
 - Closing Video Header
 - Closing Video Text
 - Closing Video

8. Post-Course Survey

9. Nice Work!



Configurations Layout

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

Title

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

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

Sample Custom Page Title

Here is information about Acme Company's harassment prevention efforts. Resources, guidelines, information.

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.

← Back

496 x 327

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Next →

2

Body Text

This open text field is positioned under the image centered on the page.

This area supports text and you can even include URLs you want learners to visit.

3

Image

The image appears centered on the page below the title.

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.

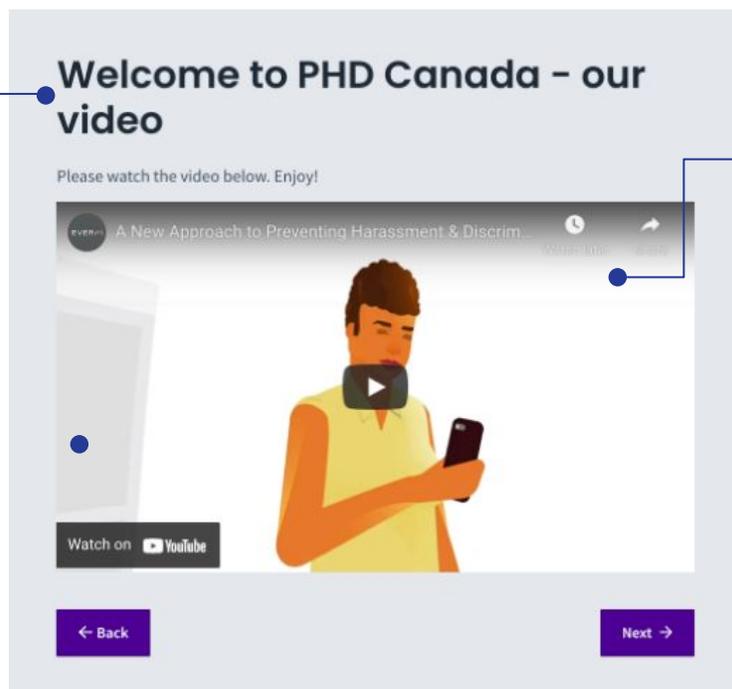
Configurations Layout: Custom Video Page

Important to note: All elements per page (Title 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 in the top center of the configurable page just below the navigation bar.

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



2 Video

The video appears centered on the page below the body text.

This needs to be hosted on YouTube and be sure to enable Closed Captioning and adjust privacy settings as needed.

We recommend keeping this video short, no longer than a few minutes.

Configurations Layout:

Custom Policy Page

Important to note: All elements per page 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.

For detailed instructions on how to upload a policy, [click here](#).

Policy

This is where the policy appears in the course after you upload it in the admin dashboard in Foundry. Learners will be able to e-sign here. For the policy in this course, it will appear on the content page within the course.

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

Sign Policy 1 of 1
Please review and agree to the policies to complete your training.

[Download PDF](#)

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