

EVERFI

WORKPLACE CULTURE & COMPLIANCE TRAINING

Foundry Catalog



Harassment & Inclusion Package

Harassment & Inclusion Courses

EVERFI's Harassment & Inclusion Package is designed to provide corporations with the necessary tools to promote respectful workplace behavior and comply with regulations pertaining to harassment & discrimination, diversity & inclusion, and managing bias.

Harassment & Discrimination

▸ Preventing Harassment and Discrimination

Description: This course equips learners with the information and skills that promote intervention, empathy, and allyship. For non-supervisors, this course prepares learners to cultivate and maintain a workplace culture resistant to discrimination, harassment and retaliation. Supervisors will learn to use the appropriate actions to prevent or stop harassment with practical tips on creating a culture that promotes respect and professionalism with bystander intervention strategies and active allyship at the core. EVERFI Workplace Insights is available through this course.

Length: 60-120 minutes

Audience: Dedicated content for Supervisors and Non-Supervisors

Format: Forge

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin America), Chinese (Simplified), Chinese (Traditional), Tagalog

▸ Preventing Harassment and Discrimination: Gateway

Description: This course is a condensed version of the longer Preventing Harassment and Discrimination course. It provides a foundation of knowledge that prepares learners for further harassment and discrimination prevention training. The knowledge, skills and behaviors employees learn from the course are ideal for time-sensitive clients who are taking their first steps into harassment prevention education on the workforce level. EVERFI Workplace Insights is available through this course.

Length: 35 minutes

Audience: Non-Supervisors

Format: Forge

SCORM: SCORM dispatch forthcoming

Available Languages: English

Harassment & Inclusion Courses (Continued)

▷ Harassment & Discrimination Prevention

Description: This course engages employees and raises their awareness about harassment and discrimination by explaining the law, and providing insight on how to appropriately respond to and report misconduct. It provides practical tips to help maintain a respectful, inclusive work environment, including safe and positive options for bystander intervention, using inclusive language and avoiding microaggressions. Interactive exercises engage learners with realistic situations, scenarios, tasks and model strategies for promoting a harassment and discrimination-free workplace. EVERFI Workplace Insights is available through this course.

Length: 60-120 minutes

Audience: Dedicated versions for supervisors and non-supervisors

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, Chinese Simplified (Mandarin), French (France), German, Italian, Spanish (Latin America)

▷ Diversity and Inclusion

Description: Explores the nature of diversity and provides practical strategies for workplace inclusion. Explores key concepts such as identity, power, privilege, and communication through the unique experiences of real people. By gaining a better appreciation for our shared experiences of difference, our shared expectations of respect, and our shared need to belong and feel appreciated, employees are encouraged to identify how they can create more inclusive and accepting workplaces. EVERFI Workplace Insights is available through this course.

Length: 60 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, German, Italian, Japanese, Russian, Spanish (Spain), Spanish (Latin America)

Harassment & Inclusion Courses (Continued)

▷ Managing Bias

Description: Defines bias, describes how it affects the workplace, and encourages employees to use that knowledge to reduce the negative effects of bias. Employees will understand that biases can affect our actions, which can have real impacts on people, and that if left unchecked, biases can create an unhealthy workplace culture.

Length: 20 minutes

Audience: All employees

Format: Forge

SCORM: SCORM dispatch forthcoming

Available Languages: English



FOUNDRY CATALOG

HR & People Courses

EVERFI's HR & People Package is an accumulation of integral courses focused on harassment & inclusion, data security & privacy, and people & culture.

Harassment & Discrimination

▸ Preventing Harassment and Discrimination

Description: This course equips learners with the information and skills that promote intervention, empathy, and allyship. For non-supervisors, this course prepares learners to cultivate and maintain a workplace culture resistant to discrimination, harassment and retaliation. Supervisors will learn to use the appropriate actions to prevent or stop harassment with practical tips on creating a culture that promotes respect and professionalism with bystander intervention strategies and active allyship at the core. EVERFI Workplace Insights is available through this course.

Length: 60-120 minutes

Audience: Dedicated content for Supervisors and Non-Supervisors

Format: Forge

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin America), Chinese (Simplified), Chinese (Traditional), Tagalog. By July 2020: Spanish (Spain), French (France), French (Canadian), Portuguese (Brazil), Russian, Vietnamese

HR & People Courses (Continued)

▷ Preventing Harassment and Discrimination: Gateway

Description: This course is a condensed version of the longer Preventing Harassment and Discrimination course. It provides a foundation of knowledge that prepares learners for further harassment and discrimination prevention training. The knowledge, skills and behaviors employees learn from the course are ideal for time-sensitive clients who are taking their first steps into harassment prevention education on the workforce level. EVERFI Workplace Insights is available through this course.

Length: 35 minutes

Audience: Non-Supervisors

Format: Forge

SCORM: SCORM dispatch forthcoming

Available Languages: English

▷ Harassment & Discrimination Prevention

Description: This course engages employees and raises their awareness about harassment and discrimination by explaining the law, and providing insight on how to appropriately respond to and report misconduct. It provides practical tips to help maintain a respectful, inclusive work environment, including safe and positive options for bystander intervention, using inclusive language and avoiding microaggressions. Interactive exercises engage learners with realistic situations, scenarios, tasks and model strategies for promoting a harassment and discrimination-free workplace. EVERFI Workplace Insights is available through this course.

Length: 60-120 minutes

Audience: Dedicated versions for supervisors and non-supervisors

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, Chinese Simplified (Mandarin), French (France), German, Italian, Spanish (Latin America)

HR & People Courses (Continued)

▷ Diversity and Inclusion

Description: Explores the nature of diversity and provides practical strategies for workplace inclusion. Explores key concepts such as identity, power, privilege, and communication through the unique experiences of real people. By gaining a better appreciation for our shared experiences of difference, our shared expectations of respect, and our shared need to belong and feel appreciated, employees are encouraged to identify how they can create more inclusive and accepting workplaces. EVERFI Workplace Insights is available through this course.

Length: 60 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, German, Italian, Japanese, Russian, Spanish (Spain), Spanish (Latin America)

▷ Managing Bias

Description: Defines bias, describes how it affects the workplace, and encourages employees to use that knowledge to reduce the negative effects of bias. Employees will understand that biases can affect our actions, which can have real impacts on people, and that if left unchecked, biases can create an unhealthy workplace culture.

Length: 20 minutes

Audience: All employees

Format: Forge

SCORM: SCORM dispatch forthcoming

Available Languages: English

HR & People Courses (Continued)

Data Security & Privacy

▷ Data Security & Privacy

Description: This course shows employees how to recognize potential threats and risky behaviors, and teaches them how to mindfully respond to cyber-threats. Along the way, employees have the opportunity to apply what they've learned in a variety of realistic scenarios. Specific topics include phishing, pharming, social engineering, secure wireless connections, creating strong passwords, encryption, safe browsing, and watering hole attacks.

Length: 30 minutes

Audience: All employees

Format: Forge

SCORM: SCORM dispatch cleared

Available Languages: English

▷ GDPR: General Data Protection Regulation

Description: If your company collects or processes the personal data of any individual in the EU, you need to understand the European Union's General Data Protection Regulation, or GDPR. The EVERFI GDPR booster course is available to ensure your employees understand the new rules and reporting requirements as they take effect.

Length: 10 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, German, Italian, Japanese, Korean, Russian, Spanish (Latin America)

HR & People Courses (Continued)

▷ PCI DSS: Payment Card Industry Data Security Standard

Description: This course covers the requirements of the Payment Card Industry Data Security Standard (PCI DSS). It provides employees with the knowledge and skills to properly store and/or dispose of different types of important information on payment cards. PCI DSS training helps protect organizations and their customers from liability and theft.

Length: 20 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English

▷ HIPAA Basics

Description: This course discusses the confidentiality of medical information as required by the Health Insurance Portability and Accountability Act (HIPAA) and employee's roles in protecting that information. This course is designed to introduce them to federal regulations establishing security and privacy rules for health care records, when "Protected Health Information" (PHI) may and may not be used or released, and potential penalties for unauthorized use or disclosure.

Length: 60 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English

HR & People Courses (Continued)

▷ Social Media for Managers - Supervisors

Description: Helps supervisors understand, use, and monitor social media responsibly and effectively, both at work and at home. Content helps supervisors understand the laws surrounding online privacy and the importance of maintaining clear boundaries between employees' personal and professional use of social media to protect their organization's interests.

Length: 30 minutes

Audience: Supervisors

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English

▷ Social Media and Your Job

Description: Shows employees how to use social media responsibly and effectively, both at work and at home. By raising awareness of the limits of online privacy, this course helps employees understand the importance of maintaining clear boundaries between their personal and professional lives while online.

Length: 30 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English

HR & People Courses (Continued)

People & Culture

▸ Workplace Violence Prevention

Description: Raises awareness about workplace violence and helps your employees to identify the risks of workplace violence and prevents incidents of it. This course covers employees' roles in creating a safe workplace, the warning signs of potential danger, and how employees can reduce the risk of injury during violent situations.

Length: 30 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English

▸ Drugs & Alcohol at Work

Description: This course is designed to train employees about the dangers of drugs and alcohol in the workplace. It shows employees the negative impact of substance abuse, and discusses the physiological and behavioral effects of commonly abused substances. It also covers the disease of addiction, the employer's anti-drug and alcohol policy, the consequences for violations, and resources for employees.

Length: 20 minutes

Audience: Non-supervisor employees

Format: Forge

SCORM: SCORM dispatch cleared

Available Languages: English

HR & People Courses (Continued)

▷ Duty to Prevent Violence - Supervisors

Description: Teaches supervisors how to recognize and prevent workplace violence. This course shows them how they can examine possible risks in their workplace, create a workplace that does not tolerate violence, and encourages employees to help keep their workplace safe. This course also trains supervisors about their responsibilities when hiring and terminating employees, how to respond to incidents of workplace violence, and how to investigate and respond after a workplace violence situation.

Length: 30 minutes

Audience: Supervisors

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin America)

▷ Identifying Candidates - Supervisors

Description: Helps supervisors legally decide who to interview by exploring best practices and providing resources to craft smart job descriptions and identify great candidates. Upon completion of this course, learners should be able to create a compliant job description, identify good candidates, and make smart recruiting decisions that follow the law.

Length: 25 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin America)

HR & People Courses (Continued)

▷ Interviewing Candidates - Supervisors

Description: Gain essential interviewing skills that help lead to the right hire. The course covers how to craft interview questions, what to listen for in candidates' responses, and what to look for when evaluating candidates' qualifications and fit.

Length: 20 minutes

Audience: Supervisors

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin America)

▷ Background Checks for Hiring

Description: This course teaches supervisors when and how they can check a job applicant's background, credit, criminal, or medical records. It describes the rules for different kinds of background checks; tells supervisors how they can use the information they discover; and outlines how they must keep and dispose of background check information.

Length: 20 minutes

Audience: Supervisors

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin America)

HR & People Courses (Continued)

▷ Terminating Employees - Supervisors

Description: Equip managers with the tools they need to terminate employees with compassion and respect, as well as sensitivity to legal issues, staff morale, and the organization's best interests.

Length: 25 minutes

Audience: Supervisors

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin America)

▷ Bloodborne Pathogens

Description: Describes bloodborne pathogens, how they are transmitted, practices that minimize the risk of exposure, what to do if there is an exposure incident, and how to handle and dispose of contaminated items for employees who might have occupational exposure to blood or other potentially infectious material. When combined with interactive instruction, this course will allow organizations to comply with the bloodborne pathogens training requirement in the US and California.

Length: 20 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin America)

HR & People Courses (Continued)

▷ Hazard Communication

Description: Explains the essentials of federal HazCom standards and what employees need to know about container labels, safety data sheets, and HazCom symbols called pictograms. Using real cases and challenging interactions, this course impresses on workers why HazCom is important and how it can protect them. The California version of this course contains California-specific content and laws.

Length: 20 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English

▷ Injury & Illness Prevention

Description: Helps your organization promote a safe workplace, prevent injuries and illnesses, and reduce accidents by giving your employees the agency to think and to prepare ahead. This course is consistent with Cal-OSHA and OSHA safety standards covering the most prevalent hazards in the workplace.

Length: 20 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English

HR & People Courses (Continued)

▷ Accommodating Disabilities

Description: This course provides an overview of disability discrimination laws and helps supervisors navigate the process of accommodating qualified applicants and employees with disabilities. Using real case reviews, case studies of real-world situations, and role-playing, supervisors will be better prepared to recognize protected individuals, respond to requests for accommodation, engage in the interactive process, and avoid common mistakes. This course covers the requirements of the Americans with Disabilities Act (ADA) and CA regulations.

Length: 30 minutes

Audience: Supervisors (U.S.) and (CA)

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin America)

▷ Recognizing Drugs and Alcohol Abuse

Description: Shows supervisors how to recognize and evaluate the signs of impairment due to drug and alcohol abuse. This course covers different types of drugs, requirements for reasonable suspicion, rules for drug and alcohol testing, and how to respond to test results.

Length: 30 minutes

Audience: Supervisors

Format: Forge

SCORM: SCORM dispatch cleared

Available Languages: English

HR & People Courses (Continued)

▷ Wage and Hour Training for Managers (Available in July 2020)

Description: Provides an overview of federal wage and hour laws. This course identifies common problem areas such as paying overtime, classifying employees, and offering breaks in the work day, intersecting the law and real-world examples.

Length: TBD

Audience: Supervisors

Format: Forge

SCORM: SCORM dispatch forthcoming

Available Languages: English

▷ Wage and Hour Training for California Managers (Available in July 2020)

Description: This course covers the same information as the Wage and Hour Training for Managers, providing an overview of federal wage and hour laws, with content specific to California.

Length: TBD

Audience: Supervisors

Format: Forge

SCORM: SCORM dispatch forthcoming

Available Languages: English

HR & People Courses (Continued)

▷ Workplace Investigations (Available in July 2020)

Description: This course teaches supervisors how to promptly conduct investigations upon learning of problems. Supervisors will gain knowledge to go forth and confidently conduct investigations in the workplace.

Length: TBD

Audience: Supervisors

Format: Forge

SCORM: SCORM dispatch forthcoming

Available Languages: English

Global Ethics & Compliance Courses



EVERFI's Global Ethics & Compliance Package is designed to support corporations in maintaining a globally compliant and principled business environment. Our courses provide employees and supervisors with proper guidance on ethical issues and mandate regulations pertaining to workplace conduct and anti-corruption.

Code of Conduct

▸ Code of Conduct

Description: This comprehensive course educates your employees on how to abide by your organization's ethical guidelines with every business interaction and transaction. Educates employees on how to mitigate legal and financial risks through real-life examples and ethically-challenging scenarios. Topics covered include: conflicts of interest, insider trading, gifts, travel and entertainment, protecting company information, data breaches, financial integrity, books and record keeping, contracts and trade restraints, legal integrity, fair competition, imports/exports, anti-corruption/anti-bribery, working with foreign officials/United States officials, whistleblowers, anti-retaliation. Employers may upload branded, company-specific resources within each course module creating a truly customized experience. EVERFI Workplace Insights is available through this course.

Modules: Conflicts of Interest, Financial Integrity, Legal Integrity, Protecting Company Information, Reporting

Length: 45 minutes

Audience: All employees

Format: Forge

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin American, Chinese (Simplified), Chinese (Traditional), French (France), French (Canadian), Portuguese (Brazil, Spanish (Spain), Russian, German, Italian, Korean, Japanese

Global Ethics & Compliance Courses (Continued)

▷ Anti-Corruption and Bribery

Description: This course covers high-risk situations and teaches your employees how to successfully identify possible violations of anti-corruption laws. It presents real-life scenarios, case studies, job-specific compliance tips, and comprehension checks on how to comply with bribery laws. Explores foundational concepts in corruption and then focuses on anti-bribery laws and policies with international reach, such as the FCPA, UK Bribery Act, and UN and OECD. Specific topics include anti-bribery laws; books, records, and controls; due diligence; government officials, agents, and third parties; and gifts, meals, travel, and entertainment.

Length: 35 minutes

Audience: All employees

Format: Forge

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin American), Chinese (Simplified), Chinese (Traditional), French (France), French (Canadian), Portuguese (Brazil, Spanish (Spain)), Russian, German, Italian, Korean, Japanese

▷ Anti-Corruption and Bribery for Third Parties

Description: 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. 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.

Length: 10 minutes

Audience: All employees

Format: Forge

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin American), Chinese (Simplified), Chinese (Traditional), French (France), French (Canadian), Portuguese (Brazil, Spanish (Spain)), Russian, German, Italian, Korean, Japanese

Global Ethics & Compliance Courses (Continued)

▸ Tools for an Ethical Workplace

Description: This is a foundational ethics course that helps employees make good choices. Most employees know the difference between right and wrong, but certain circumstances can make it difficult to act upon that knowledge. This course provides insight into the competing pressures affecting their everyday actions, and allows them to practice overcoming common ethical obstacles.

Length: 45 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English

▸ FCPA: Foreign Corrupt Practices Act

Description: Provides an overview of the Foreign Corrupt Practices Act (FCPA), a federal law that prohibits bribery of various officials abroad. Besides covering the elements of what constitutes an FCPA violation, this course includes guidance on how to avoid unintentional violations and emphasizes the importance of internal reporting of any potential violations.

Length: 30 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, German, Italian, Japanese, Spanish (Spain), Spanish (Latin America)

Global Ethics & Compliance Courses (Continued)

▷ Conflicts of Interest

Description: This course aims to provide peace of mind for your organization and employees when conducting everyday business—especially when facing an ethical dilemma such as gift giving and receiving. It teaches employees how to recognize and avoid conflicts of interest in the workplace, whether they are personal, financial, or family-related interests.

Length: 20 minutes

Audience: All employees

Format: Leo

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin America)

▷ Antitrust

Description: This course teaches employees about the complex maze of antitrust laws and regulations governing trade and competition in the marketplace.

Length: 40 minutes

Audience: All employees

Format: Leo (Forge version forthcoming)

SCORM: SCORM dispatch cleared

Available Languages: English, Spanish (Latin America)

Global Ethics & Compliance Courses (Continued)

▷ Suppliers and Human Trafficking (Available in July 2020)

Description: 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.

Length: TBD

Audience: Supervisors

Format: Forge

SCORM: SCORM dispatch forthcoming

Available Languages: English

▷ Medicare Fraud, Waste and Abuse (Available in July 2020)

Description: This course explains that Medicare is a national social insurance program that provides health benefits to millions of elderly and disabled Americans. It helps employees understand the costs and legal consequences of Medicare fraud, waste and abuse, as well as ways to prevent and combat it.

Length: TBD

Audience: All employees

Format: Forge

SCORM: SCORM dispatch forthcoming

Available Languages: English



Global Harassment & Discrimination Course

▷ Equity, Acceptance, and Respect: Global Harassment and Discrimination Prevention

Description: Universal concepts of equity, acceptance and respect exist at the core of healthy company culture. This course goes beyond compliance by incorporating prevention research and a global perspective to improve and encourage behavior that supports positive and inclusive workplace communities. Modules explore topics such as allyship, bystander intervention and discrimination awareness while utilizing cultural localization that allow content and scenarios that enable employees to better identify with concepts through the lens of their own values. EVERFI Workplace Insights is available through this course.

Length: 25 minutes

Audience: All Employees

Format: Forge

SCORM: SCORM dispatch cleared

Available Languages: English, Chinese Simplified (Mandarin), Chinese Traditional (Mandarin), English (UK), French (Canada), French (France), German, Italian, Japanese, Korean, Portuguese (Brazil), Russian, Spanish (Latin America), Spanish (Spain)

Format Features

▷ Forge

Desktop, mobile and tablet friendly

Built towards WCAG 2.0 AA Standards

Standard customizations include welcome and closing letters, videos, and policy pages

Bespoke customizations available through professional services

Includes scenario-based learning

▷ Leo

Designed for desktop experiences

Includes scenario-based learning

Varied ability to include company resources such as welcome letter, welcome video, company policy and other company resources