



NAVEX^{GLOBAL}
The Ethics and Compliance Experts

ONLINE TRAINING COURSEWARE CATALOG

Overview



Go Beyond Awareness

Create the best defense – change behavior.

At NAVEX Global we believe that employee training should accomplish four important objectives:

- 1 Provide employees with the knowledge and the skills they need to comply with policies, laws and regulations
- 2 Engage learners to help change behavior
- 3 Mitigate potential risks
- 4 Establish powerful legal defenses

Our training solutions deliver top quality content through a variety of formats and delivery methods to help you achieve those goals. As part of the NAVEX Global Ecosystem, our training can be used stand-alone with great success; however, when it is combined with other products and services, customers receive more valuable, actionable information to support the development of proactive programs that minimize risk, increase efficiency and foster meaningful behavioral change.

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Training in a Variety of Lengths and Formats

Your learners may not have the time to complete full-length courses on every critical topic, so we have taken a modular approach by offering different lengths and formats in our courseware to meet your training needs. Our full-length courses deliver key lessons through a series of learning modules. Select courses enable you to create a custom learning experience by choosing from an extensive library of modules addressing specific ethics and compliance topics. We have also designed shorter 5- to 8-minute Burst Learning vignettes that can be deployed periodically to reinforce foundational training lessons, raise awareness on a particular topic and respond quickly to issues facing your organization.

Audience-Specific Content

You have different audiences to serve, with different needs. We believe that training is most effective when course content is tailored to the specific needs of each intended audience. For this reason we offer manager- and employee-level training for many of our most popular courses, helping ensure that all levels of your employee population are framing important issues within the same context and addressing them appropriately. We also offer courseware to the third parties with whom you conduct business.

Engaging, Cross-Functional Content

You are likely not the only department in your organization deploying training—and training is most effective when it is consistent. NAVEX Global’s training library provides courses relevant to Human Resources (HR), Legal, Finance and Ethics and Compliance, allowing you to create a synergistic approach to your training across the organization and helping your learners to retain the message.

Our creative approach to communicating with today’s workforce is based on a combination of real-life characters and scenarios—not fake or over-the-top story lines—and production values that lead the industry.

(See the difference for yourself by requesting a demonstration.)

Flexible Delivery Approaches

Your learners need consistently accessible training content. Our course titles are AICC- and SCORM-compliant and can all be launched on your organization’s learning management system (LMS).

We offer an expanding library of mobile enabled courses to reach mobile employees and your executive team wherever they are. All of our courses are available to train offline employees and track their completion record, so you have an accurate audit trail of compliance training.

NAVEX Global also offers the ability to track Live Training events on its LMS. Ideal for groups that can’t access courseware online, our LMS makes it simple to track completion records of these offline learners for reporting purposes.

Global Reach

Your organization is likely global, whether through your own workforce or a third party. We are experienced at helping advance your training program – from simply establishing curricula based on risk assessment, to various growth stages (including management training), to targeting your training by role or geography and extending training to business partners.

Though NAVEX Global has extensive knowledge and experience in translating our training courseware to meet the needs of learners around the globe, we also know that content often needs to be tailored to global audiences, not just language translations alone. Not only can we provide relevant translations, but our experts can work with you to create custom content that appropriately localizes the message and addresses local law and regulation risks.

Integration with Your Ethics and Compliance Program

You collect risk data as part of your ethics and compliance program. Why not use it to inform the training you deploy? Our clients find great value in the interconnectedness of our solutions, gathering insights from helpline reports, case investigations, policy exceptions, attestation records, surveys and third-party risk profiles to inform training decisions and approaches. Collectively, these solutions work together to achieve a more proactive and predictive compliance program that minimizes risk, increases operational efficiency and fosters meaningful change.

Our library of current, legally vetted and high-quality content is informed by the world's largest database of reported incidents and guided by world-class compliance experts. Our experts also work with clients to analyze their data and build curriculum maps that chart training courseware back to known issues, targeting populations by role and risk and providing greater legal defensibility.

Why Trust Us?

Most organizations today provide fewer than six hours of compliance training to employees per year, so shouldn't those limited training hours use the best material you can buy?

More than 2,800 organizations have trusted NAVEX Global to deploy more than 20 million courses to employees, managers and executives to date. We have learned how to create a consistent approach to training that allows organizations to achieve their training objectives. Whether you need to address issues related to HR, legal risks, or ethics and compliance challenges, NAVEX Global has a training solution that can help.

NAVEX Global has the exclusive endorsement of the Society for Human Resource Management (SHRM) for a number of our courses. Our courses are all legally vetted by top international workplace compliance law firms, including Littler Mendleson. Our solutions have also been repeatedly reviewed and unanimously approved by state Equal Employment Opportunity Commission (EEOC) offices for consent decrees that require training.

Many NAVEX Global courses have been crafted with content that is designed for specific learner populations. Course versions are labeled throughout this catalog. The most common course versions include the following:

- | | | |
|---|-----------------|--|
|  | Standard | Course version that is appropriate for all learners within an organization |
|  | Manager | Course version that is designed for manager-level learners within an organization |
|  | Employee | Course version that is designed for non-managerial learners within an organization |

IN ADDITION TO THE ABOVE, SOME COURSES HAVE VERSIONS THAT HELP DEFINE COURSE LENGTH:

- | | | |
|---|--------------------------|---|
|  | Basic | Course version that covers a subset of information contained in the Standard version |
|  | Manager Standard | Course version for manager learners that contains all recommended content |
|  | Manager Basic | Course version for manager learners that covers a subset of information contained in the Manager Standard version |
|  | Employee Standard | Course version for employee learners that contains all recommended content |
|  | Employee Basic | Course version for employee learners that covers a subset of information contained in the employee Standard version |
|  | Configurable | Course version that is fully configurable to meet the content needs of your learners or existing mandates |

Deploying the Right Courses to Meet Client Needs

NAVEX Global knows that dedicated seat time for employee training can be hard to find, so we work with you to make training available in multiple lengths, versions, languages and formats to meet the needs of learners no matter where or when they view it. Our ethics and compliance course library supports learning and retention across all critical ethics and compliance topics and delivery channels.

Full-Length Courses

The most traditional type of online learning, the majority of our offerings are full-length courses that meet the needs of varied workforces. We provide courses tailored to all employees as well as manager- and employee-specific courseware.

Leveraging the latest technology and high-end media, NAVEX Global's training has the power to effectively educate your workforce and actually change behavior. Courses engage employees with compelling stories, simulations and interactive exercises drawn from actual cases and events.



Burst Learning

Compliance training can be more powerful and effective if it is augmented with shorter, more frequent learning. What was once considered "awareness" is now viewed as an important component of an effective compliance training program. Forward-thinking compliance professionals are looking for ways to increase the effectiveness of compliance training while decreasing the time commitment and the internal cost.

NAVEX Global has taken an innovative approach to solving these issues with the release of a growing library of Burst Learning products. Designed to reinforce foundation training lessons in short bursts of learning, these engaging products can deliver an organization's values and topic awareness content through an interactive and entertaining approach to learning.



- **Compliance City** (5 to 8 minutes each) is a short video-based training burst offering that covers the ethics and compliance risks areas that matter most to your organization. Designed to provide employees with an engaging and relevant video scenario followed by an interactive question, these bursts will help remind and reinforce your employees about important obligations and responsibilities. Using our innovative Compliance City design and our new test-out functionality, learners who demonstrate knowledge of the covered topic area are rewarded with a shorter learning experience.
- **Ethically Speaking** (5 to 8 minutes) is a video-based training product that shares the ethical perspectives of real people in engaging street interviews on such topics as integrity, code of conduct and ethical decision-making. The learning experience is followed by interactive content designed to spark conversation within your organization and keep ethical values top-of-mind for employees.
- **Ethics Street** (5 to 8 minutes) is a humorous video-based training series that introduces learners to a recurring cast of characters facing ethical dilemmas. Each Ethics Street burst covers a specific compliance topic. Learners are tasked with helping the main character—Jack—make ethical decisions in an interactive branching exercise.
- **MyReport** bursts (5 to 8 minutes) allow employees to experience condensed content on a specific ethics and compliance topic. As they work through the interactive content, learners experience a powerful and effective continuous lesson that allows them to identify and solve problems in the critical areas of ethics and compliance.
- **Third Party Risk Management** bursts (5 to 8 minutes) are designed to be deployed to an organization's third parties (such as vendors, agents, distributors and suppliers) to help introduce third-party employees to vital ethics and compliance risk areas. As learners work through the interactive content, they identify and resolve ethics and compliance challenges on selected topics.

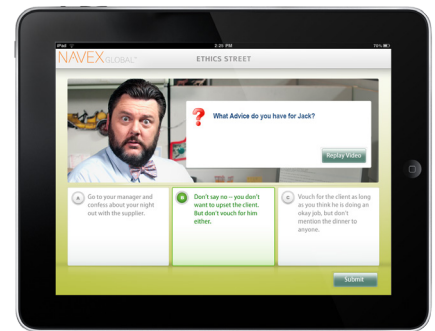


Clients have significant flexibility to use the bursts to fit their unique needs. Bursts can be tracked and hosted on an LMS, can be delivered as web links via email or hosted on the organization's intranet. Clients can also choose the frequency of delivery—but bimonthly is an ideal place to start. Clients are not required to track Burst Learning, and many may choose not to, although the benefits of tracking completion are still relevant.

Mobile-Ready

NAVEX Global's mobile capabilities offer clients the opportunity to deliver training content on mobile tablet devices such as the iPad and Android, broadening our delivery capabilities.

Many of NAVEX Global's most popular courses are available via mobile tablet device with additional courses.



NAVEX Global's LMS

All NAVEX Global courses are hosted on a learning management system (LMS), an online software tool that lets you manage all of your organization's users and the courses they view and also allows you to run any necessary reports. The LMS facilitates "anytime, anyplace, any pace" access.

WITH AN LMS YOU CAN:

- Enroll users in various courses
- Create detailed reports (e.g. who has started and completed the course)
- Obtain learner training history (e.g. start date and completion date)
- Automate email reminders for user enrollments or reminders
- Preview courses

WITH AN LMS LEARNERS RECEIVE:

- Simple and quick access to training courses
- Bookmarking (the ability to exit the course and restart again at the same place)
- Access to their own training history
- Ability to review completed courses
- Continued access to courseware resources (e.g. online resource guides)

NAVEX Global's LMS can be set up quickly and has a minimal impact on an organization's IT infrastructure and resources. Prior to launch, the NAVEX Global Client Care team will provide an in-depth LMS training session on how to perform the day-to-day tasks of administering training. NAVEX Global's Client Care team is available throughout each training initiative for ongoing support.

KEY FEATURES OF NAVEX GLOBAL'S LMS:

- Client branded training portal
- Administrative access so you can manage your training
- Simple, mobile enabled learner interface
- Automated email notifications and reminders
- Real-time training reports generated with Microsoft Excel
- Secure access and secure storage of your data
- Automated data exchange capabilities to synch with your HR systems
- A client setup wizard to make LMS administration easy to start
- A license dashboard providing details on employee enrollment
- A powerful, yet simple, batch engine to streamline enrollment
- Global reporting capabilities to run reports to track completions
- Support for hierarchical group structure to manage access to global data
- Notification engine for automating emails
- Live Training Tracking
- A Super CTA (Corporate Training Administrator) role which provides the ability to manage subordinate CTAs, allowing for tier-based group-level learning management
- Ability to send translated notices, customize and translate; Welcome, Login and Latest News Message in 23 languages
- SAML 2.0 Single-sign-on (SSO) makes it simple for clients to integrate with their intranet or other business functions

Delivery via Client LMS

Clients may also host courseware on their own LMS.

NAVEX Global's implementation team has extensive experience implementing courseware on third-party LMSs, ensuring a seamless transfer of content and tracking information. NAVEX Global has successfully integrated its AICC- and SCORM-compatible courseware on hundreds of LMSs.

AICC: The Aviation Industry CBT (Computer-Based Training)

Committee (AICC) is an international association of

technology-based professionals. The AICC develops guidelines for

the aviation industry on the development, delivery and evaluation of CBT and related training technologies.

The AICC promotes interoperability standards that software vendors can use across multiple industries. AICC

recommendations are fairly general to most types of computer-based training and, for this reason, are widely used outside the aviation-training industry.

SCORM: Shareable Content Object Reference Model (SCORM) is a suite of technical standards that enable web-based learning systems to find, import, share, reuse and export learning content in a standardized way. The SCORM standards have defined how LMSs launch and track directed learning experiences.

Offline-Capable

Delivering compliance training to learners without Internet access can be challenging. NAVEX Global offers solutions to train offline employees and track their completion record so that clients have an accurate audit trail of compliance training. All of our courses are available for offline delivery.

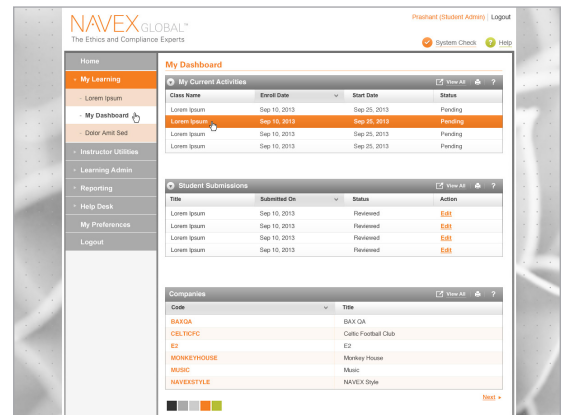
Translations

NAVEX Global has extensive knowledge and experience in translating its training courseware to meet the needs of learners around the globe. Our globally relevant library of courses is available in numerous languages, and we are frequently adding new translations, offering the most up-to-date and refreshed localized training content.

Some courses are designed specifically for North American audiences. These domestic courses are only available in English and Latin American Spanish. International courses can be made available in many languages. Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

Contact Us to Learn More

To learn more about our offline learning capabilities, translations, mobile capabilities, our LMS or any other questions, please contact a NAVEX Global sales or service representative.



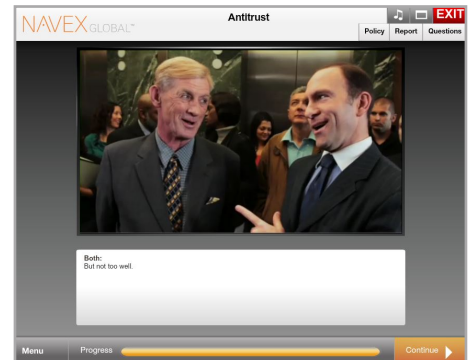
Our Courseware Formats



Contemporary News Story



Compliance Chronicles:
Host-Driven Instruction



Advice Program:
Scenario-Based Learning



Manager Simulations:
Scenario-Based Learning



Modular Content:
Citizen Journalism



Thematic Interactivity



Burst Learning:
Ethics Street



Burst Learning:
Ethically Speaking



Burst Learning:
MyReport

FULL-LENGTH COURSES

ANTI-BRIBERY & CORRUPTION SERIES:
FOREIGN CORRUPT PRACTICES ACT (FCPA)**COURSE LENGTH** 60 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Doing business globally has opened up organizations to new risks and rewards. Among the most pressing of risks facing organizations today is the threat of bribery and corruption. New legislation, increased enforcement activities and the threat of massive fines and imprisonment have elevated this risk for organizations of all sizes. Employers have an opportunity to establish important legal defenses and credibility for their program with key enforcement agencies. Organizations that proactively work to educate and prevent corruption throughout the organization and business can increase compliance, reduce the likelihood of misconduct and avoid prosecution for missteps.

NAVEX Global's Foreign Corrupt Practices Act (FCPA) course is designed to offer guidance about compliance with U.S. law. The course provides employees and managers with practical guidance about the FCPA as well as policies, expectations and reporting procedures specific to each organization.

Created in close partnership with top legal experts, the FCPA course has been meticulously crafted to help organizations build a culture of compliance, avoid violations and establish powerful legal defenses with U.S. enforcement agencies if faced with a corruption scandal.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|--|
| ▶ Fundamentals of policy and the law | ▶ Working with local business agents and business partners |
| ▶ Impact of corruption on the organization | ▶ Importance of proper due diligence |
| ▶ Risks associated with improper payments | ▶ Common red flags |
| ▶ Individual employee responsibilities and obligations | ▶ Importance of maintaining accurate business records |
| ▶ What constitutes a payment or other advantage under the law | ▶ Reporting and getting help from internal resources |
| ▶ Gifts, hospitality and business expenses | ▶ Prohibition of retaliation |

ANTI-BRIBERY & CORRUPTION SERIES:**FOREIGN CORRUPT PRACTICES ACT (FCPA) WITH UK BRIBERY ACT MODULE****COURSE LENGTH** 70 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Doing business globally has opened up organizations to new risks and rewards. Among the most pressing of risks facing organizations today is the threat of bribery and corruption. New legislation, increased enforcement activities and the threat of massive fines and imprisonment have elevated this risk for organizations of all sizes. Employers have an opportunity to establish important legal defenses and credibility for their program with key enforcement agencies. Organizations that proactively work to educate and prevent corruption throughout the organization and business can increase compliance, reduce the likelihood of misconduct and avoid prosecution for missteps.

NAVEX Global's Foreign Corrupt Practices Act (FCPA) course is designed to offer guidance about compliance with U.S. law. This course provides employees and managers with practical guidance about the FCPA as well as policies, expectations and reporting procedures specific to each organization. This course also includes a short module about key provisions of the UK Bribery Act.

Created in close partnership with top legal experts, the FCPA course has been meticulously crafted to help organizations build a culture of compliance, avoid violations and establish powerful legal defenses with U.S. enforcement agencies if faced with a corruption scandal.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|--|
| ▶ Fundamentals of policy and the law | ▶ Prohibition of facilitation payments |
| ▶ Impact of corruption on the organization | ▶ Working with local business agents and business partners |
| ▶ Risks associated with improper payments | ▶ Importance of proper due diligence |
| ▶ Individual employee responsibilities and obligations | ▶ Common red flags |
| ▶ What constitutes a payment or other advantage under the law | ▶ Importance of maintaining accurate business records |
| ▶ Definition of foreign official | ▶ Reporting and getting help from internal resources |
| ▶ Prohibition of commercial bribery | ▶ Prohibition of retaliation |
| ▶ Gifts, hospitality and business expenses | ▶ Summary module on the UK Bribery Act |

ANTI-BRIBERY & CORRUPTION SERIES:
GLOBAL ANTI-BRIBERY & CORRUPTION**COURSE LENGTH** 30 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile table devices

COURSE DESCRIPTION

Doing business globally has opened up organizations to new risks and rewards. Among the most pressing of risks facing organizations today is the threat of bribery and corruption. New legislation, increased enforcement activities and the threat of massive fines and imprisonment have elevated this risk for organizations of all sizes. Employers have an opportunity to establish important legal defenses and credibility for their program with key enforcement agencies. Organizations that proactively work to educate and prevent corruption throughout the organization and business can increase compliance, reduce the likelihood of misconduct and avoid prosecution for missteps.

NAVEX Global's Global Anti-Bribery & Corruption course is designed to offer employees an overview of the most important principles, rules and policies related to bribery and corruption. Employees and managers learn about organizational policies, expectations and reporting procedures.

Created in close partnership with top legal experts, Global Anti-Bribery & Corruption has been meticulously crafted to help organizations build a culture of compliance, avoid violations and establish powerful legal defenses with enforcement agencies if faced with a corruption scandal.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|---|
| ▶ Fundamentals of policy and the law | ▶ Consequences of violating law or policy |
| ▶ Impact of corruption on the organization | ▶ Spotting and reporting conduct that may violate law or policy |
| ▶ Risks associated with improper payments | ▶ Critical nature of seeking guidance and asking questions |
| ▶ Individual employee responsibilities and obligations | ▶ Importance of maintaining accurate books and records |
| ▶ Improper payments under the law | ▶ Spotting common red flags and suspicious activity |
| ▶ Overview of gifts, hospitality and reimbursement of business expenses | ▶ Prohibition of retaliation |

ANTI-BRIBERY & CORRUPTION SERIES:
THIRD PARTY ANTI-CORRUPTION COMPLIANCE**COURSE LENGTH** 30-35 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

A significant percentage of bribery enforcement actions involve third-party misconduct, such as a link to disreputable agents, vendors or suppliers. With global enforcement efforts on the rise, and fines and penalties reaching staggering amounts, organizations now recognize the importance of ensuring that third-party business partners understand their key legal and policy obligations.

NAVEX Global's Third-Party Anti-Corruption Compliance course is designed to ensure that organizational policies, expectations and practices are effectively communicated to business partners. Training third parties about organizational policy against bribery and corruption helps mitigate risk for partner organizations by showcasing a commitment to compliance with laws prohibiting bribery and other corrupt practices.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Understanding and complying with organizational policies and procedures against bribery
- ▶ Costs and impact of corruption on individuals, the organization and the broader community
- ▶ Importance of the individual in creating and sustaining a culture of integrity and compliance
- ▶ Impact of poor decisions and consequences of engaging in improper conduct, even avoiding the appearance of improper behavior
- ▶ Importance of reporting suspected unlawful conduct to the retaining organization and the advantages to the individual and the organization by raising concerns early
- ▶ Critical nature of reporting suspected unlawful conduct to the retaining organization
- ▶ Individual obligations, including decision-making and reporting
- ▶ Importance of raising concerns early and reporting even suspected policy violations
- ▶ Importance of asking questions and seeking advice
- ▶ An introduction to anti-corruption laws
- ▶ Definition of foreign official
- ▶ Improper payments
- ▶ Records and reporting
- ▶ Benefits of complying with the law

ANTI-BRIBERY & CORRUPTION SERIES:
UK BRIBERY ACT**COURSE LENGTH** 60 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Bribery and corruption remain a pressing concern for organizations around the globe. The passage of the UK Bribery Act has heightened the risks for organization doing business in or through the United Kingdom. As part of the act, organizations can help shield themselves from potential liability for failing to prevent misconduct if the organization can show it had “adequate procedures” in place to minimize the risk of bribery. A critical component of an adequate ethics and compliance program is an anti-corruption compliance training program.

NAVEX Global’s UK Bribery Act course helps organizations meet the threshold of “adequate procedures” by delivering high-quality and effective anti-corruption training. Learners receive practical guidance about the UK Bribery Act as well as information about the organization’s related policies, expectations and reporting procedures. Created in close partnership with top UK legal experts, this course has been meticulously designed to help organizations build a culture of compliance, avoid violations and establish powerful legal defenses if faced with a corruption scandal.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|--|
| ▶ Fundamentals of policy and the law | ▶ Prohibition of facilitation payments |
| ▶ Impact of corruption on the organization | ▶ Working with local business agents and business partners |
| ▶ Risks associated with improper payments | ▶ Importance of proper due diligence |
| ▶ Individual employee responsibilities and obligations | ▶ Common red flags |
| ▶ What constitutes a payment or other advantage under the law | ▶ Importance of maintaining accurate business records |
| ▶ Definition of foreign official | ▶ Reporting and getting help from internal resources |
| ▶ Prohibition of commercial bribery | ▶ Prohibition of retaliation |
| ▶ Gifts, hospitality, and business expenses | |

**ANTI-BRIBERY & CORRUPTION SERIES:
UK BRIBERY ACT WITH FCPA MODULE****COURSE LENGTH** 70 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH
OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Bribery and corruption remain a pressing concern for organizations around the globe. The passage of the UK Bribery Act has heightened the risks for organization doing business in or through the United Kingdom. As part of the act, organizations can help shield themselves from potential liability for failing to prevent misconduct if the organization can show it had “adequate procedures” in place to minimize the risk of bribery. A critical component of an adequate ethics and compliance program is an anti-corruption compliance training program.

NAVEX Global’s UK Bribery Act course helps organizations meet the threshold of “adequate procedures” by delivering high-quality and effective anti-corruption training. Learners receive practical guidance about the UK Bribery Act as well as information about the organization’s related policies, expectations and reporting procedures. A summary module on the U.S. Foreign Corrupt Practices Act is included. Created in close partnership with top UK legal experts, this course has been meticulously designed to help organizations build a culture of compliance, avoid violations and establish powerful legal defenses if faced with a corruption scandal.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|--|
| ▶ Fundamentals of policy and the law | ▶ Prohibition of facilitation payments |
| ▶ Impact of corruption on the organization | ▶ Working with local business agents and business partners |
| ▶ Risks associated with improper payments | ▶ Importance of proper due diligence |
| ▶ Individual employee responsibilities and obligations | ▶ Common red flags |
| ▶ What constitutes a payment or other advantage under the law | ▶ Importance of maintaining accurate business records |
| ▶ Definition of foreign official | ▶ Reporting and getting help from internal resources |
| ▶ Prohibition of commercial bribery | ▶ Prohibition of retaliation |
| ▶ Gifts, hospitality and business expenses | ▶ Summary content on the FCPA |

ANTI-MONEY LAUNDERING / OFFICE OF FOREIGN ASSETS CONTROL (OFAC)

COURSE LENGTH 20 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH
OPTIONS**

- Medium: still images with audio
- Low: still images, text only

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Money laundering remains a pressing concern for businesses around the globe. Evolving methods, approaches and persistent criminal organizations continue to drive illegal billion-dollar enterprises. Money launderers exploit organizational vulnerabilities, including employees. Tough laws around the globe make it imperative that organizations train employees about this topic and their obligations to identify and report questionable transactions.

NAVEX Global's Anti-Money Laundering/OFAC course raises awareness about money laundering, teaches learners about their responsibilities under policy and the law and provides practical guidance designed to reduce the risk of money laundering.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Office of Foreign Assets Control (OFAC) basics
- ▶ Forms of money laundering
- ▶ Importance of following procedures and policies
- ▶ Common scenarios that can lead to violations of policy and the law
- ▶ Identifying transactions that should be reported
- ▶ Obligation to record and report suspicious transactions
- ▶ Reporting and asking questions internally

**ANTITRUST & COMPETITION LAW SERIES:
EU COMPETITION LAW****COURSE LENGTH** 45 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH
OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet device

COURSE DESCRIPTION

More than 80 countries around the world have antitrust and competition laws in place, and enforcement of these laws is increasing globally. These laws help level the playing field for businesses while helping protect the consumer. But understanding legal and policy obligations can be confusing, and employees can unwittingly expose their organization to legal and reputational risk if not properly trained. Antitrust and competition law training is a key component of an effective compliance program; it can help avoid missteps altogether, reduce fines and penalties when incidents do arise and help build valuable legal defenses.

NAVEX Global's EU Competition Law course provides learners with an overview of competition law obligations in the European Union, raises awareness about conduct that can violate policy and the law and highlights the internal reporting mechanisms available.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|---|
| ▶ Independent decision-making | ▶ Key risk areas and anti-competitive practices, including inappropriate topics |
| ▶ Bid rigging | ▶ Recognizing behaviors that could violate anti-competition laws |
| ▶ Price fixing | ▶ Responding appropriately if pressured to discuss inappropriate topics |
| ▶ Market allocation | ▶ Involvement in trade association and industry meetings |
| ▶ Making informal agreements | ▶ Reporting suspected misconduct and the prohibition of retaliation |
| ▶ Reporting and raising concerns | ▶ Market dominance and abuse |
| ▶ Consequences of violating the law | ▶ Recordkeeping fundamentals |
| ▶ Relationships with competitors and customers | |
| ▶ Vertical agreements | |

**ANTITRUST & COMPETITION LAW SERIES:
GLOBAL COMPETITION LAW****COURSE LENGTH** 45 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH
OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet device

COURSE DESCRIPTION

More than 80 countries around the world have antitrust and competition laws in place, and enforcement of these laws is increasing globally. These laws help level the playing field for businesses while helping protect the consumer. But understanding legal and policy obligations can be confusing, and employees can unwittingly expose their organization to legal and reputational risk if not properly trained. Antitrust and competition law training is a key component of an effective compliance program; it can help avoid missteps altogether, reduce fines and penalties when incidents do arise and help build valuable legal defenses.

NAVEX Global's Global Competition Law course provides learners with an overview of antitrust and competition law, raises awareness about conduct that can violate policy and the law and highlights the internal reporting mechanisms available.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|---|
| ▶ Independent decision-making | ▶ Key risk areas and anti-competitive practices, including inappropriate topics |
| ▶ Bid rigging | ▶ Recognizing behaviors that could violate anti-competition laws |
| ▶ Price fixing | ▶ Responding appropriately if pressured to discuss inappropriate topics |
| ▶ Market allocation | ▶ Involvement in trade association and industry meetings |
| ▶ Making informal agreements | ▶ Reporting suspected misconduct and the prohibition against retaliation |
| ▶ Reporting and raising concerns | |
| ▶ Consequences of violating the law | |
| ▶ Relationships with competitors and customers | |

**ANTITRUST & COMPETITION LAW SERIES:
U.S. ANTITRUST****COURSE LENGTH** 45 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH
OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet device

COURSE DESCRIPTION

More than 80 countries around the world have antitrust and competition laws in place, and enforcement of these laws is increasing globally. These laws help level the playing field for businesses while helping protect the consumer. But understanding legal and policy obligations can be confusing, and employees can unwittingly expose their organization to legal and reputational risk if not properly trained. Antitrust and competition law training is a key component of an effective compliance program; it can help avoid missteps altogether, reduce fines and penalties when incidents do arise and help build valuable legal defenses.

NAVEX Global's U.S. Antitrust course provides learners with an overview of U.S. antitrust law, raises awareness about conduct that can violate policy and the law and highlights the internal reporting mechanisms available.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|---|
| ▶ Independent decision-making | ▶ Key risk areas and anti-competitive practices, including inappropriate topics |
| ▶ Bid rigging | ▶ Recognizing behaviors that could violate anti-competition laws |
| ▶ Price fixing | ▶ Responding appropriately if pressured to discuss inappropriate topics |
| ▶ Market allocation | ▶ Involvement in trade association and industry meetings |
| ▶ Making informal agreements | ▶ Document creation and retention |
| ▶ Reporting and raising concerns | ▶ Reporting suspected misconduct and the prohibition against retaliation |
| ▶ Consequences of violating the law | ▶ Market dominance and abuse |
| ▶ Relationships with competitors and customers | ▶ Record keeping fundamentals |
| ▶ Vertical agreements | |

AVOIDING CONFLICTS OF INTEREST

COURSE LENGTH 20 minutes

VERSION Manager 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Conflict-of-interest policies are an important part of creating a culture of integrity; left unaddressed, conflicts can undermine individual and organizational integrity, result in lost business opportunities and result in inefficient and sometimes counterproductive decision-making. Regular training on conflicts of interest helps increase awareness about conflicts and improve overall compliance with organizational policy.

NAVEX Global's Avoiding Conflicts of Interest course was developed to help employees understand the types of conflicts that can arise in the workplace and how to handle them.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ What is a conflict of interest?
- ▶ Who can experience a conflict of interest?
- ▶ Use of organizational assets for personal gain
- ▶ Issues that can arise when interacting with family and friends
- ▶ What is a corporate opportunity?
- ▶ Proper handling of a corporate opportunity
- ▶ Conflicts that can arise when dealing with competitors and business partners
- ▶ Issues that can arise while serving as a director on a board
- ▶ The importance of conflict disclosures
- ▶ The obligation to internally report suspected violations of policy

AVOIDING CONFLICTS OF INTEREST

COURSE LENGTH 20 minutes

VERSION Employee **E**

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

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- ▶ What is a conflict of interest?
- ▶ Who can experience a conflict of interest?
- ▶ Use of organizational assets for personal gain
- ▶ Issues that can arise when interacting with family and friends
- ▶ What is a corporate opportunity?
- ▶ Proper handling of a corporate opportunity
- ▶ Conflicts that can arise when dealing with competitors and business partners
- ▶ The importance of conflict disclosures
- ▶ The obligation to internally report suspected violations of policy

CAREFUL BUSINESS COMMUNICATIONS

COURSE LENGTH 20 minutes

VERSION Standard 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Effective business communication promotes teamwork, increases revenue and minimizes costly mistakes. Employees are not always clear about what risks they pose when they communicate in oral and written forms. Providing employees with insight into common etiquette practices and coaching them on the proper use of electronic communication tools can dramatically improve the culture, help mitigate risk for the organization and result in more-mindful interactions with other employees and business partners.

NAVEX Global's Careful Business Communications course teaches employees to communicate effectively, professionally, accurately and in compliance with the law and organizational policies.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Communicating respectfully and appropriately with employees, clients, customers, vendors and others
- ▶ Understanding key policies that apply to communications and the consequences of violating them
- ▶ Understanding the risks associated with all forms of communication, including electronic communication
- ▶ Paying attention to both the content and the tone of communications
- ▶ Importance of listening and of communicating to achieve resolution and results

COMPLAINTS & INVESTIGATIONS

COURSE LENGTH 30 minutes**VERSION** Manager **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Recent data confirm that employee complaints of workplace misconduct, harassment, discrimination and retaliation are on the rise. Handling complaints properly is critical—to protect the organizational culture and reputation and to mitigate legal risk. Failing to handle complaints properly can result in significant legal liability and reputational harm to the organization. Training managers about the critical role they play in the complaint management process and how they may be asked to help with investigations is essential and key to building employee trust in leadership.

NAVEX Global's Complaints & Investigations course helps managers learn about their key responsibilities and how they can avoid common legal missteps.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Definition of complaint and who can make one
- ▶ How to respond and whom to inform about complaints
- ▶ Manager's role in the investigation process
- ▶ Best practices regarding handling the initial complaint meeting
- ▶ Using human resources and management as resources
- ▶ Rules prohibiting retaliation
- ▶ Obligation to conduct prompt investigations
- ▶ Obligation to conduct fair and thorough investigations
- ▶ Best practices for handling investigative interviews
- ▶ Basic components of an investigation

CYBERSECURITY: PROTECT AND PREVENT

COURSE LENGTH 30 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet device

COURSE DESCRIPTION

Organizations today face a wide array of cybersecurity threats. An organization's efforts to defend and protect their network and their most sensitive and critical information from these pressing threats must focus on both the technical and human side of the equation. Unless employees are trained about this risk area and the role they play in helping create a cyber-secure and resilient environment, even the best technical defenses will fail.

NAVEX Global's innovative, employee-approved, and award winning course design combines highly engaging video-based scenarios with powerful interactive exercises that will drive engagement and boost knowledge about this vital compliance topic.

This course is designed to help your organization rapidly elevate individual employee knowledge about cybersecurity risks and threats, and drive key behavioral changes that will help your organization become more cybersecure. Our powerful video-based scenario approach to learning exposes your employees to some of the most pressing modern-day cybersecurity challenges facing your organization. With challenging interactivities and practical tips throughout the course, employees quickly come to appreciate the critical role they play in cybersecurity.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|--|
| <ul style="list-style-type: none"> ▶ The general scope of cybersecurity risk ▶ Who can present a cyber-risk to an organization ▶ Which organizations and individuals are potential targets ▶ The importance of being personally vigilant and learning more about this risk area ▶ Malware and social media ▶ Malware and thumb drives/flash drives | <ul style="list-style-type: none"> ▶ The importance of policy and procedure ▶ The types of information that cyber criminals are most interested in ▶ The importance of being vigilant ▶ Examples of physical and technical safeguards employees should utilize ▶ Reporting and getting help from internal resources |
|--|--|

CYBERSECURITY: PROTECT AND PREVENT

COURSE LENGTH 30 minutes**VERSION** Manager **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet device

COURSE DESCRIPTION

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COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|--|
| <ul style="list-style-type: none"> ▶ The general scope of cybersecurity risk ▶ Who can present a cyber-risk to an organization ▶ Which organizations and individuals are potential targets ▶ The importance of being personally vigilant and learning more about this risk area ▶ Malware and social media ▶ Malware and thumb drives/flash drives | <ul style="list-style-type: none"> ▶ The importance of policy and procedure ▶ The types of information that cyber criminals are most interested in ▶ The importance of being vigilant ▶ Examples of physical and technical safeguards employees should utilize ▶ Reporting and getting help from internal resources |
|--|--|

DISABILITY DISCRIMINATION & ACCOMMODATION

COURSE LENGTH 20 minutes

VERSION Employee **E**

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Under the Americans with Disabilities Act (ADA) and similar state laws, employers have significant legal obligations; employers are prohibited from discriminating on the basis of disability and have an obligation to provide a reasonable accommodation to qualified individuals with a disability. But employees also have some responsibilities, and educating them about proper processes for handling requests for an accommodation as well as their obligation to participate in the interactive process will help improve the quality of internal processes and reduce the likelihood of legal challenges.

The employee version of NAVEX Global's Disability Discrimination & Accommodation course helps properly set expectations and provide the right level of education on this topic. The course is designed to improve manager/employee relations and help ensure that everyone involved in the interactive process understands their role and obligations.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Employee policies regarding discrimination and accommodation
- ▶ How to request an accommodation
- ▶ Employee obligations to participate in the process

DISCRIMINATION-FREE WORKPLACE (EQUAL EMPLOYMENT OPPORTUNITY)

COURSE LENGTH 45 minutes

VERSION Manager 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Workplace discrimination remains a vexing problem facing employers. Cultural, technological and demographic shifts make ongoing education essential to the proper management of this risk area. Employers who embrace proactive measures such as training can ward off risk and help minimize the potential for punitive damages. Periodic training for managers is essential, as manager behaviors expose organizations to significant reputational and legal risk. Exposure to updated and high-quality scenario-based discrimination training allows managers to learn new perspectives and points of view while at the same time clearly communicate policies and expectations.

The manager version of NAVEX Global's Discrimination-Free Workplace (Equal Employment Opportunity) course features realistic scenarios with practical tips and advice to help ensure that managers avoid common mistakes. This course teaches managers how to deal with some of the more complicated equal employment opportunity issues that they are likely to encounter in the workplace.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Definition of discrimination and what categories are protected under policy and the law
- ▶ Commitment to prevent discrimination and retaliation
- ▶ Policy against discrimination
- ▶ Religious discrimination
- ▶ Understanding what it means to be treated differently because of membership in a protected class
- ▶ Importance of following policy and how policy protects all employees
- ▶ Stereotypes and assumptions
- ▶ Gender norming and stereotypes
- ▶ Age, race and color
- ▶ National origin and ethnicity
- ▶ Pregnancy
- ▶ Disability
- ▶ Sexual orientation and gender identity
- ▶ Obligation to report suspected violations of policy
- ▶ Protected activity and adverse action
- ▶ Forms of retaliation
- ▶ Retaliation prevention
- ▶ Managing performance issues
- ▶ Recent U.S. Supreme Court retaliation standards

DISCRIMINATION-FREE WORKPLACE (EQUAL EMPLOYMENT OPPORTUNITY)

COURSE LENGTH 30 minutes**VERSION** Employee **E****LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Workplace discrimination remains a vexing problem facing employers. Cultural, technological and demographic shifts make ongoing education essential to the proper management of this risk area. Employers who embrace proactive measures such as training their employees can ward off risk and help minimize the potential for punitive damages.

The employee version of NAVEX Global's Discrimination-Free Workplace (Equal Employment Opportunity) course helps employees understand their organization's position regarding equal and fair treatment and their right to speak up without fear of retaliation.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|---|
| ▶ Definition of discrimination and what categories are protected | ▶ Age, race and color |
| ▶ Commitment to prevent discrimination and retaliation | ▶ National origin and ethnicity |
| ▶ Policy against discrimination | ▶ Gender |
| ▶ Religious discrimination | ▶ Pregnancy |
| ▶ Understanding what it means to be treated differently because of membership in a protected class | ▶ Disability |
| ▶ How policy protects all employees | ▶ Sexual orientation and gender identity |
| ▶ Stereotypes and assumptions | ▶ Obligation to report suspected violations of policy |
| ▶ Gender norming and stereotypes | ▶ Prohibition of retaliation |

DIVERSITY & INCLUSION

COURSE LENGTH 60 minutes**VERSION** Manager **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Diversity and inclusion training plays an important role in establishing an organization's commitment to a diverse workplace and setting the tone for the corporate culture. To ensure that the message is received effectively and that employees and managers embrace the efforts, it is important to find the right balance between diversity and addressing the legal concerns. The correct balance helps all employees understand the importance of diversity initiatives and the organization's commitment to fairness and respect.

The manager version of NAVEX Global's Diversity & Inclusion course helps organizations succeed in an increasingly diverse, global and competitive workplace. Through engaging stories and interactive exercises, learners explore the importance of diversity and inclusion and how to support the organization's diversity efforts. Fully vetted by Littler Mendelson, the course exposes managers to new concepts and material that go far beyond what is covered in most equal employment opportunity (EEO) compliance programs. It also challenges assumptions about diversity and equips managers with the essential skills to manage today's ever-diversifying global workplace, including how to promote a culture of respect and inclusion.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Differences between "equal employment opportunity" and "diversity"
- ▶ Addressing dimensions of diversity
- ▶ The benefits of a diverse workplace
- ▶ Defining diverse and inclusive workplace
- ▶ Personal behaviors that support inclusion
- ▶ Stereotypes and insensitive comments
- ▶ Micro-inequities
- ▶ Dealing with conduct that undermines inclusion
- ▶ Conflict resolution and building productive work relationships
- ▶ Displaying cultural sensitivity
- ▶ Working with HR or management to improve working relationships and advance diversity and inclusion
- ▶ Managing a diverse group of employees
- ▶ Dealing with objections to training or diversity efforts
- ▶ Being a positive voice for diversity
- ▶ Personal actions that support an organization's diversity and inclusion efforts
- ▶ Making the business case for diversity
- ▶ Damaging effect of labels and stereotypes
- ▶ Creating an open and inclusive work environment

DIVERSITY & INCLUSION

COURSE LENGTH 30 minutes**VERSION** Manager **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Diversity and inclusion training plays an important role in establishing an organization's commitment to a diverse workplace and setting the tone for the corporate culture. To ensure that the message is received effectively and that employees and managers embrace the efforts, it is important to find the right balance between diversity and addressing the legal concerns. The correct balance helps all employees understand the importance of diversity initiatives and the organization's commitment to fairness and respect.

The employee version of NAVEX Global's Diversity & Inclusion course helps organizations succeed in an increasingly diverse, global and competitive workplace. Through engaging stories and interactive exercises, employees explore the importance of diversity and inclusion and how to support the organization's diversity efforts. Fully vetted by Littler Mendelson, the course exposes the workforce to new concepts and material that go far beyond what is covered in equal employment opportunity (EEO) compliance programs. It also challenges assumptions about diversity and equips learners with the essential skills to stay competitive in today's diverse and global workplace.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Differences between "equal employment opportunity" and "diversity"
- ▶ Important demographic trends
- ▶ Addressing dimensions of diversity
- ▶ Making the business case for a diverse workplace
- ▶ Defining diverse and inclusive workplace
- ▶ Personal behaviors that support inclusion
- ▶ Stereotypes and insensitive comments
- ▶ Micro-inequities
- ▶ How to accept and value differences
- ▶ Succeeding in an increasingly diverse and global workplace
- ▶ Dealing with conduct that undermines inclusion
- ▶ Conflict resolution and building productive work relationships
- ▶ Displaying cultural sensitivity
- ▶ Working with HR or management to improve working relationships and advance diversity and inclusion

DRUG FREE WORKPLACE

COURSE LENGTH 25 minutes

VERSION Employee 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Substance abuse drains more than \$100 billion from U.S. businesses every year and causes increased workplace safety incidents and lower productivity. Training employees and managers about an organization's commitment to a drug-free workplace and how they can help create a safer workplace helps strengthen culture and mitigate risks associated with drug and alcohol use.

NAVEX Global's Drug-Free Workplace course is designed to teach learners how to identify potential warning signs of misuse and how to properly respond if they do suspect that an employee or colleague is under the influence.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|--|
| ▶ Drug and alcohol policy requirements | ▶ How substance abuse affects the work environment |
| ▶ Recognizing drug and alcohol misuse | ▶ When and how to report suspected misuse |
| ▶ Protecting employees and the workplace | ▶ Seeking help for drug or alcohol abuse |

ETHICAL LEADERSHIP

COURSE LENGTH 20 minutes

VERSION Manager 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

**BANDWIDTH
OPTIONS**

- Medium: still images with audio
- Low: still images, text only

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Managers have the most impact on how employees view their organization and its commitment to ethics and compliance; as such it is vital that managers lead by example. Sometimes the right thing to do is obvious. But often competing interests and challenging opportunities require managers to carefully consider what is ethical and best for the organization.

NAVEX Global's Ethical Leadership overview course teaches managers about making sound business decisions and how to help identify and address ethical issues that arise in the workplace. The practical tips included in this course help managers lead by example and promote a culture of ethics and compliance.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ How to serve as role models by understanding organizational policies and acting ethically
- ▶ Monitoring and preventing ethical violations in the workplace
- ▶ Identifying, addressing and/or reporting any potential ethical violations

ETHICS AND CODE OF CONDUCT

COURSE LENGTH Up to 75 minutes

VERSION Configurable (Module options can be found on the next page) 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

COURSE DESCRIPTION

A code of conduct is one of the most critical components of an organization's compliance program. Do your employees actually know what it includes? Not only is code-of-conduct training an effective vehicle for sharing the organization's values and expectations but it can also help build a broad culture of trust, transparency, and efficiency.

NAVEX Global's award-winning approach to learning brings your Code of Conduct to life. Our Ethics & Code of Conduct Course combines gamification elements, with highly engaging video scenarios and challenging interactive questions. Our industry leading modular approach puts the power of choice in your hands – you determine the length of your course, and what topics to cover by selecting from our robust offering of 25 unique modules. Our innovative test-out feature gives learners the ability to skip through basic ethics and compliance content (and shorten their in course experience) without compromising the effectiveness of your training program.

With engaging story lines brought to life by Hollywood actors and script writers, learners draw parallels between the course and the real-life situations they face each day. Authored by our in-house experts and created in concert with attorneys at Littler Mendelson, this fifth-generation course represents decades of expertise and a constant commitment to product innovation.

In the Configurable version, learners get a quick overview of the most important issues and a high level understanding of key policies and expectations. This course also highlights key internal resources that can help resolve ethical dilemmas and receive reports of suspected misconduct. With scenarios addressing 25 different topic areas related to your code of conduct, learners are exposed to content related to topics that are most commonly addressed by organizations and their codes of conduct in all industries.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Importance of understanding and complying with the organization's code, policies and the law
- ▶ Making ethical and values-driven business decisions

(CONTINUED ON THE FOLLOWING PAGE)

ETHICS AND CODE OF CONDUCT (CONTINUED)

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE (CONTINUED)

- ▶ Impact of poor and unethical decisions on the organization and its employees
- ▶ Importance of raising concerns early and reporting even suspected code and policy violations
- ▶ Using the code and internal resources to resolve a dilemma
- ▶ Being a role model and accountability for individual actions
- ▶ Discussing questions and concerns with internal resources, including a direct manager
- ▶ Investigating complaints about code and policy violations
- ▶ Making a complaint internally, including making an anonymous report
- ▶ Policy against retaliation

CONFIGURABLE MODULES INCLUDE:

- | | |
|---|------------------------------------|
| ▶ What is a Code & the Importance of Values | ▶ Competing and Dealing Ethically |
| ▶ Reporting & Retaliation | ▶ Competition Law |
| ▶ Ethical Decision Making | ▶ Government Contracting |
| ▶ Conflicts of Interest | ▶ Health & Safety |
| ▶ Gift Giving & Receiving | ▶ Third Party Relationships |
| ▶ Confidential Information | ▶ Information and Cybersecurity |
| ▶ Asset Protection | ▶ Privacy Basics |
| ▶ Wage and Hour | ▶ Record Protection and Management |
| ▶ Political Activities | ▶ SOX & Financial Integrity |
| ▶ Fraud & Misappropriation | ▶ Intellectual Property |
| ▶ Bribery & Corruption | ▶ Insider Trading |
| ▶ Respect & Harassment | ▶ Anti-Money Laundering |
| ▶ Export Controls | |

ETHICS AND CODE OF CONDUCT

COURSE LENGTH 60 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

COURSE DESCRIPTION

An organization's code of conduct is one of the most critical components of an organization's compliance program. Do your employees actually know what it includes? Not only is code-of-conduct training an effective vehicle for sharing the organization's values and expectations but it can also help build a broad culture of trust, transparency, and efficiency.

NAVEX Global's award-winning approach to learning brings your Code of Conduct to life. Our Ethics & Code of Conduct Course combines gamification elements, with highly engaging video scenarios and challenging interactive questions. Our industry leading modular approach puts the power of choice in your hands – you determine the length of your course, and what topics to cover by selecting eight modules from our robust offering of 25 unique modules. Our innovative test-out feature gives learners the ability to skip through basic ethics and compliance content (and shorten their in course experience) without compromising the effectiveness of your training program.

With engaging story lines brought to life by Hollywood actors and script writers, learners draw parallels between the course and the real-life situations they face each day. Authored by our in-house experts and created in concert with attorneys at Littler Mendelson, this fifth-generation course represents decades of expertise and a constant commitment to product innovation.

In the Standard version, learners get a quick overview of the most important issues and a high level understanding of key policies and expectations. This course also highlights key internal resources that can help resolve ethical dilemmas and receive reports of suspected misconduct.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Importance of understanding and complying with the organization's code, policies and the law
- ▶ Making ethical and values-driven business decisions
- ▶ Impact of poor and unethical decisions on the organization and its employees
- ▶ Importance of raising concerns early and reporting even suspected code and policy violations

(CONTINUED ON THE FOLLOWING PAGE)

ETHICS AND CODE OF CONDUCT (CONTINUED)

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE (CONTINUED)

- ▶ Using the code and internal resources to resolve a dilemma
- ▶ Being a role model and accountability for individual actions
- ▶ Discussing questions and concerns with internal resources, including a direct manager
- ▶ Investigating complaints about code and policy violations
- ▶ Making a complaint internally, including making an anonymous report
- ▶ Policy against retaliation

INCLUDED MYREPORT MODULES:

- ▶ Asset Protection
- ▶ Competing and Dealing Ethically
- ▶ Confidential Information
- ▶ Conflicts of Interest
- ▶ Document and Records Protection
- ▶ Fraud and Misappropriation

ETHICS AND CODE OF CONDUCT

COURSE LENGTH 30 minutes**VERSION** Basic **B****LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

COURSE DESCRIPTION

An organization's code of conduct is one of the most critical components of an organization's compliance program. Do your employees actually know what it includes? Not only is code-of-conduct training an effective vehicle for sharing the organization's values and expectations but it can also help build a broad culture of trust, transparency, and efficiency.

NAVEX Global's award-winning approach to learning brings your Code of Conduct to life. Our Ethics & Code of Conduct Course combines gamification elements, with highly engaging video scenarios and challenging interactive questions.

In the basic version of NAVEX Global's Ethics & Code of Conduct course, learners get a quick overview of the most important issues and a high-level understanding of key policies and expectations. The course also highlights key internal resources that help resolve ethical dilemmas and receive reports of suspected misconduct.

Included Compliance City Modules, and list these four:

1. What is a Code & the Importance of Values
2. Conflicts of Interest
3. Fraud and Misappropriation
4. Competiting & Dealing Ethically

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|--|
| ▶ Importance of understanding and complying with the organization's code, policies and the law | ▶ Importance of raising concerns early and reporting even suspected code and policy violations |
| ▶ Making ethical and values-driven business decisions | ▶ Using the code and internal resources to resolve a dilemma |
| ▶ Impact of poor and unethical decisions on the organization and its employees | ▶ Being a role model and accountability for individual actions |

FAMILY & MEDICAL LEAVE ACT (FMLA)

COURSE LENGTH 30 minutes**VERSION** Manager **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Navigating the complex world of medical leaves and medical leave requests can be daunting for managers. Confusing laws and rules can result in technical violations even if the manager is well-intended. Employers can reduce common missteps and costly violations by training managers about their special duties and responsibilities under the Family and Medical Leave Act (FMLA), which requires covered employers to provide eligible employees up to 12 weeks of unpaid leave for certain family and medical issues. Managers should also be trained to not discriminate or retaliate against employees who request or take covered leave. FMLA regulations also place strict guidelines on how managers should document and keep track of FMLA requests.

The manager version of NAVEX Global's Family & Medical Leave Act (FMLA) course enables managers to be responsive to the needs of employees and their families while at the same time controlling costs, which reduces legal liability and minimizes workplace disruptions.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|---|
| ▶ Types of available leave | ▶ Leave for service members and their families |
| ▶ Utilizing HR and management as resources | ▶ Terminating an employee who is on or has taken leave |
| ▶ Importance of honesty and integrity | ▶ Abuse of intermittent leave |
| ▶ Employee obligation to participate in the process | ▶ Dealing with fraudulent medical certifications |
| ▶ Process for requesting leave | ▶ Additional laws that provide for leave and accommodations |
| ▶ Specific rules related to confirming requests and asking for additional medical opinions | ▶ Return-to-work issues |
| ▶ Obligation to provide notice of need for leave | ▶ Concurrent use of other leave during an FMLA absence |

FAMILY & MEDICAL LEAVE ACT (FMLA)

COURSE LENGTH 15 minutes**VERSION** Employee **E****LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Under the federal Family and Medical Leave Act (FMLA), which requires covered employers to provide eligible employees up to 12 weeks of unpaid leave for certain family and medical issues, employees have some specific responsibilities; they must provide information and cooperate with the process. Educating employees about their role and the consequences of not participating fully or honestly in the process helps ensure that employees are notified of their rights and that organizations are better positioned to properly manage all requests.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|---|
| ▶ Types of leave that are available | ▶ Leave for service members and their families |
| ▶ Utilization of HR and management as resources | ▶ Proper notice of need for leave |
| ▶ Importance of honesty and integrity | ▶ Consequences of failing to participate fully in the process |

FINANCIAL INTEGRITY

COURSE LENGTH 20 minutes

VERSION Standard 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Financial integrity is every employee's responsibility, whether dealing with expense reports, sales numbers or other critical financial records. Financial records play an important role in accurate business forecasting and legal and regulatory reporting. Poorly maintained records can have a serious impact on the reputation, success and viability of an organization.

The standard version of NAVEX Global's Financial Integrity course educates employees about their critical role in accurate accounting and helps them understand how they can help foster a compliance-minded culture.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Awareness of laws and organizational policies dealing with financial integrity
- ▶ Key financial documents
- ▶ Importance of maintaining accurate and proper financial records
- ▶ Recognizing when errors in accounting may be taking place
- ▶ Importance of following policy
- ▶ Obligation to make an internal report of suspected misconduct
- ▶ Policy against retaliation

GLOBAL DATA PRIVACY

COURSE LENGTH 20 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH OPTIONS**

- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Laws regulating the use and the disclosure of data help ensure that the rights of individuals and the ability of organizations to use data are in balance. The rules dictate how data can be collected, used and disseminated outside organizations, and employees have an obligation to help ensure that data are properly protected. Missteps and errors can result in irreparable damage to the organization's reputation and result in significant fines and litigation.

NAVEX Global's Global Data Privacy course is designed to help employees and managers understand their role in ensuring that data are properly protected. Learners develop practical skills for identifying when data transfers are taking place, the privacy and confidentiality rules and organizational policies that apply, and how to make ethical and consistent decisions about data handling in a highly dynamic and growing area.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Overview of the global legal landscape
- ▶ Types of data that must be carefully managed and protected
- ▶ Organizational policies regarding data privacy and protection
- ▶ Tips for safeguarding data and avoiding common mistakes
- ▶ Overview of common procedures for protecting data
- ▶ Importance of using common security measures such as passwords and encryption
- ▶ Consequences of a breach or loss of data
- ▶ Internal resources available to help answer questions
- ▶ Obligation to report suspected misconduct
- ▶ Importance of limiting access to sensitive data
- ▶ Best practices related to passwords
- ▶ Transfers of data and common mistakes
- ▶ Restrictions on the use of data
- ▶ Physical security best practices
- ▶ Consequences of not complying with policy or the law

**GOVERNMENT CONTRACTING SERIES:
BRIBERY, GIFTS & GRATUITIES****COURSE LENGTH** 30–35 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH
OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile table devices

COURSE DESCRIPTION

Employees who work on government contracts often deal directly with individuals who work for government agencies. Federal, state, local and even international laws, as well as company policy, generally prohibit employees from offering anything of value to government officials. When dealing with government officials, it is important to always conduct yourself with the highest level of integrity and avoid even the appearance of improper conduct. The penalties for violating the law can be significant and can result in liability for an organization, its employees and government officials.

NAVEX Global's Bribery, Gifts & Gratuities course covers an organization's policies and the specific rules that apply when interacting with U.S. government officials.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ General rules against giving gifts and gratuities to government officials
- ▶ Key statutes:
 - The Federal Gratuities Statute
 - The Bribery Statute
 - The Anti-Kickback Statute
- ▶ Examples of proper and improper gifts
- ▶ Handling personal friendships and avoiding even the appearance of improper conduct
- ▶ Narrow exceptions to the general rule
- ▶ Application of rules and policy to training events and sponsored events
- ▶ The Widely Attended Gathering event exception
- ▶ Internal resources available to answer questions
- ▶ Obligations to report suspected misconduct
- ▶ Policy against retaliation
- ▶ Working relationships with third parties and the prohibition against kickbacks
- ▶ Definition of kickback
- ▶ Understanding "favorable treatment"

**GOVERNMENT CONTRACTING SERIES:
LABOR & MATERIAL CHARGING****COURSE LENGTH** 30 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile table devices

COURSE DESCRIPTION

As a government contractor, an organization and all of its employees are required to follow specific rules about charging time and expenses to government projects. The rules are established by law and by a government contract. Although these rules can seem complex and at times cumbersome, it is important that they are followed. Mischarging can have significant consequences, including loss of employment as well as financial and criminal penalties for both the individual and the organization. NAVEX Global's Bribery, Gifts & Gratuities course covers an organization's policies and the specific rules that apply when interacting with U.S. government officials.

NAVEX Global's Labor & Material Charging course covers the basics about labor charging, including how to charge time accurately, report suspected misconduct and access the many internal resources available to employees. Learners also find out about how to charge appropriately for materials and how to deal effectively with government auditors.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|---|
| <ul style="list-style-type: none"> ▶ Key policies and laws ▶ Obligations to properly charge time and materials when working on government contracts ▶ Importance of keeping accurate records of time ▶ Best practices related to time keeping ▶ Differences between "direct" and "indirect" time ▶ Consequences of mischarging and falsifying time entries ▶ Obligations to report suspected misconduct | <ul style="list-style-type: none"> ▶ Importance of resolving errors immediately ▶ Rules related to material charging ▶ Rules related to qualification of personnel assigned to contracts ▶ Internal resources available to answer questions and receive reports of misconduct ▶ Proper conduct during government audits ▶ Specific manager responsibilities, including communication of expectations and proper handling of errors and complaints |
|--|---|

**GOVERNMENT CONTRACTING SERIES:
PROCUREMENT INTEGRITY****COURSE LENGTH** 30–35 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH
OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile table devices

COURSE DESCRIPTION

When working with the U.S. federal government and bidding on contracts, significant sensitive and confidential information is in play. Some of the information is submitted by the contractor to the government, and some is controlled by the government itself. Specific rules apply to information exchanged and used during the government bid and proposal process. These rules affect how to interact with the government, what information you can access and use about the bid and proposal process and even what kinds of employment discussions an organization can have with government officials who are involved in the procurement process. These restrictions, part of the Procurement Integrity Act (PIA), help ensure that companies and individuals who are competing for federal contracts are treated equally and are on a level playing field.

NAVEX Global's Procurement Integrity course demonstrates some of the most important rules and restrictions, the organization's commitment to full compliance with the law and key internal resources that can answer questions, handle reports and address concerns.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Overview of the Procurement Integrity Act (PIA)
- ▶ What constitutes bid and proposal information
- ▶ Prohibition of improper disclosure of bid and proposal information
- ▶ Rules against obtaining and using competitor bid and proposal information
- ▶ Definition of source selection information
- ▶ What to do if you receive unsolicited source selection of information
- ▶ Importance of confidentiality and proper handling of information
- ▶ Best practices and tips related to handling sensitive information
- ▶ Obligation to report suspected violations of policy and the law
- ▶ Internal resources available to answer questions and receive complaints
- ▶ Policy against retaliation
- ▶ Consequences of violating policy and the law
- ▶ Restrictions on job discussions with government officials
- ▶ Tips for handling challenging conversations with officials seeking employment

HIPAA AND EMPLOYEE MEDICAL PRIVACY

COURSE LENGTH 40 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile table devices

COURSE DESCRIPTION

The Health Information Portability and Accountability Act (HIPAA) focuses on the safety and the privacy of individuals' medical information. It applies to very specific types of organizations, including health insurance companies, HMOs, healthcare providers, healthcare business associates and employees who administer a company's self-insured health plan. Many organizations, even if not wholly covered by HIPAA, benefit from training managers and employees about HIPAA basics and the importance of protecting employee medical information.

NAVEX Global's HIPAA and Employee Medical Privacy course explores basic information about HIPAA and identifies the types of medical information that managers may be exposed to at work. It also provides learners with an overview of important laws that require employers to protect employee medical information, the organization's policies and expectations, and best practices for complying with policy and the law.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ HIPAA basics: the rules for protecting health information in the workplace and how they apply
- ▶ Definition of personal health information (PHI)
- ▶ Key responsibilities and obligations under HIPAA with respect to PHI
- ▶ Types of medical information that managers typically encounter at work
- ▶ The organization's policies regarding the handling of employee medical information
- ▶ Confidentiality obligations under laws such as the Americans with Disabilities Act (ADA), Genetic Information Non-Discrimination Act of 2008 (GINA) and Family and Medical Leave Act (FMLA)
- ▶ How to protect information in the medical leave process
- ▶ Obligations to report suspected violations of policy and the law
- ▶ Policy against retaliation
- ▶ Importance of physical and electronic security
- ▶ Spotting and reporting security breaches

HIPAA FUNDAMENTALS FOR BUSINESS ASSOCIATES

COURSE LENGTH 30–35 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

For business associates, under the Health Insurance Portability and Accountability Act (HIPAA) training is now a critical and necessary element of an effective compliance program. Business associates must ensure that employees understand their obligations under the law to properly safeguard and control the use and the disclosure of personal health information (PHI). Failure to train can result in costly mistakes and significant compliance missteps. Educating employees about their obligations under the law can help improve overall compliance and significantly reduce the number of unintentional and accidental violations.

NAVEX Global's HIPAA Fundamentals for Business Associates course was developed to help organizations meet HIPAA training requirements found in the Privacy and Security Rules and the new HIPAA Omnibus Rule. Employees learn what they can do to protect PHI and help create a privacy-minded culture.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Definition of personal health information (PHI)
- ▶ What constitutes a "business associate" and why compliance with the law is required
- ▶ Acceptable use of PHI
- ▶ Responsibility for handling PHI confidentially
- ▶ Limiting disclosure and uses of PHI to a "need to know" standard
- ▶ Minimizing security breaches and ensuring that PHI is physically secure
- ▶ Personal and corporate penalties for non-compliance and intentional violations
- ▶ Organization's policies regarding HIPAA practices and reporting HIPAA-related concerns
- ▶ Obligation to report suspected and known breaches and security lapses

HIPAA FUNDAMENTALS FOR COVERED ENTITIES

COURSE LENGTH 30–35 minutes

VERSION Standard 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Training employees who have access to personal health information (PHI) is a critical and required part of demonstrating compliance with the Health Insurance Portability and Accountability Act (HIPAA). Educating employees about their obligations under the law can help improve overall compliance and significantly reduce the number of unintentional and accidental violations.

NAVEX Global's HIPAA Fundamentals for Covered Entities course was developed to help organizations meet HIPAA training requirements found in the Privacy and Security Rules and the new HIPAA Omnibus Rule. Employees learn what they can do to protect PHI and help create a privacy-minded culture.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Definition of personal health information (PHI)
- ▶ Acceptable use of PHI for payment, treatment and benefit plan operations
- ▶ Responsibility for handling PHI confidentially
- ▶ Limiting disclosure and uses of PHI to a "need to know" standard
- ▶ Minimizing security breaches and ensuring that PHI is physically secure
- ▶ Personal and corporate penalties for non-compliance and intentional violations
- ▶ Organization's policies regarding HIPAA practices and reporting HIPAA-related concerns
- ▶ Obligation to report suspected and known breaches and security lapses

INSIDER TRADING

COURSE LENGTH 30 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH
OPTIONS**

- Medium: still images with audio
- Low: still images, text only

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Employees and managers at all levels of an organization may have access to confidential, material or nonpublic information about their own organization or those of their business partners. Trading on this information—or sharing it with others—can expose the employee and the organization to significant reputational and legal risk. Often employees are not aware of their responsibilities and may not understand when legal liability is triggered by an improper disclosure. Concise and effective training on this topic will help employees and managers understand their role in protecting material, nonpublic information and the consequences of disregarding the rules.

NAVEX Global's Insider Trading course teaches learners about the laws and the organizational policies dealing with insider trading, how to prevent it from occurring and to whom they should report concerns or ask questions.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Definition of material, non-public information
- ▶ Rules and policies related to disclosure and use of material, non-public information
- ▶ Rules against tipping
- ▶ Consequences of violating law and policy
- ▶ Common situations that arise in the workplace
- ▶ Importance of reporting suspected violations to an internal resource

INTELLECTUAL PROPERTY

COURSE LENGTH 20 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH
OPTIONS**

- Medium: still images with audio
- Low: still images, text only

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Employees must understand how to protect the organization's intellectual property (IP), including copyrights, patents and trademarks.

NAVEX Global's Intellectual Property course teaches learners to understand the laws, organizational policies and penalties regarding the use and the misuse of IP—including the organization's own intellectual property and that of competitors and other third parties. Learners are taught to avoid the misuse of outside IP and to avoid even the appearance of impropriety. Learners are also shown how to report any violations of the policies and the rules pertaining to these protected materials.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Recognizing and safeguarding the organization's IP, including copyrights, patents, trademarks and trade secrets
- ▶ Keeping confidential and proprietary information private and not sharing it outside the organization without authorization, even if the intended recipient is a relative, friend, customer or supplier
- ▶ Respecting the IP rights of others
- ▶ Avoiding even the appearance of impropriety with others' IP
- ▶ Understanding that disrespecting others' IP rights could lead to employee discipline, lawsuits and loss of reputation
- ▶ Applying organizational policy to specific situations
- ▶ Reporting questionable situations and the procedures for doing so

INTERNATIONAL WORKPLACE HARASSMENT

COURSE LENGTH 45–60 minutes**VERSION** Manager **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

COURSE DESCRIPTION

Training a global workforce about harassment prevention presents incredible challenges. Most e-learning providers repackage and translate their U.S. harassment training course and label it “global.” Rolling out a course riddled with U.S.-centric scenarios, language and content often backfires with international audiences. Learners tune out, wasting precious dollars and undermining the organization’s training efforts. A topic as important as harassment prevention deserves a unique and dedicated solution—one that is sensitive to the variances of culture and law but that also delivers a consistent message about organizational values.

The manager version of NAVEX Global’s International Workplace Harassment course exceeds these expectations. Designed specifically for a global audience, this course helps organizations successfully meet the challenge of training an international management workforce about harassment prevention. Key tenets covered include encouraging reports and spotting problems, how to properly handle complaints and the manager’s role in preventing retaliation.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Harassment, bullying and retaliation as global workplace issues
- ▶ Employees’ critical role in preventing harassment, bullying and retaliation
- ▶ Obligations to understand and comply with the organization’s policies and values
- ▶ Importance of treating others with dignity and respect
- ▶ Impact that harassment, bullying and retaliation have on victims, others in the workplace and the broader organization
- ▶ Prevention techniques
- ▶ Critical nature of reporting suspected harassment, bullying and retaliation to management
- ▶ Consequences of engaging in harassment, bullying or retaliation
- ▶ Definition of harassment, bullying and retaliation and strict prohibition against them
- ▶ Common protected categories, including race, gender, sex, religion, age, disability and social origin
- ▶ Common forms of harassment, including verbal, written and visual
- ▶ Common bullying behaviors
- ▶ Obligations to help create a respectful and harassment-free work environment
- ▶ Encouraging reports and spotting problems
- ▶ Properly handle complaints
- ▶ Preventing retaliation

INTERNATIONAL WORKPLACE HARASSMENT

COURSE LENGTH 30 minutes**VERSION** Employee **E****LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

COURSE DESCRIPTION

Training a global workforce about harassment prevention presents incredible challenges. Most e-learning providers repackage and translate their U.S. harassment training course and label it “global.” Rolling out a course riddled with U.S.-centric scenarios, language and content often backfires with international audiences. Learners tune out, wasting precious dollars and undermining the organization’s training efforts. A topic as important as harassment prevention deserves a unique and dedicated solution—one that is sensitive to the variances of culture and law but that also delivers a consistent message about organizational values.

The employee version of NAVEX Global’s International Workplace Harassment course exceeds these expectations. Designed specifically for a global audience, this course helps organizations successfully meet the challenge of training an international workforce about harassment prevention.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Harassment, bullying and retaliation as global workplace issues
- ▶ Employees’ critical role in preventing harassment, bullying and retaliation
- ▶ Obligations to understand and comply with the organization’s policies and values
- ▶ Importance of treating others with dignity and respect
- ▶ Impact that harassment, bullying and retaliation have on victims, others in the workplace and the broader organization
- ▶ Prevention techniques
- ▶ Importance of reporting suspected harassment, bullying and retaliation to management
- ▶ Consequences of engaging in harassment, bullying or retaliation
- ▶ Definition of harassment, bullying and retaliation and strict prohibition against them
- ▶ Common protected categories, including race, gender, sex, religion, age, disability and social origin
- ▶ Common forms of harassment, including verbal, written and visual
- ▶ Common bullying behaviors
- ▶ Obligations to help create a respectful and harassment-free work environment

INTERVIEWING AND HIRING LAWFULLY

COURSE LENGTH 50 minutes**VERSION** Manager **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH
OPTIONS**

- Medium: still images with audio
- Low: still images, text only

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Hiring and promotion choices are some of the most critical employment decisions that managers make. Despite best intentions, managers may make inadvertent mistakes or rely on personal biases, exposing the organization to significant risk at the state and federal levels. Because these decisions are so important, courts have recognized that failing to train managers on how to avoid discrimination in the hiring process amounts to “reckless indifference” (see *Mathis v. Phillips Chevrolet, Inc.* [7th Cir. 2001]).

NAVEX Global’s Interviewing & Hiring Lawfully course is designed to educate managers and those involved in the hiring and promotion process about important legal rules. Learners gain invaluable insight and tips that they can apply in their own workplace to help reduce mistakes, build important legal defenses and protect the organization’s reputation.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Making hiring decisions free from prohibited discrimination
- ▶ Avoiding comments and actions that can pose legal risk
- ▶ Asking appropriate questions about a candidate’s background and experience
- ▶ Avoiding common mistakes and pitfalls
- ▶ Determining whether a candidate can perform the essential functions of the job
- ▶ Interviewing and making hiring decisions lawfully
- ▶ Selecting the best candidate and properly documenting the selection

LAWFUL HIRING & PERFORMANCE MANAGEMENT

COURSE LENGTH 50 minutes

VERSION Manager 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

COURSE DESCRIPTION

One of the biggest challenges in the workplace is in hiring and keeping the right employees. Poor hires not only are a drain on resources but can pose unnecessary legal risk.

NAVEX Global's Lawful Hiring & Performance Management course is designed to help managers find the best candidate, navigate legal risk and advance diversity in organizations. Managers also learn about the importance of good performance management and how to focus efforts on all employees, not just the poor performers.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|--|
| ▶ Protected categories | ▶ Applicant fraud and misinformation |
| ▶ Best practices for defining a job and how to lawfully source for candidates | ▶ Fundamentals of performance management |
| ▶ Value of diversity | ▶ Importance of timely, honest and consistent feedback |
| ▶ Fraudulent inducement and at-will employment | ▶ Importance of fair and consistent discipline |
| ▶ Common recruiting issues | ▶ Rules related to appropriate documentation |
| ▶ Interview best practices | ▶ Proper performance management |
| ▶ Medical inquiries and pre-employment testing | ▶ Personal biases and decision-making |
| ▶ Employment verification | ▶ Dealing with an employee who has made a complaint |

PCI DSS BASIC SECURITY AWARENESS

COURSE LENGTH 20–25 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices

COURSE DESCRIPTION

Recent headlines have shown that payment card data breaches are happening with greater frequency than ever before. Innocent mistakes and the work of criminals can both create major risks for organizations and for their customers. The consequences that flow from breaches and non-compliance can be severe. Organizations that have experienced data security breaches have been subject to major fines, forced to terminate C-level executives, and have seen significant damage—not only to their bottom line, but to their reputation as well.

The Payment Card Industry Data Security Standard or PCI DSS is an industry standard, developed to enhance cardholder data security and promote consistent standards and security measures. All organizations that store, process or transmit card data are expected to comply with the standard.

PCI DSS compliance helps organizations prevent, detect and respond to security incidents.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ What is PCI DSS
- ▶ Important PCI DSS requirements
- ▶ Expectations for employees and managers related to PCI DSS compliance
- ▶ Why PCI DSS is important
- ▶ Obligation to report suspected violation of policies and procedures

POSITIVE EMPLOYEE RELATIONS & UNION AWARENESS

COURSE LENGTH 120 minutes**VERSION** Manager Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Poor management practices, insufficient information about the union organizing process and other warning signs are often key issues facing organizations when dealing with organizing campaigns.

The manager standard version of NAVEX Global's Positive Employee Relations & Union Awareness course is designed to help organizations train managers about the issues that are often a root cause of employee organizing efforts. By combining training on good management practices, labor law compliance and union awareness/organizing, organizations can help managers create a workplace where third-party representation is not necessary and where employees feel heard and respected.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|--|
| ▶ Respecting employees' rights and following the law as well as employer policies | ▶ Responding to signs of organizing |
| ▶ Root causes of organizing | ▶ Rules against discrimination and retaliation |
| ▶ Benefits of remaining union-free | ▶ Importance of good performance management |
| ▶ Realities of managing a unionized workplace | ▶ Best practices for managing employees |
| ▶ Importance of good communication | ▶ Employee discipline fundamentals |
| ▶ How unions organize workers | ▶ Handling employee complaints properly |
| ▶ Common signs of organizing activity | ▶ Lawful hiring |
| | ▶ Lawful termination |

POSITIVE EMPLOYEE RELATIONS & UNION AWARENESS

COURSE LENGTH 45 minutes

VERSION Manager Basic



LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Poor management practices, insufficient information about the union organizing process and other warning signs are often key issues facing organizations when dealing with organizing campaigns.

The manager basic version of NAVEX Global's Positive Employee Relations & Union Awareness course is designed to help organizations train managers about the issues that are often a root cause of employee organizing efforts. By combining training on good management practices, labor law compliance and union awareness/organizing, organizations can help managers create a workplace where third-party representation is not necessary and where employees feel heard and respected.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|---|
| ▶ Rules against discrimination and retaliation | ▶ Handling employee complaints properly |
| ▶ Importance of good performance management | ▶ Lawful hiring |
| ▶ Employee discipline fundamentals | ▶ Lawful termination |

RACE, NATIONAL ORIGIN AND AGE DISCRIMINATION

COURSE LENGTH 35 minutes

VERSION Standard 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Federal and state laws prohibit discrimination on the basis of race, national origin and age discrimination. For employers discrimination remains a pressing concern and challenge. Managers benefit from continuing education on this topic because it helps raise awareness, modify behaviors and improve manager handling of challenging situations.

NAVEX Global's Race, National Origin and Age Discrimination course teaches learners the basics of preventing and addressing race, national origin and age discrimination. Learners gain knowledge about the challenges and how best to help minimize instances of harassment and discrimination in the workplace.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Same-protected-category discrimination
- ▶ Intersectional discrimination
- ▶ Reverse discrimination
- ▶ Challenging issues related to race:
 - Intent
- Stereotypes
- Discrimination based on association
- Evaluating decisions and being fair and consistent
- Disparate impact discrimination
- ▶ Basics of age discrimination

RECORDS MANAGEMENT

COURSE LENGTH 20 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH
OPTIONS**

- Medium: still images with audio
- Low: still images, text only

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

An organization's records are assets that hold value. They enable the organization to perform daily tasks, meet goals and objectives, make informed business decisions, comply with regulatory mandates and meet legal challenges. Ensuring that employees understand the importance of proper record management and their role in the process is vital to ensuring that records are managed properly.

NAVEX Global's Records Management course teaches learners about the records management life cycle and gives them the information they need to identify organizational records, hold them according to organizational policy and ultimately destroy them lawfully and appropriately.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Definition of organizational records and the forms they can take
- ▶ Recognizing why record management and retention are important
- ▶ Overview of key purposes for record retention, including regulatory requirements and litigation
- ▶ Obligation to follow policy and procedures regarding retention, storage, labeling and recordkeeping
- ▶ Importance of internally reporting suspected policy violations
- ▶ Importance of asking questions regarding the storage or destruction of documents
- ▶ Overview of rules that apply to draft documents
- ▶ Tips and advice regarding proper destruction of documents

RELIGIOUS DISCRIMINATION & ACCOMMODATION

COURSE LENGTH 25 minutes

VERSION Manager 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Federal and state laws prohibit employment discrimination on the basis of religion. These laws also require employers to make reasonable accommodations for employees' religious beliefs and practices, unless doing so would create an undue hardship for the employer. Failure to reasonably accommodate an employee's religious beliefs or practices can lead to lawsuits and large settlements against the employer.

The manager version of NAVEX Global's Religious Discrimination & Accommodation course helps ensure that employees are treated fairly and with respect and that managers understand the rules against religious discrimination. Managers also come away understanding how to properly respond to a request for a religious accommodation.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|--|
| ▶ Combining faith and work | ▶ Accommodation processes |
| ▶ Breadth of the law | ▶ Limits on the obligation to provide an accommodation |
| ▶ Stereotypes | ▶ Possible accommodations |
| ▶ Limits on expression of religious beliefs | ▶ Intersection of religious expression and harassment |
| ▶ Risks posed by managers who are openly religious | |

RELIGIOUS DISCRIMINATION & ACCOMMODATION

COURSE LENGTH 25 minutes

VERSION Employee **E**

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Federal and state laws prohibit employment discrimination on the basis of religion. These laws also require employers to make reasonable accommodations for employees' religious beliefs and practices, unless doing so would create an undue hardship for the employer. Failure to reasonably accommodate an employee's religious beliefs or practices can lead to lawsuits and large settlements against the employer.

The employee version of NAVEX Global's Religious Discrimination & Accommodation course educates employees about their obligations and how company policy can help ensure that important workplace rights are balanced against business needs. It also ensures that learners are equipped with the skills they need to work with employees of diverse religious faiths.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|---|
| ▶ Accommodation process | ▶ Possible accommodations |
| ▶ Limits on the obligation to provide accommodation | ▶ Intersection of religious expression and harassment |

SEX & GENDER DISCRIMINATION

COURSE LENGTH 35 minutes

VERSION Manager 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Under both federal and state laws, discrimination on the basis of sex, gender and pregnancy are prohibited. In addition, a growing number of states now make it unlawful to discriminate on the basis of sexual orientation and gender identity. For employers, preventing discrimination remains a pressing concern and challenge. Managers benefit from continuing education on this topic because it helps raise awareness, modify behaviors and improve manager handling of challenging situations.

NAVEX Global's Sex & Gender Discrimination course teaches managers the basics of preventing and addressing discrimination based on pregnancy, family responsibilities, sexual orientation and gender identity discrimination. Learners gain knowledge about the challenges and how best to help minimize instances of harassment and discrimination in the workplace.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|--|
| ▶ Gender norming and stereotypes | ▶ Pay discrimination basics |
| ▶ Coverage of law (both sexes are protected) | ▶ Pregnancy discrimination |
| ▶ Same-gender discrimination | ▶ Family responsibilities discrimination |
| ▶ Intersectional discrimination (gender and race) | ▶ Sexual orientation discrimination |
| ▶ Eliminating bias from the decision-making process | ▶ Gender identity discrimination |
| ▶ Customer preference | |

SOCIAL MEDIA: YOUR RESPONSIBILITIES

COURSE LENGTH 20–25 minutes

VERSION Manager 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

More than 75 percent of employees belong to one or more social networks, and most employees spend some part of their day online; and for most of these employees, the use of social media is exclusively for personal reasons. What employees do while online can have a significant impact on the workplace and on working relationships and can result in potential liability for the organization. Organizations that train employees about proper social media use and their associated policy see an increase in compliance-minded behaviors.

The manager version of NAVEX Global's Social Media: Your Responsibilities course educates managers about high-risk online behaviors, important rules and policies and some of their unique responsibilities under policy and the law. The course was carefully crafted to address significant legal developments and emerging trends.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|--|
| <ul style="list-style-type: none"> ▶ Definition of social media ▶ Importance of being thoughtful when posting ▶ Importance of honesty and integrity when online ▶ Astroturfing ▶ Obligation to comply with workplace policies such as the harassment policy | <ul style="list-style-type: none"> ▶ Importance of protecting confidential and proprietary information ▶ Consequences of improper use and disclosure of information ▶ Common manager pitfalls, including recruiting challenges ▶ Dealing with complaints related to online misconduct ▶ Rules related to requesting employee social media passwords |
|--|--|

SOCIAL MEDIA: YOUR RESPONSIBILITIES

COURSE LENGTH 15–20 minutes**VERSION** Employee **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

More than 75 percent of employees belong to one or more social networks, and most employees spend some part of their day online; and for most of these employees, the use of social media is exclusively for personal reasons. What employees do while online can have a significant impact on the workplace and on working relationships and can result in potential liability for the organization. Organizations that train employees about proper social media use and their associated policy see an increase in compliance-minded behaviors.

The employee version of NAVEX Global's Social Media: Your Responsibilities course educates employees about high-risk online behaviors, important rules and policies and employee responsibilities. The course was carefully crafted to address significant legal developments and emerging trends.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|--|
| ▶ Definition of social media | ▶ Obligation to comply with workplace policies such as the harassment policy |
| ▶ Importance of being thoughtful when posting | ▶ Importance of protecting confidential and proprietary information |
| ▶ Importance of honesty and integrity when online | ▶ Consequences of improper use and disclosure of information |
| ▶ Astroturfing | |

TECHNOLOGY USE & SECURITY

COURSE LENGTH 40 minutes**VERSION** Standard **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

COURSE DESCRIPTION

Technology has brought tremendous advances to the workplace; it can make lives easier and enable employees to work faster and more productively, but these advances have also created security challenges. Helping employees and managers understand the risks associated with technology use helps reduce the likelihood of reputation-damaging missteps.

NAVEX Global's Technology Use & Security course is designed to expose learners to policy and expectations, inform them about important responsibilities and introduce best practices designed to boost security and reduce risks.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|---|
| ▶ Proper use of electronic devices, both personal and employer provided | ▶ Misuse of technology outside the workplace |
| ▶ Policy fundamentals | ▶ Proper use of contemporary technologies, including handheld devices |
| ▶ Examples of conduct that can violate policy, including offensive and inappropriate emails and excessive personal use | ▶ Blogging and social networking |
| ▶ An employer's right to access and review electronic communications, including email and stored voicemail | ▶ Inappropriate downloads and copying of employer software |
| ▶ Obligation to report misuse of technology | ▶ Managing employee misconduct and expectations, including privacy |
| | ▶ Consequences of violating policy |

TERMINATING LAWFULLY & REDUCTIONS IN FORCE

COURSE LENGTH 35 minutes

VERSION Manager 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

A difficult yet important part of any manager's responsibilities is properly managing the termination process. This is not easy, and for many managers it is something with which they have little experience. Following the right procedures, knowing what to say and what not to say and being able to spot the warning signs of a troubled employee can mean the difference between a well-managed termination and one that poses significant legal risk.

NAVEX Global's Terminating Lawfully & Reductions in Force course helps managers learn about the importance of documentation, planning and appropriate communication. They also learn about important legal principles that can affect when and how a termination can occur.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Common legal pitfalls associated with terminations and reductions in force
- ▶ Critical nature of good documentation
- ▶ Importance of past practice and following the organization's process
- ▶ Handling the actual termination meeting and employee reactions and questions
- ▶ Reference requests
- ▶ Defamation
- ▶ Potential for workplace violence
- ▶ Following state law related to final pay and other issues
- ▶ Examining reduction-in-force decision criteria
- ▶ Selecting employees for layoff
- ▶ Importance of being fair and consistent and showing all employees respect and compassion
- ▶ Reviewing selections internally
- ▶ Basics of the Older Workers Benefit Protection Act (OWBPA) and release agreements
- ▶ Effectively communicating decisions
- ▶ Managing employees after the reduction in force is complete
- ▶ Respecting privacy

U.S. EXPORT CONTROLS & ANTI-BOYCOTTING LAW

COURSE LENGTH 30 minutes

VERSION Standard 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH
OPTIONS

- Medium: still images with audio
- Low: still images, text only

DELIVERY
OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

To avoid potential civil and criminal penalties, organizations must abide by all applicable trade sanctions and export controls when doing business. This includes determining whether an export license is needed for a particular product or a particular country. In addition, U.S. anti-boycotting law encourages, and sometimes requires, U.S. organizations—and in some cases their foreign subsidiaries—to refuse to participate in foreign boycotts that are not sanctioned by the U.S. government.

NAVEX Global's U.S. Export Controls & Anti-Boycotting Law course helps learners understand when and how to identify when an export license may be required, to pay attention to unusual terms and circumstances in all contracts and related business dealings and to notify designated officials within the organization when such circumstances arise.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ What qualifies as an "export" under U.S. law, including information on types of exports and "deemed exports"
- ▶ How exports are regulated by the U.S. government
- ▶ What restrictions on exports apply under Export Administration Regulations (EARs)
- ▶ What items are subject to International Traffic in Arms Regulations (ITAR)
- ▶ How to identify export control red flags
- ▶ Purpose of anti-boycotting law and applicable provisions
- ▶ Penalties for non-compliance
- ▶ Questions to ask at the beginning of a project about export control and anti-boycotting law

VIOLENCE & BULLYING PREVENTION

COURSE LENGTH 45 minutes**VERSION** Manager **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Every day thousands of employees are threatened at work, and hundreds are attacked. Nearly one-quarter of employees experience some form of violence on the job. Workplace violence costs U.S. businesses more than \$36 billion annually and causes significant harm to employees and their families. Through simple prevention techniques, managers can dramatically reduce the likelihood of serious incidents.

The manager version of NAVEX Global's Violence & Bullying Prevention course clearly communicates the organization's commitment to employee health and safety; gives managers practical skills for preventing, responding to and reporting incidents of workplace violence; and reduces the risk and the cost of lawsuits and fines related to workplace violence.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|---|
| ▶ Understanding what constitutes workplace violence | ▶ Defusing threatening situations when they occur |
| ▶ Key workplace violence policy | ▶ Knowing how to properly react to an episode of workplace violence |
| ▶ Importance of physical security | ▶ Learning how to deal with bullying in the workplace |
| ▶ Assessing threats | ▶ Handling difficult conversions |
| ▶ Identifying potential risk factors or early-warning signs of workplace violence | ▶ Importance of proper planning and preparation |
| ▶ Knowing when to report questionable or threatening behavior | ▶ Internal resources to help with challenging situations |

VIOLENCE & BULLYING PREVENTION

COURSE LENGTH 45 minutes**VERSION** Employee **E****LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Every day thousands of employees are threatened at work, and hundreds are attacked. Nearly one-quarter of employees experience some form of violence on the job. Workplace violence costs U.S. businesses more than \$36 billion annually and causes significant harm to employees and their families. Through simple prevention techniques, employees can dramatically reduce the likelihood of serious incidents and help ensure that employers have the ability to intervene early to prevent escalation.

The employee version of NAVEX Global's Violence & Bullying Prevention course clearly communicates the organization's commitment to employee health and safety; gives employees practical skills for preventing, responding to and reporting incidents of workplace violence; and reduces the risk and the cost of lawsuits and fines related to workplace violence.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Understanding what constitutes workplace violence
- ▶ Key workplace violence policy obligations
- ▶ Importance of physical security
- ▶ Assessing threats
- ▶ Identifying potential risk factors or early-warning signs of workplace violence
- ▶ Knowing when to report questionable or threatening behavior
- ▶ Defusing threatening situations when they occur
- ▶ Knowing how to properly react to an episode of workplace violence
- ▶ Internal resources to help with questions or take reports

WAGE & HOUR (CONFIGURABLE BY STATE)

COURSE LENGTH 75–90 minutes**VERSION** Manager  **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile table devices

COURSE DESCRIPTION

Wage and hour claims are today's single greatest employment law risk; wage and hour class actions outnumber all other employment law class actions combined, and minor violations can quickly add up to million-dollar legal actions. Managers and employees who lack a basic understanding of employer policies and the law can expose their organization to significant legal risk and liability. But training on this topic can change behaviors, correct misperceptions and boost compliance with the law. Training can also help establish critical legal defenses and result in a significant reduction in payouts when violations occur.

The manager version of NAVEX Global's Wage & Hour course is the only 50-state configurable training course on the market. It translates critical wage and hour issues such as overtime, off-the-clock work, and meal and rest breaks into real-life stories that employees understand and remember. Created in close partnership with workplace compliance law firm Littler Mendelson and its nationally recognized team of wage and hour experts—as well as the Department of Labor's former wage and hour administrator—this course can be used prior to the onset of litigation, or after litigation has commenced, to help reduce damages from accruing.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Commitment to a workplace that is fair, accurate and responsive
- ▶ Key policies and procedures that help ensure that employees are paid properly for their time
- ▶ Obligation to report concerns and errors
- ▶ Importance of accurate time records
- ▶ Definition of work time
- ▶ Meal periods and rest breaks
- ▶ Rule against off-the-clock work
- ▶ Overtime rules and obligations
- ▶ Rule against time shaving
- ▶ Rule against retaliation
- ▶ Internal resources for answering questions and receiving reports
- ▶ Spotting and resolving employee complaints
- ▶ Importance of creating a culture of compliance
- ▶ Manager responsibilities
- ▶ Optional content on auto-deduct systems and rules

WAGE & HOUR (CONFIGURABLE BY STATE)

COURSE LENGTH 60 minutes**VERSION** Manager Basic  **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile table devices

COURSE DESCRIPTION

Wage and hour claims are today's single greatest employment law risk; wage and hour class actions outnumber all other employment law class actions combined, and minor violations can quickly add up to million-dollar legal actions. Managers and employees who lack a basic understanding of employer policies and the law can expose their organization to significant legal risk and liability. But training on this topic can change behaviors, correct misperceptions and boost compliance with the law. Training can also help establish critical legal defenses and result in a significant reduction in payouts when violations occur.

The manager basic version of NAVEX Global's Wage & Hour course is the only 50-state configurable training course on the market. It translates critical wage and hour issues such as overtime, off-the-clock work, and meal and rest breaks into real-life stories that employees understand and remember. Created in close partnership with workplace compliance law firm Littler Mendelson and its nationally recognized team of wage and hour experts—as well as the Department of Labor's former wage and hour administrator—this course can be used prior to the onset of litigation, or after litigation has commenced, to help reduce damages from accruing.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Commitment to a workplace that is fair, accurate and responsive
- ▶ Key policies and procedures that help ensure that employees are paid properly for their time
- ▶ Obligation to report concerns and errors
- ▶ Importance of accurate time records
- ▶ Definition of work time
- ▶ Meal periods and rest breaks
- ▶ Rule against off-the-clock work
- ▶ Overtime rules and obligations
- ▶ Rule against time shaving
- ▶ Rule against retaliation
- ▶ Internal resources for answering questions and receiving reports
- ▶ Spotting and resolving employee complaints
- ▶ Importance of creating a culture of compliance
- ▶ Manager responsibilities
- ▶ Optional content on auto-deduct systems and rules

WAGE & HOUR (CONFIGURABLE BY STATE)

COURSE LENGTH 30 minutes

VERSION Employee  

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile table devices

COURSE DESCRIPTION

Wage and hour claims are today's single greatest employment law risk; wage and hour class actions outnumber all other employment law class actions combined, and minor violations can quickly add up to million-dollar legal actions. Training employees about their obligation to help ensure that time records are accurate and honest, avoiding common behaviors that can result in significant liability and how to report a suspected violation of policy and the law can dramatically boost compliance and help establish critical legal defenses—resulting in a significant reduction in payouts when violations occur.

The employee version of NAVEX Global's Wage & Hour course is the only 50-state configurable training course on the market. It translates critical wage and hour issues such as overtime, off-the-clock work, and meal and rest breaks into real-life stories that employees understand and remember. Created in close partnership with workplace compliance law firm Littler Mendelson and its nationally recognized team of wage and hour experts—as well as the Department of Labor's former wage and hour administrator—this course can be used prior to the onset of litigation, or after litigation has commenced, to help reduce damages from accruing.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Commitment to a workplace that is fair, accurate and responsive
- ▶ Key policies and procedures that help ensure that employees are paid properly for their time
- ▶ Obligation to report concerns and errors
- ▶ Importance of accurate time records
- ▶ Definition of work time
- ▶ Meal periods and rest breaks
- ▶ Rule against off-the-clock work
- ▶ Overtime rules and obligations
- ▶ Optional content on auto-deduct systems and rules
- ▶ Rule against retaliation
- ▶ Internal resources for answering questions and receiving reports

WAGE & HOUR: HEALTHCARE (CONFIGURABLE BY STATE)

COURSE LENGTH 75–90 minutes**VERSION** Manager **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Wage and hour claims are today's single greatest employment law risk; wage and hour class actions outnumber all other employment law class actions combined, and minor violations can quickly add up to million-dollar legal actions. Healthcare organizations have been hit particularly hard by wage and hour class actions because many managers and employees lack a basic understanding of employer policies and the law. Training on this topic can change behaviors, correct misperceptions and boost compliance with the law. Training can also help establish critical legal defenses and result in a significant reduction in payouts when violations occur.

The manager version of NAVEX Global's Wage & Hour: Healthcare course is the only 50-state configurable training course on the market and is designed specifically for the healthcare industry. It translates critical wage and hour issues such as overtime, off-the-clock work, and meal and rest breaks into real-life stories that employees understand and remember. Created in close partnership with workplace compliance law firm Littler Mendelson and its nationally recognized team of wage and hour experts—as well as the Department of Labor's former wage and hour administrator—this course can be used prior to the onset of litigation, or after litigation has commenced, to help reduce damages from accruing.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Commitment to a workplace that is fair, accurate and responsive
- ▶ Key policies and procedures that help ensure that employees are paid properly for their time
- ▶ Obligation to report concerns and errors
- ▶ Importance of accurate time records
- ▶ Definition of work time
- ▶ Meal periods and rest breaks
- ▶ Rule against off-the-clock work
- ▶ Overtime rules and obligations
- ▶ Optional content on auto-deduct systems and rules
- ▶ Rule against time shaving
- ▶ Policy against retaliation
- ▶ Internal resources for answering questions and receiving reports
- ▶ Spotting and resolving employee complaints
- ▶ Importance of creating a culture of compliance
- ▶ Manager responsibilities

WAGE & HOUR: HEALTHCARE (CONFIGURABLE BY STATE)

COURSE LENGTH 60 minutes**VERSION** Manager Basic**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Wage and hour claims are today's single greatest employment law risk; wage and hour class actions outnumber all other employment law class actions combined, and minor violations can quickly add up to million-dollar legal actions. Healthcare organizations have been hit particularly hard by wage and hour class actions because many managers and employees lack a basic understanding of employer policies and the law. Training employees about obligations to help ensure that time records are accurate and honest, avoiding common behaviors that can result in significant liability and how to report a suspected violation of policy and the law can dramatically boost compliance with the law and help establish critical legal defenses—resulting in a significant reduction in payouts when violations occur.

The manager basic version of NAVEX Global's Wage and Hour: Healthcare course is the only 50-state configurable training course on the market and is designed specifically for the healthcare industry. It translates critical wage and hour issues such as overtime, off-the-clock work, and meal and rest breaks into real-life stories that employees understand and remember. Created in close partnership with workplace compliance law firm Littler Mendelson and its nationally recognized team of wage and hour experts—as well as the Department of Labor's former wage and hour administrator—this course can be used prior to the onset of litigation, or after litigation has commenced, to help reduce damages from accruing.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Commitment to a workplace that is fair, accurate and responsive
- ▶ Key policies and procedures that help ensure that employees are paid properly for their time
- ▶ Obligation to report concerns and errors
- ▶ Importance of accurate time records
- ▶ Definition of work time
- ▶ Meal periods and rest breaks
- ▶ Rule against off-the-clock work
- ▶ Overtime rules and obligations
- ▶ Rule against time shaving
- ▶ Policy against retaliation
- ▶ Internal resources for answering questions and receiving reports
- ▶ Spotting and resolving employee complaints
- ▶ Importance of creating a culture of compliance
- ▶ Manager responsibilities
- ▶ Optional content on auto-deduct systems and rules

WAGE & HOUR: HEALTHCARE (CONFIGURABLE BY STATE)

COURSE LENGTH 30 minutes**VERSION** Employee  **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**BANDWIDTH OPTIONS**

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Wage and hour claims are today's single greatest employment law risk; wage and hour class actions outnumber all other employment law class actions combined, and minor violations can quickly add up to million-dollar legal actions. Healthcare organizations have been hit particularly hard by wage and hour class actions because many managers and employees lack a basic understanding of employer policies and the law. Training employees about obligations to help ensure that time records are accurate and honest, avoiding common behaviors that can result in significant liability and how to report a suspected violation of policy and the law can dramatically boost compliance with the law and help establish critical legal defenses—resulting in a significant reduction in payouts when violations occur.

The employee version of NAVEX Global's Wage and Hour: Healthcare course is the only 50-state configurable training course on the market and is designed specifically for the healthcare industry. It translates critical wage and hour issues such as overtime, off-the-clock work, and meal and rest breaks into real-life stories that employees understand and remember. Created in close partnership with workplace compliance law firm Littler Mendelson and its nationally recognized team of wage and hour experts—as well as the Department of Labor's former wage and hour administrator—this course can be used prior to the onset of litigation, or after litigation has commenced, to help reduce damages from accruing.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Commitment to a workplace that is fair, accurate and responsive
- ▶ Key policies and procedures that help ensure that employees are paid properly for their time
- ▶ Obligation to report concerns and errors
- ▶ Importance of accurate time records
- ▶ Definition of work time
- ▶ Meal periods and rest breaks
- ▶ Rule against off-the-clock work
- ▶ Overtime rules and obligations
- ▶ Policy against retaliation
- ▶ Internal resources for answering questions and receiving reports
- ▶ Optional content on auto-deduct systems and rules

WHISTLEBLOWING, REPORTING, AND RETALIATION

COURSE LENGTH 45–50 minutes**VERSION** Manager **LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

New laws and recent cases have changed both the breadth and the scope of whistleblower protections and retaliation claims. In recent years the U.S. Supreme Court has actively expanded retaliation protections, and retaliation claims now represent the number one claim filed with the Equal Employment Opportunity Commission (EEOC). More than 40 federal laws, and many more at the state level, extend protections to employees who report suspected violations of the law. Highly publicized whistleblowing protections and benefits, such as those available under Dodd-Frank's controversial bounty hunter program, have created an increased need for organizations to educate their employees and managers about the internal mechanisms available for resolving complaints.

The manager version of NAVEX Global's Whistleblowing, Reporting & Retaliation course is specifically designed to help managers learn how to spot issues and respond properly to complaints, avoid behaviors that create an increased risk of retaliation claims and help protect the organization's culture and reputation. Learners explore each organization's specific reporting procedures, the obligation to speak up and the rules against retaliation.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Obligation to understand and comply with the organization's policies
- ▶ Benefits of complying with the law and policy
- ▶ Importance of making an immediate internal report about suspected misconduct
- ▶ Negative consequences that can result from failing to make an internal report
- ▶ Types of suspected misconduct that should be reported, including specific interactive experiences on revenue recognition, insider trading, government fraud and bribery
- ▶ Making an internal report
- ▶ Strict prohibition of retaliation
- ▶ Importance of asking questions and seeking advice
- ▶ Creating a work environment that is receptive to reports of suspected misconduct
- ▶ Spotting and properly responding to complaints
- ▶ Knowing when to escalate a complaint to an internal resource
- ▶ Manager's role in an internal investigation
- ▶ Tips for preventing and addressing suspected retaliation

WHISTLEBLOWING, REPORTING, AND RETALIATION

COURSE LENGTH 25–30 minutes**VERSION** Employee **E****LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

New laws and recent cases have changed both the breadth and the scope of whistleblower protections and retaliation claims. In recent years the U.S. Supreme Court has actively expanded retaliation protections, and retaliation claims now represent the number one claim filed with the Equal Employment Opportunity Commission (EEOC). More than 40 federal laws, and many more at the state level, extend protections to employees who report suspected violations of the law. Highly publicized whistleblowing protections and benefits, such as those available under Dodd-Frank's controversial bounty hunter program, have created an increased need for organizations to educate their employees and managers about the internal mechanisms available for resolving complaints.

The employee version of NAVEX Global's Whistleblowing, Reporting & Retaliation course is specifically designed to help build trust in the organization's internal reporting procedures by educating employees about what and how to report and assuring them that the organization prohibits retaliation.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Obligation to understand and comply with the organization's policies
- ▶ Benefits of complying with the law and policy
- ▶ Importance of making an immediate internal report about suspected misconduct
- ▶ Negative consequences that can result from failing to make an internal report
- ▶ Types of suspected misconduct that should be reported, including specific interactive experiences on revenue recognition, insider trading, government fraud and bribery
- ▶ Making an internal report
- ▶ Policy against retaliation
- ▶ Importance of asking questions and seeking advice

WORKPLACE HARASSMENT

COURSE LENGTH Configurable

VERSION Configurable 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

COURSE DESCRIPTION

Harassment and abusive conduct are still rampant in the workplace, costing employers billions of dollars each year in lawsuits, employee turnover and lost productivity. Training is mandatory in some states and is essential if an organization hopes to build a legal defense under federal and state law. Regular, high-quality training helps raise awareness about one of the most common forms of employee misconduct and helps build a more respectful culture.

All of NAVEX Global's Workplace Harassment course versions are built in close collaboration with Littler Mendelson, the nation's largest workplace compliance law firm, and are exclusively endorsed by the Society for Human Resource Management. The Workplace Harassment course meets state and federal training requirements, including demanding training standards in California (AB 1825 & AB 2053), Connecticut and Maine.

The configurable version allows an organization to choose which segments of the course are included to meet its specific needs.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|--|---|
| ▶ Spotting harassment and how to respond to it | ▶ Handling complaints properly |
| ▶ Identifying the different forms harassment can take | ▶ Managing employees who have made a complaint |
| ▶ Defining protected categories | ▶ Ensuring a timely response to a complaint |
| ▶ Importance of reporting suspected misconduct | ▶ Dealing effectively with male-on-male sexual harassment |
| ▶ New forms of harassment, including coverage of issues related to technology social media | ▶ Issues that arise when managers date employees |
| ▶ Obligations to report suspected harassment and retaliation | ▶ Optional content for managers on preventing harassment based on gender identity |
| ▶ Best Practices for reducing the risk of retaliation | ▶ Content for managers on workplace bullying and abusive conduct prevention |
| ▶ Bullying and its impact on the workplace | |

WORKPLACE HARASSMENT

COURSE LENGTH 120 minutes

VERSION Manager Standard 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS • High: full video/audio

DELIVERY OPTIONS • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices

COURSE DESCRIPTION

Harassment and abusive conduct are still rampant in the workplace, costing employers billions of dollars each year in lawsuits, employee turnover and lost productivity. Training is mandatory in some states and is essential if an organization hopes to build a legal defense under federal and state law. Regular, high-quality training helps raise awareness about one of the most common forms of employee misconduct and helps build a more respectful culture.

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The manager standard version goes beyond sexual harassment to cover additional protected categories such as race, age, religion, disability, veteran status and sexual orientation. Unique content developed specifically for managers ensures that they understand their specific obligations under policy and the law.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Spotting harassment and how to respond to it
- ▶ Identifying the different forms harassment can take
- ▶ Defining protected categories
- ▶ Importance of reporting suspected misconduct
- ▶ New forms of harassment, including coverage of issues related to technology social media
- ▶ Obligations to report suspected harassment and retaliation
- ▶ Best Practices for reducing the risk of retaliation
- ▶ Bullying and its impact on the workplace
- ▶ Handling complaints properly
- ▶ Managing employees who have made a complaint
- ▶ Ensuring a timely response to a complaint
- ▶ Dealing effectively with male-on-male sexual harassment
- ▶ Issues that arise when managers date employees
- ▶ Optional content for managers on preventing harassment based on gender identity
- ▶ Content for managers on workplace bullying and abusive conduct prevention

WORKPLACE HARASSMENT

COURSE LENGTH 60 minutes

VERSION Manager Basic 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS • High: full video/audio

DELIVERY OPTIONS • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices

COURSE DESCRIPTION

Harassment and abusive conduct are still rampant in the workplace, costing employers billions of dollars each year in lawsuits, employee turnover and lost productivity. Training is mandatory in some states and is essential if an organization hopes to build a legal defense under federal and state law. Regular, high-quality training helps raise awareness about one of the most common forms of employee misconduct and helps build a more respectful culture.

All of NAVEX Global's Workplace Harassment course versions are built in close collaboration with Littler Mendelson, the nation's largest workplace compliance law firm, and are exclusively endorsed by the Society for Human Resource Management. The Workplace Harassment course meets state and federal training requirements, including demanding training standards in California (AB 1825 & AB 2053), Connecticut and Maine.

The manager basic version goes beyond sexual harassment to cover additional protected categories such as race, age, religion, disability, veteran status and sexual orientation and is shorter than the manager standard version. Unique content developed specifically for managers ensures that they understand their specific obligations under policy and the law.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Spotting harassment and how to respond to it
- ▶ Identifying the different forms harassment can take
- ▶ Defining protected categories
- ▶ Importance of reporting suspected misconduct
- ▶ New forms of harassment, including coverage of issues related to technology social media
- ▶ Obligations to report suspected harassment and retaliation
- ▶ Best Practices for reducing the risk of retaliation
- ▶ Bullying and its impact on the workplace
- ▶ Handling complaints properly
- ▶ Managing employees who have made a complaint
- ▶ Ensuring a timely response to a complaint
- ▶ Dealing effectively with male-on-male sexual harassment
- ▶ Issues that arise when managers date employees
- ▶ Optional content for managers on preventing harassment based on gender identity
- ▶ Content for managers on workplace bullying and abusive conduct prevention

WORKPLACE HARASSMENT

COURSE LENGTH 60 minutes

VERSION Employee Standard



LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS • High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

COURSE DESCRIPTION

The stakes are high. Lapses in legal and ethical workplace behavior are making headlines nearly every day, and litigation is on the increase across all quarters. Harassment and abusive conduct are still rampant in the workplace, costing employers billions of dollars each year in lawsuits, employee turnover and lost productivity.

Training is mandatory in some states and is essential if an organization hopes to build a legal defense under federal and state law. Regular, high-quality training helps raise awareness about one of the most common forms of employee misconduct and helps build a more respectful culture.

All of NAVEX Global's Workplace Harassment course versions are built in close collaboration with Littler Mendelson, the nation's largest workplace compliance law firm, and are exclusively endorsed by the Society for Human Resource Management. The Workplace Harassment course meets state and federal training requirements, including demanding training standards in California (AB 1825 & AB 2053), Connecticut and Maine.

The employee standard version goes beyond sexual harassment to cover additional protected categories such as race, age, religion, disability, veteran status and sexual orientation.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Spotting harassment and how to respond to it
- ▶ Identifying the different forms harassment can take
- ▶ Defining protected categories
- ▶ Best practices for preventing harassment
- ▶ Importance of reporting suspected misconduct
- ▶ Workplace romance
- ▶ New forms of harassment, including coverage of issues related to technology social media
- ▶ Obligations to report suspected harassment and retaliation
- ▶ Policy against retaliation
- ▶ Best Practices for reducing the risk of retaliation
- ▶ Bullying and its impact on the workplace

WORKPLACE HARASSMENT

COURSE LENGTH 30–35 minutes

VERSION Employee Basic



LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS • High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

COURSE DESCRIPTION

The stakes are high. Lapses in legal and ethical workplace behavior are making headlines nearly every day, and litigation is on the increase across all quarters. Harassment and abusive conduct are still rampant in the workplace, costing employers billions of dollars each year in lawsuits, employee turnover and lost productivity.

Training is mandatory in some states and is essential if an organization hopes to build a legal defense under federal and state law. Regular, high-quality training helps raise awareness about one of the most common forms of employee misconduct and helps build a more respectful culture.

All of NAVEX Global's Workplace Harassment course versions are built in close collaboration with Littler Mendelson, the nation's largest workplace compliance law firm, and are exclusively endorsed by the Society for Human Resource Management. The Workplace Harassment course meets state and federal training requirements, including demanding training standards in California (AB 1825 & AB 2053), Connecticut and Maine.

The employee standard version goes beyond sexual harassment to cover additional protected categories such as race, age, religion, disability, veteran status and sexual orientation.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Spotting harassment and how to respond to it
- ▶ Identifying the different forms harassment can take
- ▶ Defining protected categories
- ▶ Best practices for preventing harassment
- ▶ Importance of reporting suspected misconduct
- ▶ Workplace romance
- ▶ New forms of harassment, including coverage of issues related to technology social media
- ▶ Obligations to report suspected harassment and retaliation
- ▶ Policy against retaliation
- ▶ Best Practices for reducing the risk of retaliation
- ▶ Bullying and its impact on the workplace

WORKPLACE HARASSMENT ON CAMPUS

COURSE LENGTH 60 minutes

VERSION Manager 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Every year the Equal Employment Opportunity Commission alone resolves thousands of charges of harassment and discrimination and recovers tens of millions of dollars in monetary benefits for charging parties, not including monetary benefits obtained through litigation. Although a lawsuit is one of the most serious consequences of harassment and discrimination in an academic setting, the impacts go far beyond the courtroom in reducing morale, decreasing productivity and potentially leading to the loss of valuable employees and faculty members.

The standard version of NAVEX Global's Workplace Harassment on Campus course provides an innovative and immersive learning experience, where faculty and employees explore situations that tend to result in common mistakes. They view eye-opening perspectives on harassment in academic settings; distinguish appropriate, casual behavior from inappropriate behavior; and consider "gray areas" to determine the best course of action.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- | | |
|---|---|
| ▶ Definition of harassment | ▶ What the law and internal policies actually say and mean |
| ▶ Forms of harassment | ▶ Distinguishing appropriate, casual behavior from inappropriate behavior |
| ▶ Employer policies prohibiting harassment and retaliation | ▶ Considering "gray areas" and determining the best course of action |
| ▶ Situations that tend to result in common mistakes | ▶ Obligations to report suspected harassment |
| ▶ Eye-opening perspectives on harassment in academic settings | ▶ Responding when subjected to offensive conduct |

WORKPLACE HARASSMENT ON CAMPUS

COURSE LENGTH 30 minutes

VERSION Employee **E**

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)

COURSE DESCRIPTION

Every year the Equal Employment Opportunity Commission (EEOC) alone resolves thousands of charges of harassment and discrimination and recovers tens of millions of dollars in monetary benefits for charging parties, not including monetary benefits obtained through litigation. Although a lawsuit is one of the most serious consequences of harassment and discrimination in an academic setting, the impacts go far beyond the courtroom in reducing morale, decreasing productivity and potentially leading to the loss of valuable employees and faculty members.

The employee version of NAVEX Global's Workplace Harassment on Campus course provides an innovative and immersive learning experience, where faculty and employees explore situations that tend to result in common mistakes. They view eye-opening perspectives on harassment in academic settings; distinguish appropriate, casual behavior from inappropriate behavior; and consider "gray areas" to determine the best course of action.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Definition of harassment
- ▶ Forms of harassment
- ▶ Employer policies prohibiting harassment and retaliation
- ▶ Situations that tend to result in common mistakes
- ▶ Eye-opening perspectives on harassment in academic settings
- ▶ What the law and internal policies actually say and mean
- ▶ Distinguishing appropriate, casual behavior from inappropriate behavior
- ▶ Considering "gray areas" and determining the best course of action
- ▶ Obligations to report suspected harassment
- ▶ Responding when subjected to offensive conduct

WORKPLACE PRIVACY

COURSE LENGTH 40 minutes

VERSION Manager 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

COURSE DESCRIPTION

As our lives grow more complex and the line between work and personal time blurs, employees find themselves spending more time at work dealing with personal matters, like calling a doctor or a family member, emailing a friend or shopping on the Internet. Even a desk drawer or locker often holds personal items. How much of an employee's private life remains private while at work?

The manager version of NAVEX Global's Workplace Privacy course explores these important questions and provides strategies to help reduce risk and build a more ethical culture. Managers come away understanding how to address privacy issues and to provide guidance on protecting private information.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Review of organization-specific privacy policies
- ▶ Obligations to protect the organization's confidential and personal information (especially health-related information) and respect coworker privacy
- ▶ Right of employers to take corrective action when employees violate policy
- ▶ Types of information that is considered personal information
- ▶ Limits on personal privacy while at work, including an employers' rights
- ▶ Protecting personal information used as part of an employee's job duties
- ▶ Respecting coworker privacy, including not prying or gossiping
- ▶ Limitations on personal use of an organization's electronic resources
- ▶ Leaving all workplace searches and monitoring to management
- ▶ Properly handling employee reports and complaints
- ▶ Enforcing policies consistently and fairly and not undermining policy objectives
- ▶ Getting HR or senior management involved when investigating a policy violation, conducting a search or monitoring an employee
- ▶ Immediately reporting lost or stolen data or suspected breaches of confidential information to HR, senior management or the IT department

WORKPLACE PRIVACY

COURSE LENGTH 20 minutes

VERSION Employee 

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

COURSE DESCRIPTION

As our lives grow more complex and the line between work and personal time blurs, employees find themselves spending more time at work dealing with personal matters, like calling a doctor or a family member, emailing a friend or shopping on the Internet. Even a desk drawer or locker often holds personal items. How much of an employee's private life remains private while at work?

The employee version of NAVEX Global's Workplace Privacy course sets clear expectations with employees and helps reduce risk and build a more ethical culture. Learners are informed of their rights as well as the limits on those rights.

COURSE DETAILS: KEY CONCEPTS COVERED IN THIS COURSE

- ▶ Review of organization-specific privacy policies
- ▶ Following the organization's privacy policies
- ▶ Obligations to protect the organization's confidential and personal information (especially health-related information) and respect coworker privacy
- ▶ Right of employers to take corrective action when employees violate policy
- ▶ Internal resources for answering questions and handling reports
- ▶ Types of information that is considered personal information
- ▶ Limits on personal privacy while at work, including an employer's rights
- ▶ Not disclosing confidential business information without management approval
- ▶ Protecting personal information used as part of an employee's job duties
- ▶ Overview of the rules related to removing personal information from the workplace
- ▶ Respecting coworker privacy, including not prying or gossiping
- ▶ Limitations on personal use of an organization's electronic resources
- ▶ Leaving all workplace searches and monitoring to management
- ▶ Employee obligation to immediately report lost or stolen personal information or any unauthorized access
- ▶ Employee obligation to immediately report suspected violations of policy

BURST TRAINING COURSES

Forward-thinking compliance professionals are looking for ways to increase the effectiveness of online training while decreasing the time commitment and the internal cost of doing so. Enter Burst Learning. Designed to reinforce foundation training lessons in short bursts of learning, these engaging 5- to 8-minute training products can deliver your organization's values and topic awareness content through an interactive and entertaining approach to learning.

COURSE LENGTH Variable; between 5–8 minutes

BANDWIDTH OPTIONS

- High: full video/audio
- Medium: still images with audio
- Low: still images, text only

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile table devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

Compliance City

Clients have significant flexibility to use the bursts to fit their unique needs. Bursts can be tracked and hosted on an LMS, can be delivered as web links via email or hosted on the organization's intranet. Clients can also choose the frequency of delivery—but bimonthly is an ideal place to start. Clients are not required to track Burst Learning, and many may choose not to, although the benefits of tracking completion are still relevant.

- Compliance City: On The Go: Mobile Computing Fundamentals
- Compliance City: You're Buying Lunch: Online Security
- Compliance City: If Only It Were Really True: Phishing Attacks
- Compliance City: A Kinds Gesture: The Tailgating Risk
- Compliance City: It's In The Cloud: Cyber Risks & Cloud Computing
- Compliance City: Anytime Anywhere: Mobile Computing

Ethically Speaking

Clients have significant flexibility to use the bursts to fit their unique needs. Bursts can be tracked and hosted on an LMS, can be delivered as web links via email or hosted on the organization's intranet. Clients can also choose the frequency of delivery—but bimonthly is an ideal place to start. Clients are not required to track Burst Learning, and many may choose not to, although the benefits of tracking completion are still relevant.

Available Titles:

- Ethically Speaking: Abusive Conduct (AB2053)
- Ethically Speaking: Anti-Money Laundering
- Ethically Speaking: Antitrust and Competition Law
- Ethically Speaking: Bribery and Corruption: What Is a Bribe?
- Ethically Speaking: Bribery and Corruption: Your Responsibilities
- Ethically Speaking: Conflict Resolution
- Ethically Speaking: Document Retention
- Ethically Speaking: Does Your Organization Have a Hotline?
- Ethically Speaking: Examples of Harassment
- Ethically Speaking: Good Business Communication
- Ethically Speaking: Hypocrisy at Work

- Ethically Speaking: If You See It, Say Something
- Ethically Speaking: Insider Trading
- Ethically Speaking: Is it Right to Accept a Gift at Work?
- Ethically Speaking: Safety First: It's Everyone's Responsibility
- Ethically Speaking: Technology Use
- Ethically Speaking: Use of Assets
- Ethically Speaking: Wage and Hour: Accurate Records
- Ethically Speaking: Wage and Hour: Off-Clock Work
- Ethically Speaking: What Is a Code?
- Ethically Speaking: What Is Integrity?
- Ethically Speaking: Why Ethics Matter

Ethics Street

Using humor, Ethics Street is a video-based training series that introduces learners to a recurring cast of characters facing ethical dilemmas. Each burst covers a specific compliance topic. Learners are tasked with helping the main character—Jack—make ethical decisions in an interactive branching exercise.

- Ethics Street: Antitrust
- Ethics Street: Asset Protection
- Ethics Street: Bribery and Corruption
- Ethics Street: Conflicts of Interest: Outside Employment
- Ethics Street: Gift Giving & Receiving
- Ethics Street: Handling Confidential Information
- Ethics Street: Honesty and Integrity
- Ethics Street: Respecting Privacy
- Ethics Street: Reporting & Retaliation
- Ethics Street: Social Media
- Ethics Street: Bullying
- Ethics Street: Workplace Harassment

MyReport

Bursts allow employees to experience condensed content on a specific ethics and compliance topic. As they work through the interactive content, learners experience powerful and effective continuous learning that allows them to identify and solve problems in the critical areas of ethics and compliance.

- MyReport: Anti-Money Laundering
- MyReport: Antitrust (Advanced)
- MyReport: Antitrust (Basics)
- MyReport: Asset Protection
- MyReport: Code of Conduct Basics
- MyReport: Conflicts of Interest
- MyReport: Compensation, Bonuses, and Incentives
- MyReport: Competing & Dealing Ethically
- MyReport: Confidential Information
- MyReport: Document and Records Protection
- MyReport: Environmental Responsibility
- MyReport: Ethical Decision-Making
- MyReport: Export Control
- MyReport: Financial Integrity
- MyReport: Foreign Corrupt Practices Act (FCPA)
- MyReport: Foreign Corrupt Practices Act (FCPA) (Advanced)
- MyReport: Fraud and Misappropriation
- MyReport: Gift Giving and Receiving
- MyReport: Information Security
- MyReport: Insider Trading
- MyReport: Intellectual Property
- MyReport: Government Contracting
- MyReport: Harassment and Discrimination
- MyReport: Health and Safety
- MyReport: Political Activities
- MyReport: Pretexting

- MyReport: Privacy
- MyReport: Record Keeping
- MyReport: Reporting and Raising Questions
- MyReport: Sarbanes-Oxley
- MyReport: Social Responsibility
- MyReport: Technology Use
- MyReport: Third-Party Relationships
- MyReport: Wage and Hour Compliance

Third Party Risk Management

These bursts are specifically designed for third-party business partners (such as vendors, agents, suppliers, distributors and other business partners) to introduce them to important ethics and compliance obligations. As learners work through the interactive content, they experience powerful and effective continuous learning, allowing them to identify and solve problems related to the growing need to effectively manage third-party risks and associated internal processes.

- Third Party Risk Management: Anti-Corruption Basics for Third Parties
- Third Party Risk Management: Anti-Corruption Records and Reporting for Third Parties
- Third Party Risk Management: Code of Conduct Basics
- Third Party Risk Management: Confidential Information
- Third Party Risk Management: Conflicts of Interest
- Third Party Risk Management: Document & Records Protection
- Third Party Risk Management: Ethical Decision Making
- Third Party Risk Management: Gift Giving & Receiving
- Third Party Risk Management: Health & Safety
- Third Party Risk Management: Political Activity

COMPLIANCE CITY
**ON THE GO: MOBILE
COMPUTING FUNDAMENTALS****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account
Executive to learn more about our robust
translation capabilities.**COURSE DESCRIPTION**

In this burst, learners will watch and assess an employee make a series of common mobile computing missteps that expose his organization to a major cybersecurity incident. Some of the important lessons that learners explore in this burst include the following:

- ▶ Mobile computing basics
- ▶ Protecting mobile devices and not leaving them unattended
- ▶ The importance of protecting passwords and password fundamentals
- ▶ The importance of reporting lost or stolen devices
- ▶ The obligation to take care when discussing sensitive or confidential information
- ▶ Mobile computing best practices

COMPLIANCE CITY
**YOU'RE BUYING LUNCH:
ONLINE SECURITY****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account
Executive to learn more about our robust
translation capabilities.**COURSE DESCRIPTION**

In this burst learners will watch and assess two employees engage in some very common online behaviors, some of which create risk for their organization. Some of the important lessons that learners explore in this burst include the following:

- ▶ Employee online behaviors that can expose an organization's network to malware
- ▶ Risks associated with social media sites and online gaming
- ▶ Risks associated with clicking links from unknown senders
- ▶ Risks associated with downloading documents (including PDFs) from the internet
- ▶ Best practices for safer online computing

COMPLIANCE CITY
**IF ONLY IT WERE REALLY TRUE:
PHISHING ATTACKS****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account
Executive to learn more about our robust
translation capabilities.**COURSE DESCRIPTION**

In this burst learners will watch and assess two employees react to a phishing scam. Some of the important lessons that learners explore in this burst include the following:

- ▶ Hallmarks of phishing and spear phishing attacks
- ▶ Risks associated with clicking on links from unknown senders
- ▶ How personal information available online can be used to target individuals
- ▶ What employees can do to mitigate risks associated with phishing attacks
- ▶ Best practices for safe online computing

COMPLIANCE CITY
A KINDS GESTURE: THE TAILGATING RISK**COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account
Executive to learn more about our robust
translation capabilities.**COURSE DESCRIPTION**

In this burst learners are tasked with assessing an employee's performance with respect to reporting concerns and physical security issues. Some of the important lessons that learners explore in this burst include the following:

- ▶ The strong connection between physical building security and cybersecurity
- ▶ What is tailgating and how does it increase cybersecurity risks for an organization
- ▶ What individual employees can do to prevent people from gaining unauthorized access to their workplace
- ▶ Best practice physical security tips that help reduce cybersecurity risk

COMPLIANCE CITY
IT'S IN THE CLOUD:
CYBER RISKS & CLOUD COMPUTING**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS: (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this burst learners are tasked with evaluating a situation involving cloud-based computing. Some of the important lessons that learners explore in this burst include the following:

- ▶ What is cloud-based computing?
- ▶ How can cloud-based computing create risk for an organization?
- ▶ General expectations regarding storing information in the cloud
- ▶ Expectation to follow IT rules and policies regarding cloud computing
- ▶ Obligation to treat the organization's confidential and proprietary information (regardless of form) with great care
- ▶ Cloud computing best practices

COMPLIANCE CITY
ANYTIME ANYWHERE:
MOBILE COMPUTING**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this burst learners watch an employee unwittingly exposes himself and his organization to a hacker. Some of the important lessons that learners explore in this burst include the following:

- ▶ The risks presented by public Wi-Fi networks
- ▶ The importance of taking care to ensure that other people are not able to see your computer screen
- ▶ The obligation to limit the exchange of confidential information over unsecured networks
- ▶ Best practices that will improve mobile computing security

ETHICALLY SPEAKING
ABUSIVE CONDUCT(AB 2053)**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS**

- High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst introduces learners to important concepts related to abusive conduct related to the California AB 2053 regulation. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The importance of this pressing risk area
- ▶ The type of contacts that can constitute abusive conduct.
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
ANTI-MONEY LAUNDERING**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS**

- High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst introduces learners to important concepts related to money laundering. We speak with real people—just like your employees—and ask them about money laundering and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ What constitutes money laundering
- ▶ What kinds of activities violate policy and the law
- ▶ The obligation to make an internal report of suspected policy or law violations
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING

ANTITRUST AND COMPETITION LAW

COURSE LENGTH 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

COURSE DESCRIPTION

This burst introduces learners to important concepts related to antitrust and competition law. We speak with real people—just like your employees—and ask them about antitrust and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Prohibited agreements with competitors
- ▶ The obligation to immediately report suspected anti-competitive behavior
- ▶ The value of an early report
- ▶ How to respond if presented with a challenging situation
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING

BRIBERY AND CORRUPTION:
WHAT IS A BRIBE?**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

COURSE DESCRIPTION

This burst introduces learners to important concepts related to bribery and corruption. We speak with real people—just like your employees—and ask them what they know about bribes and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The general enforcement environment
- ▶ The prohibition of bribery under key global laws
- ▶ What constitutes a bribe
- ▶ The definition of the term anything of value
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
BRIBERY AND CORRUPTION:
YOUR RESPONSIBILITIES**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst introduces learners to important concepts related to bribery and corruption. We speak with real people—just like your employees—and ask them where their responsibilities are around bribery and corruption prevention and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The impact of corruption on communities and individuals
- ▶ General rules prohibiting bribery of foreign officials
- ▶ Employee obligations to help eliminate corruption
- ▶ The obligation to internally report suspected violations of policy or the law
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
CONFLICT RESOLUTION**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst introduces learners to important concepts related to conflict resolution. We speak with real people—just like your employees—and ask them about conflict resolution and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The negative consequences of unresolved conflict
- ▶ Tips and strategies for dealing with workplace conflict
- ▶ The importance of addressing conflict early
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
DOCUMENT RETENTION**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst introduces learners to important concepts related to document retention. We speak with real people—just like your employees—and ask them about document retention and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The importance of timely and proper document retention
- ▶ The benefits of good record management
- ▶ The obligation to follow policy regarding document destruction
- ▶ The record retention policy as a resource
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
DOES YOUR ORGANIZATION HAVE A HOTLINE?**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst positions why it is important for organizations to implement a hotline. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Importance of understanding which resources are available to help in instances of suspected misconduct
- ▶ Use of an ethics hotline when employees are uncomfortable reporting concerns to their manager or HR
- ▶ Prohibition against retaliation
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
EXAMPLES OF HARASSMENT**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst teaches learners about harassment and the impact it has on others. We speak with real people—just like your employees—and ask them about workplace harassment and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The impact of harassment on employees, morale and culture
- ▶ What constitutes harassment
- ▶ How to respond to harassment
- ▶ The obligation to internally report suspected harassment
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
GOOD BUSINESS COMMUNICATION**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst reminds learners about the importance of good business communication skills. We speak with real people—just like your employees—and ask them about good business communication and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ How poor communication affects an employee's reputation
- ▶ Tips and advice to help improve business communications
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
HYPOCRISY AT WORK**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst explores the impact of hypocrisy in the workplace. We speak with real people—just like your employees—and ask them about workplace hypocrisy and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Why is it important to be sincere and live up to organizational values
- ▶ The impact of hypocrisy in the workplace
- ▶ How employees can help put an end to workplace hypocrisy
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
IF YOU SEE IT, SAY SOMETHING**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst teaches learners about the importance of reporting suspected misconduct. We speak with real people—just like your employees—and ask them about spotting and reporting misconduct and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ What constitutes misconduct
- ▶ The employee responsibility to report all suspected misconduct
- ▶ Resources for learning more about conduct expectations
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
INSIDER TRADING**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst reminds learners about the importance of insider trading. We speak with real people—just like your employees—and ask them about insider trading and close with important lessons, including:

- ▶ What insider trading is
- ▶ Who should be concerned about insider trading
- ▶ Examples of material, non-public information
- ▶ Important employee responsibilities
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
IS IT RIGHT TO ACCEPT A GIFT AT WORK?**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst reminds employees about the organizational rules and policies related to giving and accepting gifts and business courtesies. We speak with real people—just like your employees—and ask them about giving and accepting gifts and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The general limits on giving and accepting gifts and business courtesies
- ▶ The importance of following policy
- ▶ Questions to ask before accepting or giving a gift
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
SAFETY FIRST: IT'S EVERYONE'S RESPONSIBILITY**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst reminds learners about the importance of workplace safety. We speak with real people—just like your employees—and ask them about safety and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The impact of a serious safety lapse on an organization's reputation
- ▶ How a "safety first" culture helps drive business success
- ▶ What employees can do to help foster a safe workplace
- ▶ The importance of reporting safety issues
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
TECHNOLOGY USE**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst informs learners about risks associated with the misuse of technology in the workplace. We speak with real people—just like your employees—and ask them about appropriate technology use and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ How employees can pose technology risks for organizations
- ▶ Tips and advice to help reduce technology-related risks
- ▶ The importance of following policies and procedures
- ▶ How to help protect electronic resources and electronic data
- ▶ The importance of immediately reporting policy violations and breaches of security
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
USE OF ASSETS**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst teaches learners about the proper use of organizational assets. We speak with real people—just like your employees—and ask them about the use of assets and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ What constitutes an organizational asset
- ▶ The responsibility to use assets appropriately
- ▶ The obligation to treat assets with respect and care
- ▶ Limits on the personal use of assets
- ▶ The obligation to report suspected abuse or misuse of assets
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
WAGE AND HOUR: ACCURATE RECORDS**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst teaches learners about the importance of maintaining accurate and complete time records. We speak with real people—just like your employees—and ask them about accurate recordkeeping and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The importance of accurate time records
- ▶ The reason for needing accurate records
- ▶ The obligation to ask questions and report concerns immediately
- ▶ Policy against retaliation
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING

WAGE AND HOUR: OFF-CLOCK WORK

COURSE LENGTH 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS**

- High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

COURSE DESCRIPTION

This burst teaches learners about the prohibition of off-the-clock work. We speak with real people—just like your employees—and ask them about off-the-clock work and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ What constitutes off-the-clock work
- ▶ Common misperceptions
- ▶ What to do if asked to perform work off-the-clock
- ▶ Obligation to internally report suspected violations of policy and the law
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING

WHAT IS A CODE?

COURSE LENGTH 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS**

- High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

COURSE DESCRIPTION

This burst helps learners appreciate the importance of an organization's code of conduct. We speak with real people—just like your employees—and ask them about codes of conduct and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ What a code of conduct is
- ▶ The code as a great source of information and guidance
- ▶ The importance of value and acting with integrity
- ▶ The obligation to read, understand and comply with the code
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
WHAT IS INTEGRITY?**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst teaches learners about the ethics helpline. We speak with real people—just like your employees—and ask them about integrity and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ What it means to act with integrity
- ▶ Examples of how employees can demonstrate integrity
- ▶ The importance of doing what is right and ethical
- ▶ Critical questions to ask to ensure that decisions reflect core values
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICALLY SPEAKING
WHY ETHICS MATTER**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst introduces learners to why ethics matter. We speak with real people—just like your employees—and ask them about ethics and close with important lessons, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The importance of workplace ethics and integrity
- ▶ How employees can contribute to a more ethical workplace
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

**ETHICS STREET
ANTITRUST****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS**

- High: full video/audio

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this innovative branching exercise, learners experience firsthand the consequences of poor and unethical decision-making and get an overview of key organizational policies. In this burst learners must make important decisions about how to respond to a competitor, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The consequences of not objecting
- ▶ Improper agreements with competitors
- ▶ How to respond when a competitor suggests an improper agreement
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

**ETHICS STREET
ASSET PROTECTION****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS**

- High: full video/audio

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this innovative branching exercise, learners experience firsthand the consequences of poor and unethical decision-making and get an overview of key organizational policies. In this burst learners explore the appropriate use of organizational assets, specifically a laptop computer that is slated for recycling. This exercise helps employees understand their responsibilities and shows how poor decisions can result in the following:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Privacy and data breaches
- ▶ Upset clients and customers
- ▶ Loss of management confidence
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICS STREET
BRIBERY AND CORRUPTION**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this innovative branching exercise, learners experience firsthand the consequences of poor and unethical decision-making and get an overview of key organizational policies. In this burst learners explore issues related to planning for an important foreign visitor, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Appropriate entertainment and hosting options
- ▶ The consequences of selecting improper entertainment options
- ▶ The importance of using internal resources for advice and guidance
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICS STREET
**CONFLICTS OF INTEREST:
OUTSIDE EMPLOYMENT****COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this innovative branching exercise, learners experience firsthand the consequences of poor and unethical decision-making and get an overview of key organizational policies. In this burst learners explore how accepting a second job can create a conflict of interest. This exercise helps employees understand their responsibilities and shows how poor decisions can result in the following:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ A sense of obligation to the secondary employer that conflicts with obligations to the primary employer
- ▶ The improper sharing of confidential information
- ▶ The importance of seeking advice from an internal resource
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICS STREET
GIFT GIVING AND RECEIVING**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this innovative branching exercise, learners experience firsthand the consequences of poor and unethical decision-making and get an overview of key organizational policies. In this burst learners explore the issues that can arise when an employee improperly accepts a gift from a business partner, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The pressure to provide favorable recommendations
- ▶ The pressure to provide continued business
- ▶ Creating the appearance of impropriety
- ▶ Violating disclosure rules related to gifts and business courtesies
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICS STREET
HANDLING CONFIDENTIAL INFORMATION**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this innovative branching exercise, learners experience firsthand the consequences of poor and unethical decision-making and get an overview of key organizational policies. In this burst learners must decide how to handle important confidential information. This exercise helps employees learn the following:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The consequences of improperly sharing confidential information
- ▶ The correct way to handle confidential information
- ▶ The importance of using internal resources
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICS STREET
HONESTY AND INTEGRITY**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this innovative branching exercise, learners experience firsthand the consequences of poor and unethical decision-making and get an overview of key organizational policies. In this burst learners find the characters in an ethical dilemma and must help them make appropriate choices. This exercise helps employees learn the following.

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The importance of being honest and forth right
- ▶ The consequences of not being truthful during an investigation
- ▶ The critical role of internal resources in helping resolve challenges and conflicts
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICS STREET
RESPECTING PRIVACY**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this innovative branching exercise, learners experience firsthand the consequences of poor and unethical decision-making and get an overview of key organizational policies. In this burst learners must make an important decision about whether to share private information about a coworker and learn the following lessons:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The importance of respecting personal privacy
- ▶ The consequences of disclosing personal information without permission
- ▶ The importance of not gossiping or feeding the rumor mill
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICS STREET
REPORTING AND RETALIATION**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this innovative branching exercise, learners experience firsthand the consequences of poor and unethical decision-making and get an overview of key organizational policies. In this burst learners explore the importance of reporting and the consequences of not speaking up, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The potential for misconduct to worsen
- ▶ The consequences of remaining silent
- ▶ The benefits of reporting
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

ETHICS STREET
SOCIAL MEDIA**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this innovative branching exercise, learners experience firsthand the consequences of poor and unethical decision-making and get an overview of key organizational policies. In this burst learners must decide whether it is okay to post a video online. They learn valuable lessons about social media use, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The impact that posting can have on important client/stakeholder relationships
- ▶ The consequences of inappropriate posting
- ▶ The ease with which control over online content is lost
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

**ETHICS STREET
BULLYING****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this innovative branching exercise, learners experience firsthand the consequences of poor and unethical decision-making and get an overview of key organizational policies. In this burst learners explore the importance of properly addressing employees who engage in bullying behaviors, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The risks associated with ignoring or avoiding employees who engage in bullying
- ▶ Whether confrontation can help properly resolve the issue
- ▶ The consequences of ignoring the likelihood of escalating misconduct
- ▶ Covers the importance of asking questions, and reporting concerns and potential violations internally

**ETHICS STREET
WORKPLACE HARASSMENT****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

In this innovative branching exercise, learners experience firsthand the consequences of poor and unethical decision-making and get an overview of key organizational policies. In this burst learners explore an employee's responsibility to intervene when coworkers engage in inappropriate or disrespectful conduct, including:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ General rules related to agreements with competitors
- ▶ The obligation to report conduct that may violate policies and the law
- ▶ Discussions that may create antitrust risk
- ▶ The importance of asking questions, and reporting concerns and potential violations internally

MYREPORT
ANTI-MONEY LAUNDERING**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst introduces learners to important concepts related to the topic of anti-money laundering. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ What money laundering is
- ▶ Activities that can violate anti-money laundering laws
- ▶ The potential consequences of non-compliance with such laws
- ▶ The type of information that should be collected on business transactions
- ▶ Potential red flags and warning signs
- ▶ The importance of following policy, procedures and the law

MYREPORT
ANTITRUST ADVANCED**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst covers important concepts related to employee participation in industry and trade association meetings. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ The importance of following policy, procedures and the law
- ▶ General rules related to agreements with competitors
- ▶ The obligation to report conduct that may violate policies and the law
- ▶ Discussions that may create antitrust risk
- ▶ The critical nature of working closely with management before attending meetings

MYREPORT
ANTITRUST BASICS**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst covers important concepts related to understanding the fundamentals of antitrust law. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ The importance of understanding and complying with the organization's code, policies and the law
- ▶ The purpose of anti-competition laws
- ▶ The general rules and prohibitions related to agreements with competitors
- ▶ What can be used as evidence of an unlawful agreement with a competitor
- ▶ The importance of reporting concerns and potential violations internally
- ▶ The type of conduct that can violate the code and the law

MYREPORT
ASSET PROTECTION**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst helps learners understand the importance of protecting the organization's physical and nonphysical assets. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ What constitutes an asset, including physical and nonphysical examples
- ▶ The individual obligations to protect and properly use the organization's assets, including intellectual property, logos and reputation
- ▶ The improper personal use of an organization's assets
- ▶ The consequences of mishandling assets
- ▶ Technology and personal data and the obligation to report lost, stolen or breached electronic resources

MYREPORT
CODE OF CONDUCT BASICS**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst helps learners understand what a code of conduct is and why it is important to the organization. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Covers what the code is and what it is intended to do
- ▶ Discusses how employees can use the code to make better informed and more ethical decisions
- ▶ Emphasizes the role that employees play in creating an ethical and compliance-minded culture
- ▶ Discusses the consequences of violating the code, policies or the law
- ▶ Explores the obligation to report and the process for handling concerns raised by employees
- ▶ Covers the importance of asking questions, and reporting concerns and potential violations internally

MYREPORT
COMPENSATION, BONUSES AND INCENTIVES**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst explores basic issues relating to reward and incentive programs that can impact the effectiveness of the reward and incentive program and undermine an organization's commitment to a culture of ethics and compliance. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ The purpose and goal of incentive and reward programs
- ▶ Consequences of poorly designed incentive and reward programs
- ▶ Importance of raising concerns about new or existing programs that are inconsistent with the organization's values or goals
- ▶ Considerations for managers who implement and determine eligibility for programs
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

MYREPORT
COMPETING AND DEALING ETHICALLY**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS**

- High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst teaches learners about the importance of competing and dealing ethically with others. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ What it means to compete and deal ethically
- ▶ The importance of honesty and integrity in all business dealings
- ▶ The expectation that employees will maintain ethical standards even during difficult times
- ▶ The expectation that employees will not misrepresent facts or information
- ▶ The consequences of unethical business practices

MYREPORT
CONFIDENTIAL INFORMATION**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS**

- High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst helps learners understand what information may be considered confidential and their responsibility to protect it. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ The obligation to safeguard confidential information
- ▶ The obligation not to disclose confidential information internally or externally without the organization's permission
- ▶ The consequences of misusing or improperly sharing confidential information
- ▶ The prohibition of improperly accessing confidential information
- ▶ The obligation to report suspected breaches, losses, misuse or theft of confidential information

MYREPORT

CONFLICTS OF INTEREST

COURSE LENGTH 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS**

- High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

COURSE DESCRIPTION

This burst provides learners with baseline information regarding conflicts of interest. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ The importance of understanding and complying with the organization's code, policies and the law
- ▶ Common situations that may present either a real or perceived conflict of interest
- ▶ The negative impact that a conflict can have on business decisions, peers and coworkers
- ▶ The importance of disclosing conflicts of interest internally
- ▶ Important employee obligations, such as asking questions and reporting concerns and potential violations internally

MYREPORT

DOCUMENTATION AND RECORDS PROTECTION

COURSE LENGTH 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS**

- High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.

COURSE DESCRIPTION

This burst helps learners understand the importance of proper document and records retention. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ The purpose of a record retention policy
- ▶ The role of records in establishing legal compliance and a legal defense
- ▶ Common business records, including physical and electronic records
- ▶ Important employee obligations, including proper storage and destruction of business records
- ▶ The importance of following procedures for the proper destruction of business records
- ▶ Improper records destruction and the obligation to report

MYREPORT
ENVIRONMENTAL RESPONSIBILITY**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst teaches learners the basics of environmental responsibility and being a good steward of the organization's values. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ The importance of environmental programs
- ▶ How programs add value for the organization
- ▶ How individuals can help protect the organization's values and advance important environmental initiatives
- ▶ Practical steps that employees can take
- ▶ How to respond if contacted by a third party

MYREPORT
ETHICAL DECISION MAKING**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst introduces learners to the fundamentals of ethical decision-making. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ The role of individuals in creating an ethical and compliance-minded culture
- ▶ The fact that all employees, regardless of level or job, can face ethical dilemmas
- ▶ The benefits of an ethical culture
- ▶ The importance of individual decisions both big and small
- ▶ Questions that employees can ask themselves to test whether a decision is ethical
- ▶ The impact that failing to report misconduct can have on an organization

MYREPORT
EXPORT CONTROL**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS**

- High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst explores basic rules related to export controls. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ What export controls are
- ▶ The purpose of export control laws
- ▶ How employees can help ensure compliance with laws and policy
- ▶ General guidance on how to determine if export authorization is required
- ▶ Common red flags that must be reported internally
- ▶ Situations that can pose legal risk

MYREPORT
FINANCIAL INTEGRITY**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS**

- High: full video/audio

DELIVERY OPTIONS

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst explores the importance of accurate and complete financial records. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Common forms of financial records
- ▶ The importance of accurate and complete financial records
- ▶ The obligation not to create false, misleading, or artificial financial records
- ▶ The consequences of not keeping proper financial records

MYREPORT**FOREIGN CORRUPT PRACTICES
ACT (FCPA)****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account
Executive to learn more about our robust
translation capabilities.**COURSE DESCRIPTION**

This burst explores the basics of the Foreign Corrupt Practices Act. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ The fundamentals of the FCPA and when it applies
- ▶ The application of rules to government-owned businesses
- ▶ Coverage or permissible payments, including facilitation payments and reimbursement for certain types of expenses
- ▶ The prohibition of offering anything of value to a foreign official for an improper purpose
- ▶ The concept of “value” under the law and consequences of violating the law
- ▶ The obligation to work closely with management when making payments to a foreign government or official

MYREPORT**FOREIGN CORRUPT PRACTICES
ACT (FCPA) ADVANCED****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account
Executive to learn more about our robust
translation capabilities.**COURSE DESCRIPTION**

This burst covers the basic rules that apply when working with foreign business agents. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization’s Code, policies and the law
- ▶ Application of law and policy to foreign business agents
- ▶ Obligation to review agent’s background and reputation and importance to continually monitor the agent’s conduct and activities
- ▶ Obligation to work closely with management when retaining an agent or making payments to a foreign agent
- ▶ Common red flags that may suggest a business agent is not reputable
- ▶ Gift giving and local custom
- ▶ Importance and value of written agreements
- ▶ Obligation to keep accurate financial records
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

MYREPORT
FRAUD AND MISAPPROPRIATION**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst teaches learners the basics of fraud and misappropriation. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ What constitutes an asset, including physical and nonphysical examples
- ▶ The obligation to use assets properly and not take assets for one's own personal use without permission
- ▶ The individual obligations to protect and properly use the organization's assets
- ▶ Improper taking and use of assets, including credit card misuse and expense reporting fraud
- ▶ The obligation to help stop employee theft of assets
- ▶ The consequences of misuse and theft of assets

MYREPORT
GIFT GIVING AND RECEIVING**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst covers the basic rules about giving and receiving business gifts. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Purpose of gift giving and receiving rules
- ▶ Examples of items commonly viewed as gifts, including recreation, travel, and services
- ▶ Explores situations where gift giving and receiving could violate the Code and policy
- ▶ Prohibition against giving gifts for an improper purpose
- ▶ Special rules relating to government officials
- ▶ Consequences of giving or accepting improper gifts
- ▶ Importance of asking questions, and reporting concerns and potential violations internally

MYREPORT
INFORMATION SECURITY**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst reinforces important lessons related to information security. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ The importance of using electronic resources properly
- ▶ The impact that breaches can have on the organization and others
- ▶ The importance of protecting user names and passwords
- ▶ The importance of immediately reporting privacy breaches and theft of assets
- ▶ The role that employees play in protecting the organization's information and technology

MYREPORT
INSIDER TRADING**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst helps learners understand the fundamentals of insider trading. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ The importance of holding third parties (such as vendors, suppliers and distributors) to high standards of ethics and compliance
- ▶ The need to carefully select all third-party business partners to ensure consistent values and standards of ethics and compliance
- ▶ The obligation to work closely with management when selecting third-party business partners
- ▶ The consequences of aligning with business partners that do not share similar values or the organization's commitment to ethics and compliance
- ▶ The importance of ongoing monitoring of business partner activities

MYREPORT
INTELLECTUAL PROPERTY**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst covers intellectual property fundamentals and teaches learners about their role in protecting this valuable organizational asset. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ What constitutes intellectual property
- ▶ Employees' obligation to protect intellectual property and not share it without permission
- ▶ The consequences of improperly sharing or disclosing intellectual property
- ▶ The rules against the misuse of intellectual property
- ▶ The importance of respecting the intellectual property rights of third parties

MYREPORT
THIRD-PARTY RELATIONSHIPS**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst teaches learners about the importance of properly managing relationships with third parties. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ The importance of holding third parties (such as vendors, suppliers and distributors) to high standards of ethics and compliance
- ▶ The need to carefully select all third-party business partners to ensure consistent values and standards of ethics and compliance
- ▶ The obligation to work closely with management when selecting third-party business partners
- ▶ The consequences of aligning with business partners that do not share similar values or the organization's commitment to ethics and compliance
- ▶ The importance of ongoing monitoring of business partner activities

MYREPORT
HARASSMENT AND DISCRIMINATION**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst explores the fundamentals of harassment and discrimination. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Explores discrimination and harassment fundamentals
- ▶ Important role individual employees play in sustaining a culture of respect and inclusion
- ▶ Importance of being a role model and treating others with respect and dignity
- ▶ Employer policies are often broader than the law; employers prohibit even unlawful conduct
- ▶ Examples of harassment and discrimination, including harassment by clients and non-employees
- ▶ Consequences of violating rules against discrimination and harassment
- ▶ Importance of asking questions, and reporting concerns/potential violations internally
- ▶ Prohibition against retaliation

MYREPORT
GOVERNMENT CONTRACTING**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst explores the basic rules that can apply when doing business with the government. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Overview of general expectations
- ▶ Importance of not improperly using confidential information
- ▶ Unauthorized product or service substitutions
- ▶ Importance of being honest and ethical, including properly charging for all time and expenses
- ▶ Giving gifts to government officials
- ▶ Consequences of engaging in improper conduct
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

MYREPORT
POLITICAL ACTIVITIES**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst explores the fundamentals of harassment and discrimination. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Restrictions on personal political activities that impact the workplace
- ▶ Restrictions on lobbying efforts or speaking on behalf of the organization
- ▶ Restrictions on using the organization's assets for personal political activities
- ▶ Explores limits placed on organizations that wish to engage in political activities
- ▶ Consequences of violating laws on political contributions
- ▶ Individual obligations relating to political activities (including disclosure and approvals) that may impact the workplace
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

MYREPORT
HEALTH AND SAFETY**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst teaches learners about the importance of creating and maintaining a healthy, safe, and secure workplace. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Discusses the role each employee plays in creating and sustaining a healthy, safe and secure workplace
- ▶ Prohibition against drugs and alcohol
- ▶ Workplace violence, including threats and intimidation
- ▶ Workplace injuries and reporting and
- ▶ Importance of honesty and integrity objecting to unsafe conditions and requests
- ▶ Importance of following safety procedures and wearing required protective equipment
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

**MYREPORT
PRETEXTING****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst helps learners understand the importance of and obligation to protect the organization's personal information. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ What is pretexting and how do pretexters gather information?
- ▶ Obligation to safeguard the organization's confidential and personal information.
- ▶ Obligation to get permission before disclosing confidential or personal information
- ▶ Consequences of improper disclosure including damage to reputation and potential for triggering significant notice obligations
- ▶ Obligation to promptly report suspicious situations or attempts to access information
- ▶ Proper process for responding to requests for information from government or legal authorities
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

**MYREPORT
PRIVACY****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst helps learners understand the importance of and obligation to protect the learner's personal information. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ What is personal information
- ▶ Laws that can impact the information that is collected and how it is stored and used
- ▶ Individual responsibility to protect personal information and not improperly or accidentally share it
- ▶ Importance of working closely with management, HR, or another internal resource to understand the information that is considered personal information
- ▶ Consequences for improper use and disclosure of personal information
- ▶ Obligation to properly store and transfer personal information
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

**MYREPORT
RECORD KEEPING****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account
Executive to learn more about our robust
translation capabilities.**COURSE DESCRIPTION**

This burst helps learners understand the importance of proper record keeping. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Example of common business records, including physical and electronic records
- ▶ Importance of asking questions about the organization's record-keeping and document retention policies
- ▶ Maintaining certain types of records that may be required by law
- ▶ General rules for creating and storing business records and prohibition against falsifying records
- ▶ Consequences of not properly protecting and retaining the organization's documents and records
- ▶ Important employee obligations including proper storage and destruction of business records
- ▶ Special rules applicable to documents requested as part of litigation or a government investigation
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

**MYREPORT
REPORTING AND RAISING QUESTIONS****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account
Executive to learn more about our robust
translation capabilities.**COURSE DESCRIPTION**

This burst teaches learners about the organization's procedures for asking questions and reporting potential violations of the Code and the law. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Discussion of internal resources and their role
- ▶ Focus on using internal resources to help answer questions and resolve ethical dilemmas
- ▶ Prohibition against retaliation
- ▶ Employer response to complaints
- ▶ Consequences of failing to report suspected violations or use internal resources
- ▶ Obligation to participate fully and honestly in an internal investigation
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

MYREPORT
SARBANES-OXLEY**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst introduces learners to Sarbanes-Oxley requirements. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Purpose and scope, and consequences of violating the law
- ▶ Primary obligations placed on publicly traded companies
- ▶ Guidelines for employees who make or work with accounting or financial records or software
- ▶ Obligation to take all complaints seriously and cooperate with investigations
- ▶ Prohibition against creating vague or misleading financial entries
- ▶ Importance of asking questions, and reporting concerns and potential violations internally
- ▶ Prohibition against retaliation

MYREPORT
TECHNOLOGY USE**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst introduces learners to important rules about technology use. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Discussion of the scope and purpose of electronic resource use policies
- ▶ General discussion of employer's ability to monitor and review use of electronic resources
- ▶ Personal use, if allowed, should be limited and reasonable
- ▶ Prohibition against using any electronic resource in a way that would violate the Code, policy or the law, or interfere with work responsibilities
- ▶ Examples and consequences of electronic resource misuse and abuse
- ▶ Obligation to immediately report any lost or stolen electronic resource
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

MYREPORT
SOCIAL RESPONSIBILITY**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst teaches learners the basics about social responsibility and being a good steward of their organization's values. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of social responsibility programs
- ▶ Discusses how programs add value for the organization
- ▶ Discusses how individuals can help protect their organization's values and advance important social responsibility initiatives
- ▶ Explores practical steps employees can take to have a positive impact on the communities served by their organization
- ▶ Discusses how to respond if contacted by a 3rd party
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

MYREPORT
WAGE AND HOUR COMPLIANCE**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

This burst introduces wage and hour compliance. In this interactive, simulated news experience, learners review content and are quizzed on such topics as:

- ▶ Importance of understanding and complying with the organization's Code, policies and the law
- ▶ Employer's commitment to full compliance with the law
- ▶ Obligation to be honest and accurate in all time reporting
- ▶ Prohibition against off-clock work, time record falsification, and under reporting hours
- ▶ Obligation to review time records and pay stubs for accuracy
- ▶ Obligation to raise questions and concerns about pay or pay practices promptly
- ▶ Important manager and employee obligations relating to pay and hours of work
- ▶ Importance of following organization's meal and rest period policies
- ▶ Consequences for violating wage and hour laws
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

THIRD PARTY RISK MANAGEMENT
ANTI-CORRUPTION BASICS FOR
THIRD PARTIES**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

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- ▶ Importance of social responsibility programs
- ▶ Discusses how programs add value for the organization
- ▶ Discusses how individuals can help protect their organization's values and advance important social responsibility initiatives
- ▶ Explores practical steps employees can take to have a positive impact on the communities served by their organization
- ▶ Discusses how to respond if contacted by a 3rd party
- ▶ Importance of asking questions, and reporting concerns/potential violations internally

THIRD PARTY RISK MANAGEMENT
ANTI-CORRUPTION RECORDS AND
REPORTING FOR THIRD PARTIES**COURSE LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH OPTIONS** • High: full video/audio**DELIVERY OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

Specifically designed for third-party business partners (such as vendors, agents, suppliers, distributors and others) to introduce them to important ethics and compliance obligations, this burst helps learners understand the importance of keeping accurate business records and reporting suspected misconduct to the retaining organization. It covers such topics as:

- ▶ The purpose and the benefits of business records
- ▶ The obligation to keep accurate business records
- ▶ Prohibited conduct related to business records and accounting
- ▶ The obligation to allow and participate in audits and document requests
- ▶ The obligation not to falsify records, submit records that are inaccurate or create false records to cover up improper payments
- ▶ Information that may be sought by the retaining organization
- ▶ The obligation to reject bribes and report solicitations to the retaining organization
- ▶ When to contact the retaining organization

**THIRD PARTY RISK MANAGEMENT
CODE OF CONDUCT BASICS****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

Specifically designed for third-party business partners (such as vendors, agents, suppliers, distributors and others) to introduce them to important ethics and compliance obligations, this burst helps learners understand what a code of conduct is and why it is important to the organization. It includes content on the following:

- ▶ The importance of understanding and complying with the organization's code, policies and the law
- ▶ How employees can use the code to make better-informed and more-ethical decisions
- ▶ The role employees play in creating an ethical and compliance-minded culture
- ▶ The consequences of violating the code, policies or the law

**THIRD PARTY RISK MANAGEMENT
CONFIDENTIAL INFORMATION****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

Specifically designed for third-party business partners (such as vendors, agents, suppliers, distributors and others) to introduce them to important ethics and compliance obligations, this burst teaches learners the basics of confidential information. It includes content on the following:

- ▶ The types of information that may be considered confidential or proprietary
- ▶ The obligation to safeguard confidential information
- ▶ The consequences of misusing or improperly sharing confidential information
- ▶ Removing confidential information from the workplace
- ▶ The prohibition of improperly accessing confidential information

**THIRD PARTY RISK MANAGEMENT
CONFLICTS OF INTEREST****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

Specifically designed for third-party business partners (such as vendors, agents, suppliers, distributors and others) to introduce them to important ethics and compliance obligations, this burst helps learners understand what a code of conduct is and why it is important to the organization. It includes content on the following:

- ▶ The importance of understanding and complying with the organization's code, policies and the law
- ▶ How employees can use the code to make better-informed and more-ethical decisions
- ▶ The role employees play in creating an ethical and compliance-minded culture
- ▶ The consequences of violating the code, policies or the law

**THIRD PARTY RISK MANAGEMENT
DOCUMENTS & RECORDS PROTECTION****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

Specifically designed for third-party business partners (such as vendors, agents, suppliers, distributors and others) to introduce them to important ethics and compliance obligations, this burst helps learners understand the importance of proper document and records retention. It includes content on the following:

- ▶ The purpose of a record retention policy
- ▶ The purpose and the benefits of proper record retention and destruction
- ▶ The role of records in establishing legal compliance and a legal defense
- ▶ The important employee obligations, including the proper storage and destruction of business records
- ▶ The importance of following procedures for the proper destruction of business records

**THIRD PARTY RISK MANAGEMENT
GIFT GIVING AND RECEIVING****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS**

- High: full video/audio

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

Specifically designed for third-party business partners (such as vendors, agents, suppliers, distributors and others) to introduce them to important ethics and compliance obligations, this burst teaches learners the basic rules regarding giving and receiving business gifts. It includes content on the following:

- ▶ The purpose of rules regarding giving and receiving gifts
- ▶ Situations in which gift giving and receiving could violate the code and the policy
- ▶ The prohibition of giving gifts for an improper purpose
- ▶ Specific rules related to government officials
- ▶ The consequences of giving or accepting gifts improperly

**THIRD PARTY RISK MANAGEMENT
HEALTH & SAFETY****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS**

- High: full video/audio

**DELIVERY
OPTIONS**

- NAVEX Global LMS
- Customer LMS (AICC and SCORM)
- Mobile tablet devices

LANGUAGES Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

Specifically designed for third-party business partners (such as vendors, agents, suppliers, distributors and others) to introduce them to important ethics and compliance obligations, this burst teaches learners about the importance of creating and maintaining a healthy, safe and secure workplace. It includes content on the following:

- ▶ The role each employee plays in creating and sustaining a healthy, safe and secure workplace
- ▶ The prohibition of drugs and alcohol
- ▶ Workplace violence, including threats and intimidation
- ▶ Workplace injuries and reporting
- ▶ The importance of following safety procedures and wearing required protective equipment

**THIRD PARTY RISK MANAGEMENT
POLITICAL ACTIVITY****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

Specifically designed for third-party business partners (such as vendors, agents, suppliers, distributors and others) to introduce them to important ethics and compliance obligations, this burst teaches learners about the issues that can arise when employees engage in political activities. It includes content on the following:

- ▶ Restrictions on personal political activities that have an impact on the workplace
- ▶ Restrictions on lobbying efforts or speaking on behalf of the organization
- ▶ Restrictions on using the organization's assets for personal political activities
- ▶ Limits placed on organizations that wish to engage in political activities
- ▶ The consequences of violating laws on political contributions

**THIRD PARTY RISK MANAGEMENT
ETHICAL DECISION MAKING****COURSE
LENGTH** 5–8 minutes**VERSION** Standard **BANDWIDTH
OPTIONS** • High: full video/audio**DELIVERY
OPTIONS** • NAVEX Global LMS
• Customer LMS (AICC and SCORM)
• Mobile tablet devices**LANGUAGES** Contact your NAVEX Global Account Executive to learn more about our robust translation capabilities.**COURSE DESCRIPTION**

Specifically designed for third-party business partners (such as vendors, agents, suppliers, distributors and others) to learners to the fundamentals of ethical decision-making. In this interactive news experience, learners review content and are quizzed on topics such as:

- ▶ The role of individuals in creating an ethical and compliance-minded culture
- ▶ The fact that all employees, regardless of level or job, can face ethical dilemmas
- ▶ The benefits of an ethical culture
- ▶ The importance of individual decisions both big and small
- ▶ Questions that employees can ask themselves to test whether a decision is ethical
- ▶ The impact that failing to report misconduct can have on an organization

Partners

At NAVEX Global we know that great training is not created in a vacuum. That is why we use the data we collect as the largest hotline provider in the world to inform the areas in which we place our focus and to ensure that our training helps solve the most common workplace issues faced by global organizations today. We also bring in partners that we know can help strengthen our offerings, and we are proud to share information about a few of them here..

Society for Human Resource Management

Our training solutions and delivery methods are exclusively endorsed by the Society for Human Resource Management (SHRM), experts in organizational learning. NAVEX Global is the only organization to receive such an endorsement, and SHRM also resells our most popular online courses via its e-commerce- enabled e-learning portal.



SHRM is the world's largest association devoted to human resource management. Representing more than 250,000 members in over 140 countries, SHRM 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.

Littler Mendelson

When it comes to selecting the right training solution for your organization, subject-matter expertise should be top-of-mind. NAVEX Global is the only organization that has an established, long-term relationship with a top-tier law firm. Our extensive team of internal subject-matter experts works in close collaboration with Littler Mendelson, the world's largest workplace compliance law firm.



Littler is the largest and most experienced employment law firm in the world, with more than 850 attorneys and 50 locations across the United States. Drawing from leading case law as well as years of "in the trenches" experience, NAVEX Global's content experts engage in the rigorous process of Legal Engineering™ to ensure that our programs provide the most effective protection and can withstand the most intense jury scrutiny. We work with practicing attorneys who actually handle litigation where training is used defensively. This depth of expertise and acute attention to detail provide an entirely different level of sophistication, quality and support for our clients.

About NAVEX Global's Advisory Services Division

All the training in the world will not affect outcomes without a strategic plan in place to reach your audience and support the training lessons with other compliance initiatives. NAVEX Global's Advisory Services division works with clients to assess their training needs and how to achieve their goals. We work with you to create work plans called "curriculum maps" that help gauge which audiences you need to reach with which courses and at what frequency, among other consulting engagements.

Our advisory team was formed in 1993 with a straightforward mission: to help companies develop and promote cultures of integrity. Since that time, our team members have become known throughout the industry as the leading ethics and compliance consulting group. Our expert advisers are frequently published speakers at industry conferences, highly sought after to provide ethics and compliance perspectives in media coverage and widely respected for thought and practice leadership.

Adviser ranks include highly respected practitioners who have: served as corporate ethics and compliance officers for public, private and nonprofit organizations; been in-house attorneys for Fortune 100 organizations and the DOJ; and have held senior roles in leading industry organizations. The team has worked globally in more than 40 countries, leveraging an unmatched level of experience to offer rigorous analysis, practical insight and cost-effective recommendations for ethics and compliance program improvement. Collectively, they bring more specific ethics and compliance expertise to inform client engagements than any other consultancy.

Our advisory team earns new clients and business primarily by its reputation and the recommendations of the existing client base. Annually, the majority of the consulting business is generated from clients who initiated relationships in prior years and have asked us to do additional work for them. We believe that to be is the single best indicator of the quality the team demonstrates in all of its work and defines our obsession with client service.

ABOUT NAVEX GLOBAL

NAVEX Global's comprehensive suite of ethics and compliance software, content and services helps organizations protect their people, reputation and bottom line. Trusted by 95 of the FORTUNE 100 and more than 12,500 clients, our solutions are informed by the largest ethics and compliance community in the world.

NAVEX GLOBAL[®]

The Ethics and Compliance Experts

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