Harassment

A Custom Portfolio of NAVEXEngage Ethics & Compliance Training Courses
AVAILABLE ONLINE AT
https://www.navexglobal.com/products/online-ethics-compliance-training/learning-courses/custom-training-plan/8518a12a
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>Code of Conduct: Handling Ethical Dilemmas</td>
<td>5</td>
</tr>
<tr>
<td>Code of Conduct: Why Our Values Matter</td>
<td>6</td>
</tr>
<tr>
<td>Disability Discrimination &amp; Accommodation (Basics)</td>
<td>7</td>
</tr>
<tr>
<td>Discrimination-Free Workplace (Basics)</td>
<td>9</td>
</tr>
<tr>
<td>Diversity &amp; Inclusion: Managing Bias Through the Employment Relationship</td>
<td>11</td>
</tr>
<tr>
<td>Diversity &amp; Inclusion: Microaggression</td>
<td>12</td>
</tr>
<tr>
<td>Ethics and Code of Conduct</td>
<td>13</td>
</tr>
<tr>
<td>Global Workplace Harassment</td>
<td>16</td>
</tr>
<tr>
<td>Workplace Harassment</td>
<td>18</td>
</tr>
<tr>
<td>Workplace Harassment: Be an Ally, Not a Bystander</td>
<td>23</td>
</tr>
<tr>
<td>Workplace Harassment: It’s About Respect</td>
<td>24</td>
</tr>
<tr>
<td>Workplace Violence and Bullying</td>
<td>25</td>
</tr>
</tbody>
</table>
An effective and engaging ethics and compliance training program is a critical component in building and maintaining a culture of ethics, integrity and respect. Training that is relevant and stimulating creates a strong organizational culture while ensuring individual alignment to applicable regulatory and behavioral expectations.

Our approach to employee education is built upon decades of experience in the compliance eLearning space and reflects our commitment to effective training with exceptional return on investment. We pride ourselves on the quality of our training solution and its ability to resonate with learners and meet the unique training needs of your organization.

The 2018 NAVEX Global Training Benchmark Report showed more survey respondents see ethics and compliance training programs as the key element in preventing misconduct and ethical violations more than any other element of an ethics and compliance program. Training and awareness are also seen as essential vehicles through which behavioral and cultural expectations are expressed, addressed and enacted in an organization.

NAVEX Global’s eLearning solution, NAVEXEngage, delivers market-leading ethics and compliance training with highly interactive and regularly refreshed content designed to engage learners and drive understanding and behavioral changes. Our risk-based approach ensures you can deliver training on critical topics to key audiences with both short-form micro learning and full-length courseware, on any device, virtually anywhere and anytime. Your learners expect focused, engaging and topical training that informs yet does not overburden.

NAVEXEngage courseware empowers you to address your most critical ethics and compliance risks. From harassment to cyber security and your code of conduct, we focus on the topics that matter to you. Our courseware is updated on a regular cadence to ensure that customers are training employees on current obligations and risks. For example, our Workplace Harassment course has been updated every 24 months for more than 15 years, enabling many customers to plan their harassment training around our update schedule.

Your Custom Catalog

This catalog, created to address your unique ethics and compliance concerns, is designed to optimize your training program. Whether you select full-length or micro learning content, our training approach is purposely flexible to allow you to train on multiple topics for multiple learners over several years via a custom training plan. Use this catalog, your training calendar and the various course lengths we offer to elevate your training program and ensure your objectives are met.

Talk with us about how to construct the most effective approach to ethics and compliance training, build an optimized calendar and curriculum, and to pursue a risk-based and multi-topic training program for your learners.

Training Within Your Ethics & Compliance Program

NAVEX Global offers a platform of ethics and compliance solutions, including incident management, policy and procedure management, ethics and compliance training,
third-party risk management and code of conduct services. These program elements are interlinked through their ability to not only capture ethics and compliance trends, but also to empower organizations to take proactive action to drive change.

Our training solution is changing how organizations approach ethics and compliance training. Developed by experts in the field, vetted by Baker McKenzie, and endorsed by the Society for Human Resources Management (SHRM) and the Association of Corporate Counsel (ACC), NAVEXEngage is the trusted training solution you need for your ethics and compliance program.

**NAVEXEngage Is Designed to Be Accessible to Your Learners**

**Subscription Services**

NAVEXEngage courses are designed to fit your ethics and compliance program and training needs. With decades of experience with real customers and their unique needs, we have developed a simple and effective set up approach that allow you to make a course uniquely your own. These include:

- Your logo on every screen within the training
- Integrating your policies in the training, allowing for quick and easy learner access
- Custom certificates of completion
- Integrating your personnel resources and contact information
- Course configuration to match your needs where courses have multiple modules (Workplace Harassment and Ethics & Code of Conduct)
- Mode selection (video, audio, text)

Additional customization available at implementation for a fee.

**In Multiple Languages**

NAVEXEngage courseware is designed to meet your global language needs. The courses in our library specific to US Domestic law are available in U.S. English, Canadian French, and Latin American Spanish. The remainder of our course library is available at no additional cost in fourteen standard languages. The translation of our courses into additional non-standard languages are available for a nominal fee.

**Learning Management Systems**

All NAVEX Global full-length courses are designed to be deployed and managed on a learning management system (LMS), an online software tool that allows you manage all of your organization’s users and the courses they view. It also allows you to run reports, and track learner progress and completion. An LMS is an essential tool for documenting and proving compliance and establishing legal defenses. Customers may use our LMS or an alternative SCORM, AICC, or xAPI compatible LMS.

**NAVEX Global Partnerships**

NAVEX Global is proud to partner with industry-leading organizations that help protect businesses, grow positive corporate cultures and provide key learning opportunities for our customer base. Included below are the organizations with whom we partner and produce our award-winning, legally-vetted content and with whom we have exclusive relationships for our training solutions.

Baker McKenzie is the first truly global law firm. Since their founding in 1949, they have been advising leading multinational and domestic companies on the issues of an integrated global
market. As a community of citizens of 60 nations, Baker McKenzie has a deep understanding and appreciation for the language and culture of business all over the world. This provides a distinctive ability to help clients anticipate and address the nuances of local markets as they pursue their global and regional business objectives with confidence. Baker McKenzie is a trusted partner of NAVEX Global and helps to ensure that our solutions are legally sound.

The Society for Human Resource Management (SHRM) is the world’s largest association devoted to human resource management. Representing more than 250,000 members in over 140 countries, the Society serves the needs of HR professionals and advances the interests of the HR profession. Founded in 1948, SHRM has more than 575 affiliated chapters within the United States and subsidiary offices in China and India. NAVEX Global is the exclusive online ethics and compliance training partner of SHRM.

The Association of Corporate Counsel (ACC) is the world’s largest organization serving the professional and business interests of attorneys who practice in the legal departments of corporations, associations, nonprofits and other private sector organizations around the globe. The ACC is the premier association for 34,000+ in-house counsels in over 85 countries. They are a highly-respected organization whose mission is to provide their members education, networking and practical resources. The ACC exclusively endorses NAVEXEngage™ Ethics and Compliance Training as their training vendor of choice. The ACC selected NAVEX Global in 2016 for both the legal accuracy of our content and the impact of its delivery.
Code of Conduct: Handling Ethical Dilemmas

What do you do when the right decision isn’t clear? The answer to that question is the basis for this micro learning course. It provides learners with simple questions they can ask themselves to ensure they are making well-informed decisions that will strengthen their organization’s ethical culture.

ONLINE PREVIEW
Code of Conduct: Why Our Values Matter

When employees face ethical challenges, it’s important they know where to turn – and why. This micro learning course highlights the importance of an organization’s Code of Conduct as a resource for understanding their organization’s values and priorities and for making decisions that reflect them.

ONLINE PREVIEW
Disability Discrimination & Accommodation (Basics)

Disability Discrimination and Accommodation (Basics) provides learners with a basic understanding of disability law and outlines their responsibility to maintain a positive, productive workplace where all employees are treated with respect and have equal chance for on-the-job success. After all, maintaining a fair workplace where every employee has an equal opportunity to succeed is vital for any organization. That’s why it’s important that all employees know how to identify disability discrimination and understand when organizations are required to provide reasonable accommodations. Advanced version also available.

Download the Online Training Overview datasheet here ›

All Learners

Key concepts covered in this course:

▶ How to identify disability discrimination
▶ Definition of bias and stereotype
▶ Legal requirements around reasonable accommodations
▶ How and when to speak up about potential, suspected or actual disability discrimination
Discrimination-Free Workplace (Basics)

When employees are empowered, organizations succeed. And empowerment starts with a workplace where employees at all levels treat each other with dignity and respect – where everyone feels valued. This course provides insight into the various protections afforded by law and policy. Employees learn about protected categories, how discrimination can appear throughout the employment relationship and the concepts of "stereotype" and "implicit bias."

Through videos, engaging animations, interactive exercises and in-depth content, this course helps employees understand this difficult but critical topic. Advanced version also available.

All Learners

Key concepts covered in this course:

- Who is protected by anti-discrimination laws and policies
- Guidelines for fostering an atmosphere of respect and inclusion
- Definitions for “stereotype” and “implicit bias”
- Directions for when and how to speak up about suspected or actual discrimination
Diversity & Inclusion: Managing Bias Through the Employment Relationship

Unconscious biases may be common, but they aren’t appropriate when they interfere with fairness. This micro learning course looks at bias from the perspective of managers and the important employment-related decisions they make. It teaches learners to re-examine their motivations and choices and to make decisions based on rational thinking, fair mindedness and qualifications.

ONLINE PREVIEW
Diversity & Inclusion: Microaggression

Did you just witness a microaggression? And what should you do if you have? This micro learning course is focused on microaggressions: what they look like, why they can be so harmful and how to address them. Coverage includes a focus on respect, being open to the voices of others and being careful with words and actions.

ONLINE PREVIEW
Ethics and Code of Conduct

When employees are aligned around a core set of values and understand how they can promote a culture of ethics and compliance, organizations succeed. And the best way to ensure they do the right thing? Provide all your employees with engaging, high-quality Code of Conduct training.

The NAVEXEngage Ethics & Code of Conduct course is a critical tool for organizations serious about cultivating and maintaining an ethical workplace. Composed of 16 topical 5-minute modules, customers can construct a course unique to their own concerns. Whereas customers can use any modules they need, most select specific modules to build a 30 to 60 minute course. Leveraging clear instruction, current video scenarios, state-of-the-art animation, engaging interactions and more, this course is a must for any organization looking to train beyond rule-giving to a true Code of Conduct training experience.

Download the Ethics & Code of Conduct Course Overview datasheet here ›

All Learners

Key Concepts Covered In This Course:

The introduction and closing modules of this course bookend the topic-specific content modules clients can select to build their course. Choose the modules you require for your organization.

- The importance of integrity
- Supporting the Code and values through action
- Manager obligations and responsibilities
- Non-retaliation policy
The definitions of a bribe

Best practices for working with third parties

Improper agreements

The importance of free and open competition

Types of confidential information

Protecting intellectual property

Guidance for disclosing perceived, potential or actual conflicts

The importance of speaking up to stop discrimination

Key fraud-prevention techniques

Best practices for documenting and reporting gifts, entertainment and hospitality

Discussion of sexual harassment

Examples of bullying and mobbing

Best practices for avoiding conflicts between political pursuits and organizational interests

Best practices for proper asset storage

Rules for responding to the media and general public

Due diligence procedures for third parties

Examples of workplace violence

The importance of speaking up
Global Workplace Harassment

Designed for a global audience, this course speaks to employees at any organization in any location about creating a culture of respect and inclusion, free of unlawful discrimination or harassing behaviors (including bullying, mobbing and sexual harassment). The course delivers additional content to managers that emphasizes their responsibility in promoting a respectful workplace, properly handling concerns and preventing retaliation.

All Learners

**Key concepts covered for All Learners:**

- Definition and examples of harassment, sexual harassment, bullying and mobbing
- Common protected groups
- Spotting harassment and responding to it
- Best practices for preventing harassment
- Best practices for reducing the risk of and reporting harassment and retaliation

Managers

**Key concepts covered for Managers:**

- Definition and examples of harassment, sexual harassment, bullying and mobbing
- Common protected groups
- Spotting harassment and responding to it
- Best practices for preventing harassment
- Best practices for reducing the risk of and reporting harassment and retaliation
- Manager responsibilities unique to organizational leadership and maintaining a professional workplace

ONLINE PREVIEW
Workplace Harassment

NAVEX Global actively updates our courseware as legislative and cultural expectations require. Since January 2019, anti-harassment legislation in Connecticut, New York and Illinois have necessitated updates to Workplace Harassment course content. Existing Workplace Harassment customers with operations in Connecticut, New York or Illinois should contact NAVEX Global elearning customer services to ensure they are training their learners with the most up to date content.

NAVEX Global’s Workplace Harassment eLearning course has been the premier anti-harassment training course in the market for nearly 20 years. Updated at a regular 24-month cadence, this course is the foundation for thousands of organizations’ approach to training their learners on workplace harassment rules, regulations and expectations.

Workplace Harassment, 8th Edition, provides learners with a comprehensive look at key aspects of harassment, including definitions and best practices for handling and reporting harassment. Learners will explore harassment fundamentals, best practices for responding to harassment and additional content that will help them comply with policy and expectations. Manager-specific versions include additional information that covers their unique responsibilities in preventing and responding to harassment, including handling complaints and creating a culture of ethics and respect.

Multiple versions of this course are available, depending on your training requirements. Specific course versions are available to help employers meet anti-harassment training requirements in California, Connecticut, Delaware, Illinois, Maine and New York.

If you are unsure about which versions of Workplace Harassment you require to meet your regulatory and training requirements, please reach out to your account executive for assistance.

Click here to download this course’s datasheet.
This course is intended to assist employers in meeting a minimum threshold regarding required training requirements. However, as specified by AB 1825, completion of the training should not discourage or relieve any employer from providing for longer, more frequent, or more elaborate training and education regarding workplace harassment or other forms of unlawful discrimination in order to meet its obligations to take all reasonable steps necessary to prevent and correct harassment and discrimination.

Employee

30-minute Employee Fundamentals addresses key anti-harassment topics that every employee should understand, from their role in harassment prevention to how to appropriately identify and respond to harassment situations.

40-minute Employee Plus extends those core learnings to include workplace relationships and additional information that aligns to training specifications for employees in Delaware, Illinois, Maine and New York and includes state-specific information.

60-minute Employee Complete is designed to align to California’s employee training requirements as defined in its AB 1825, AB 2053, FEHA and SB 1343 legislation and includes state-specific information. Employee Complete addresses gender identity, abusive conduct, diversity and other topics beyond Employee Fundamentals and Employee Plus.

120-minute Employee Connecticut is designed to align to Connecticut’s employee training requirements. This course provides in-depth coverage of the essentials for understanding, preventing and responding to harassment and includes state-specific information for learners in Connecticut. This version includes all content in the Employee Complete course and has been enhanced with additional content to meet the two-hour employee training requirement.
15-minute Illinois Restaurant and Bar Supplement Add-On is designed to address the specific restaurant and bar harassment training obligation for Illinois employers. Using examples, scenarios and content tailored to align with the experiences of restaurant and bar employees, this add-on training (designed to be used in conjunction with an Illinois state law compliant version of the course) defines sexual harassment and covers important concepts, like making a report, manager responsibilities and the prohibition on retaliation.

Key concepts covered in this course Employee Fundamentals - 30 min Employee

- Your role in harassment prevention ✓
- Workplace harassment fundamentals ✓
- The power of empathy
- How to respond to harassment ✓
- How your manager can help
- Respectful behavior in a diverse environment
- Preventing harassment by stopping stereotypes
- Dating and social relationships
- Abusive conduct and bullying
- Gender identity and expression
- Abusive conduct and bullying
- Sexual Harassment in the Restaurant and Bar Industry

Manager
75-minute Manager Fundamentals is designed to align to sexual harassment training requirements in Delaware, Illinois, Maine and New York and includes state-specific information. It adapts core lessons to the specific roles and responsibilities of managers, and addresses how to manage and respond to harassment complaints, as well as leading and maintaining a culture of respect and prevention.

120-minute Manager Complete is designed to align to California’s supervisor training requirements as defined in its AB 1825, AB 2053 and SB 1343 legislation and includes state-specific information. It includes modules on harassment fundamentals, harassment prevention, discrimination and national origin, workplace dating, abusive conduct, gender identity and expression, how to manage and respond to complaints, and retaliation. Manager Complete also aligns to Connecticut’s training requirements for supervisors and can be used to train managers in all states.

15-minute Illinois Restaurant and Bar Supplement Add-On is designed to address the specific restaurant and bar harassment training obligation for Illinois employers. Using examples, scenarios and content tailored to align with the experiences of restaurant and bar employees, this add-on training (designed to be used in conjunction with an Illinois state law compliant version of the course) defines sexual harassment and covers important concepts, like making a report, manager responsibilities and the prohibition on retaliation.

Key concepts covered in this course: Manager Fundamentals - 75 min Manager Complete - 120 min

- Your role in harassment prevention ✓
- Workplace harassment fundamentals ✓
- The power of empathy
- How to respond to harassment ✓
- Respectful behavior in a diverse environment
- Dating and social relationships ✓
Abusive conduct and bullying
Gender identity, gender expression and sexual orientation

Understanding complaints ✓
How to respond to a complaint ✓
Managing after a complaint ✓
Culture, respect and prevention ✓

Discrimination
National origin harassment

Sexual Harassment in the Restaurant and Bar Industry
Workplace Harassment: Be an Ally, Not a Bystander

Bystanders have an opportunity to play a key role in workplace harassment prevention, but they may not realize it. Or they may not know what to do in the moment. This micro learning course empowers bystanders to use their voice to speak up, object to offensive behavior and report it.

COURSE TYPE:
Micro Learning Course

COURSE CATEGORIES
Employment Law Training

AUDIENCE
All Learners

TOPIC
Harassment and Discrimination

FORMAT
Rich Media

ONLINE PREVIEW
Workplace Harassment: It’s About Respect

When it comes to preventing harassment, lists of rules and unacceptable behaviors can be overwhelming and ineffective. This micro learning course shifts the emphasis from specific behaviors to general principles of respect and empathy, and consideration for how words and behaviors will impact others.

ONLINE PREVIEW
Workplace Violence and Bullying

This course educates employees about what workplace violence is, how to identify its warning signs, and how and when to speak up about it. Through videos, engaging animations and interactive exercises, this course focuses on identifying and reporting these warning signs so organizations can better prevent potentially violent situations from escalating. Practical skills for safely responding to incidents of workplace violence and bullying are also discussed.

Download the Workplace Harassment Course Overview datasheet here ›

All Learners

Key concepts covered in this course:

- Identifying various forms of workplace violence, including verbally abusive, threatening and physically violent behaviors
- Guideline for identifying and responding to warning signs
- Best practices for responding to bullying
- Value of policies and procedures
- How and when to speak up about workplace violence and bullying