

Configuring Drugs & Alcohol at Work



Drugs & Alcohol at Work 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: 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. Your Logo

This logo appears throughout your Foundry account. Please contact your Account Manager to add or update this element.

The logo should be a high resolution image that can render well on small screens.

2. 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.

3. 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.

4. 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

EVERFI

🔧 Tools
👤 Michelle C

🏠 Main Menu ≡ Navigation
📄 Citations

2

This is the custom title

3

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.

4



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. Your Logo

This logo appears throughout your Foundry account. Please contact your Account Manager to add or update this element.

The logo should be a high resolution image that can render well on small screens.

2. 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.

3. 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.

4. 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

The screenshot shows a web interface for configuring a video page. It features a dark blue navigation bar at the top with the Everfi logo (1), a 'Tools' icon, and the user name 'Michelle C'. Below the navigation bar are 'Main Menu' and 'Navigation' icons. The main content area is white and contains four numbered callouts: (2) a title 'This is the custom title', (3) a block of placeholder text, and (4) a video player showing a large number '3' with a play button, 'TEST VIDEO' text, and 'Watch later' and 'Share' options.

Configurations Layout: Policy and Resource Page

1. Title

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

Because this is the policy page, simply stating the policy name or call-to-action is sufficient.

2. Body Text

This open text field is positioned under the Title.

This space can be used to add context and company expectations around the following policy.

3. Policy / Resource Title

Add the name of the specific policy or resource in this field. This appears in the content page as well as in the Policy Acknowledgement pop-up as shown below.

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

4. Policy / Resource

This is where you attach your specific policies or resources for learners to access and e-sign.

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.

The screenshot illustrates the configuration layout for a Policy and Resource page. It is divided into two main sections: a main page configuration and a pop-up acknowledgment window.

Main Page Configuration:

- 1. Title:** A text field containing "This is the custom title".
- 2. Body Text:** A large text area containing placeholder text: "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."
- 3. Policy / Resource Title:** A text field containing "Sample Policy" with a "View Policy" link below it.

Policy Acknowledgment Pop-up:

- 3. Policy / Resource Title:** A text field containing "Sample Policy".
- 4. Policy / Resource:** A text field containing "View Policy".
- Below the "View Policy" link, there is a checkbox labeled "I hereby acknowledge that I have reviewed and understand this policy".
- A "Close" button is located at the bottom of the pop-up.

Drugs & Alcohol at Work

Course Overview

Drug and alcohol abuse may severely affect the efficiency and safety of your workplace. By knowing the signs of substance abuse and being aware of the proper reporting channels, employees can contribute to a positive and healthy work environment.

There is an additional Post-Course Assessment intended to be a follow-up to this course. It is a separate learning activity that is a 5 questions assessment to ensure learners come away with the expected learning outcomes. Administrators can assign the assessment to be taken immediately after the course or at a later time to reinforce the topics covered.

Learning Outcomes

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.

Course Details

- **Audience:** Non-Supervisor Employees
- **Course Length:** 18 minutes
- **Mobile-Friendly:** Compatible with desktops, tablets, and mobile devices

Course Map

Module 1: Introduction

- Welcome
- Welcome Letter*
- Welcome Video*
- Corporate Messaging*
- Summary

Module 2: The Hazards of Drugs and Alcohol

- The Hazards of Drugs and Alcohol
- Drugs and Alcohol Are a Major Problem
- Employees Must Be Fit to Work
- Test Your Knowledge
- Defining Substance Abuse
- Common Drugs
- Test Your Knowledge
- Signs of Substance Abuse
- A Word on Addiction
- Summary

Module 3: Policies and Resources

- Policies and Resources
- A Shared Responsibility
- Custom Policy*
- Custom - Specific Prohibited Behaviors to the Client*
- Custom - Outlined Consequences of Breaking Policy*
- Custom - Resources and Getting Help*
- Custom - Confidentiality*
- Course Summary

* indicates a configurable page

Module 1: Introduction

Topics:

- Introduction to Drugs and Alcohol at Work
- Guidance on how to use the course

Learning Objectives:

- Start the course with an understanding of what to expect (topically) and how the course works (functionally)
- Begin to build an understanding surrounding the many topic areas that comprise addiction and substance abuse in the workplace

Element in Course ----- Configuration Name	Suggested Content	Notes
Welcome Letter <ul style="list-style-type: none"> • Title • Text • Image ----- Introduction Module: <ul style="list-style-type: none"> • Page 4 Title • Page 4 Text • Page 4 Image 	<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 	

Element in Course ----- Configuration Name	Suggested Content	Notes
<p>Welcome Video</p> <ul style="list-style-type: none"> ● Title ● Text ● YouTube Video <p>-----</p> <p>Introduction Module:</p> <ul style="list-style-type: none"> ● Page 5 Title ● Page 5 Text ● Page 5 Video 	<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 	
<p>Corporate Messaging</p> <ul style="list-style-type: none"> ● Title ● Text ● Image <p>-----</p> <p>Introduction Module:</p> <ul style="list-style-type: none"> ● Page 6 Title ● Page 6 Text ● Page 6 Image 	<ul style="list-style-type: none"> ● Reiterate the value and purpose of the course and how it integrates into the company culture ● Reference the learning outcomes and summary earlier in this guide ● URLs to web pages with relevant resources, contact information, or information learners can bookmark ● Use more organization-specific imagery 	

Module 2: The Hazards of Drugs and Alcohol

This Module does not have any configurable pages.

Topics:

- Common drugs and their side effects
- The problem of drug and alcohol abuse at work
- Addiction as a chronic and debilitating disease

Learning Objectives:

- Recognize the dangers of drug and alcohol abuse at work
- Recognize commonly abused substances and the problems they cause
- Identify common signs of drug and alcohol abuse
- Recognize common physiological and behavioral consequences of addiction

Module 3: Policies and Resources

Topics:

- Resources and policies for addressing substance abuse in the workplace
- How to get help if you need it, and how to help others
- Review and summary of Drugs and Alcohol at Work

Learning Objectives:

- Review organizational policies regarding substance abuse at work
- Explore topics further through provided resources

Element in Course ----- Configuration Name	Suggested Content	Notes
Custom Policy <ul style="list-style-type: none"> • Title • Text • Policy name • Document ----- Policies and Resources Module: <ul style="list-style-type: none"> • Page 3 Title • Page 3 Text • Policies: Policies and Resources Module, Page 3 Policy 	<ul style="list-style-type: none"> • Use the policy name or other clear call-to-action for learners to e-sign the policy • Context and expectations to adhere to the policy • Reiterate protocol if there is a breach of policy • Provide organization point of contact in case of questions • Suggested policy (only 1 can be used): <ul style="list-style-type: none"> • Substance Abuse Policy • Using a URL makes it easier to be sure they are up to date for participants 	

Element in Course ----- Configuration Name	Suggested Content	Notes
<p>Custom - Specific Prohibited Behaviors to the Client</p> <ul style="list-style-type: none"> ● Title ● Text ● Image <p>-----</p> <p>Policies and Resources Module:</p> <ul style="list-style-type: none"> ● Page 4 Title ● Page 4 Text ● Page 4 Image 	<ul style="list-style-type: none"> ● Outline specific prohibited behaviors at your organization ● List of common legal and illegal drugs and your organization’s policy on each ● If cannabis is medically or recreationally legal in your state, clarify your organization’s policy ● Drug and alcohol testing information ● Resources, procedures, or contact information to report suspicious activity ● SAMHSA helpline or other addiction resources ● Link out to any relevant company or local resources, such as an employee handbook, community organizations, support groups, etc. 	
<p>Custom - Outlined Consequences of Breaking Policy</p> <ul style="list-style-type: none"> ● Title ● Text ● Image <p>-----</p> <p>Final :</p> <ul style="list-style-type: none"> ● Page 5 Title ● Page 5 Text ● Page 5 Image 	<ul style="list-style-type: none"> ● List consequences of breach of policy for specific behaviors or overall conduct ● If probation period, communicate details ● Consequences of a positive drug or alcohol test ● Resources, procedures, or contact information to report suspicious activity ● SAMHSA helpline or other addiction resources ● Link out to any relevant company or local resources, such as an employee handbook, community organizations, support groups, etc. 	

Element in Course ----- Configuration Name	Suggested Content	Notes
<p>Custom - Resources and Getting Help</p> <ul style="list-style-type: none"> ● Title ● Text ● Resource Name ● Document <p>-----</p> <p>Policies and Resources Module:</p> <ul style="list-style-type: none"> ● Page 6 Title ● Page 6 Text ● Resource: Policies and Resources Module, Page 6 Resource 	<ul style="list-style-type: none"> ● This page can be used to compile any additional resources you want learners to review to seek help ● Add links to existing guidance, resources, hotlines, contact information that are updated in real time ● Link out to any relevant company or local resources, such as an employee handbook, community organizations, support groups, etc. ● SAMHSA helpline or other addiction resources ● Using a URL makes it easier to be sure they are up to date for participants 	
<p>Custom - Confidentiality</p> <ul style="list-style-type: none"> ● Title ● Text ● Image <p>-----</p> <p>Final :</p> <ul style="list-style-type: none"> ● Page 7 Title ● Page 7 Text ● Page 7 Image 	<ul style="list-style-type: none"> ● Provide your organization’s confidentiality statement and policy ● Provide confidential reporting resources at your organization, within your community, or nationally ● Reiterate your organization’s commitment to a safe and healthy work environment 	

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 everfi.com/offerings/conduct-and-culture