



ETHICS & COMPLIANCE

# SAI360 Learning Library

COURSE CATALOG

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## About SAI360

SAI360 is committed to helping you build a workplace culture that values ethical decision-making and corporate compliance. In addition to featuring modern, engaging content, our award-winning training and learning materials are anchored by the principles of learning science and change management.

The training resources featured in this catalog are designed for maximum flexibility. Our self-service, web-based technology gives you the ability to easily customize segments to feature your brand and messaging. Trainings can also be delivered out-of-the-box or you can partner with SAI360 to develop a fully bespoke experience.

Our experienced Customer Success team includes certified compliance and ethics professionals (CCEPs) who are available to provide hands-on support and guidance. Your dedicated Customer Success Manager will work as an extension of your in-house staff and resources to help develop and implement a sustainable approach to achieving your goals and meeting stakeholder and regulator expectations.

Our proprietary analytics dashboard delivers insights into the impact of your learning experiences for tracking and reporting purposes.

If you have questions about anything in this catalog, or how we can help your ethics and compliance team, please do not hesitate to ask. We look forward to working with you.

Sincerely,  
The SAI360 Team

## Anti-Bribery and Anti-Corruption

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>A Show of Appreciation</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.
<b>Anti-Bribery and Anti-Corruption: A Tale of Two Third Parties</b>	Microlearning	5-10 Min	This microlearning module uses dramatic live-action video to present a realistic situation in which a well-intentioned employee working with a third-party agent is trying to close a deal with a government entity.
<b>Anti-Bribery and Anti-Corruption: Know Your Risk</b>	Course	21-30 Min	The bribery and corruption risk posed by third-party agents is everpresent, and cases involving third-party bribery have severe consequences for individuals and organizations. This engaging interactive course, based in cinematic video and realistic scenarios, coaches learners in understanding what constitutes a "thing of value," who counts as a government official, how to recognize a questionable situation, and where to go with any concerns about potential bribery.
<b>Anti-Bribery: Making the Right Decisions</b>	Course	31-45 Min	A video format course that connects with a learner on a real-life level and embeds knowledge through a storytelling experience.
<b>Anti-Bribery: Subtle Bribes</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Anti-Bribery: Third-Party Agents</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Blindspot: Anti-Bribery</b>	Simulations	5-10 Min	This interactive game helps learners identify gaps in their knowledge using real-world scenarios and time limits to simulate the pressure of a live work environment.
<b>Bribery Is Everybody's Problem</b>	Microlearning	5-10 Min	Interactions with third parties and intermediaries can be big areas of bribery risk and is a risk to all involved. It's important to prepare yourself with the knowledge to identify and reduce a risk of bribery and be able to detect and report suspected instances of bribery within the organization. This module is designed using problem-based learning through a real-life scenario.
<b>Bribery: It's More Than a Gift</b>	Microlearning	5-10 Min	Gifts can be a source of goodwill and a way to show your appreciation, but how do you know when a friendly gesture may just be a bribe? When working in countries where laws may be unfamiliar, it's important to be able to identify and prevent a bribery incident. This module is designed using problem-based learning through a real-life scenario.
<b>Business Pressure and Bribery: The Weakest Link</b>	Multimedia	Under 5 Min	This media asset uses a chain metaphor to show that a weak link in the supply chain can cause big problems for the organization. The organization must be diligent in working with all vendors, clients, and third parties to ensure that potential bribery risks are recognized and dealt with quickly.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Charitable Contributions</b>	Microlearning	Under 5 Min	Giving to a charity can be a bribe, no matter how deserving that charity may be, if doing so provides one with a business advantage, such as when a decision maker's spouse sits on the board of the charity. This branching scenario examines what happens when trying to get an appointment with an important decision maker isn't working and someone suggests contributing to that person's favorite charity.
<b>Commercial Bribery</b>	Microlearning	5-10 Min	Although some laws focus on bribery of government officials, all bribery is unethical and wrong, as well as illegal. This branching scenario examines what happens when a tight deadline and a lack of choices results in the offer of a dubious solution that solves the problem but could well be a bribe. Learners must navigate to the right answers to avoid breaking the law.
<b>Dealing with the Gray Areas</b>	Microlearning	5-10 Min	It's important to prepare yourself with the knowledge to recognize and identify bribery in situations where it's not necessarily obvious. This module uses problem-based learning through real-life scenarios and examples.
<b>Due Diligence and Third-Party Agents</b>	Microlearning	5-10 Min	The most common cause of bribery and corruption investigations and prosecutions are the result of actions taken by third-party agents hired to work on behalf of a company. This branching scenario examines what happens when a person needs to make a fast decision on a third party in order to secure an important contract. Learners must navigate to the right answers to avoid breaking the law.
<b>Exclusive Access Can Be A Bribe</b>	Microlearning	Under 5 Min	Bribery usually does not appear as a briefcase of money. One circumstance that may arise to the level of bribery is when one is offered or offers access to an event or show or party that is not accessible to the general public. This is true even if the person making the offer hasn't had to pay anything for that access.
<b>Extraordinary Gifts and Bribery</b>	Microlearning	5-10 Min	Gifts can be a part of normal business courtesy, but when they are lavish or extraordinary in comparison to those received by others, they can become a bribe. This branching scenario examines what happens when one person receives a much more expensive gift than others at a sponsored conference and how that person must politely and properly handle the situation. Learners must navigate to the right answers to avoid breaking the law.
<b>Facilitating Payments</b>	Microlearning	5-10 Min	Facilitating payments are often confusing because they are small, and they are paid to expedite an official's normal duties. They can become illegal, and are generally against company policy, when they are paid to an individual. This branching scenario examines what happens when an international business trip is upset due to a samples case being held in customs.
<b>Gifts and Entertainment for Public Officials</b>	Microlearning	5-10 Min	Some of the most perilous bribery and corruption issues revolve around working with public officials, where gifts and entertainment that could be seen as normal business with private individuals, are illegal with public officials. This branching scenario examines what happens when entertaining commercial partners enters a grey zone because one works for a government entity. Learners must navigate to the right answers to avoid breaking the law.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Global Anti-Bribery and Anti-Corruption Year 1</b>	Course	21-30 Min	This configured course explains the basics of what constitutes a bribe, what is a facilitating payment, and what important laws cover anti-bribery and anti-corruption. Learners navigate branching scenarios on when job or contract offers can be a bribe, what to do when asked for a facilitating payment, and doing due diligence on third parties. The course also includes an instructive scenario on maintaining accurate books and records.
<b>Global Anti-Bribery and Anti-Corruption Year 2</b>	Course	21-30 Min	This configured course explains the basics of what constitutes a bribe, what is a facilitating payment, and what important laws cover anti-bribery and anti-corruption. Learners navigate branching scenarios on bribes to non-government individuals, charitable contributions that could be bribes, and lavish and extraordinary gifts.
<b>Global Anti-Bribery and Anti-Corruption Year 3</b>	Course	11-20 Min	This configured course explains the basics of what constitutes a bribe, what is a facilitating payment, and what important laws cover anti-bribery and anti-corruption. Learners navigate branching scenarios on entertaining government officials, the danger of invitations to exclusive events or other restricted access and how they can become a bribe, how small gifts can add up if they are being given again and again.
<b>Job Offers and Bribery</b>	Microlearning	5-10 Min	Offering future employment, internships for relatives, or contracts to relatives who are suppliers, can all be examples of bribery if doing so has the potential of giving you a business advantage. This branching scenario examines what happens when a plant is closed down by an inspector who just happens to have the perfect contractor to remedy the situation, her cousin. Learners must navigate to the right answers to avoid breaking the law.
<b>Maintaining Accurate Books and Records</b>	Microlearning	5-10 Min	One of the most potentially perilous aspects of many ABC laws is transparent and honest expense and records reporting. Attempting to obscure a questionable cost by recording it as something else is never acceptable. This microlearning contains a scenario in which a manager and employee consider hiding an extraordinary and questionable expense by reporting it as something necessary.
<b>Recognizing and Avoiding Bribery</b>	Course	21-30 Min	A more detailed approach to learning, focused on presenting the content in a way that facilitates retention of content and raises overall awareness.
<b>Small Gifts Can Add Up</b>	Microlearning	5-10 Min	A small fruit basket may be acceptable as a business courtesy in some cases, but if that fruit basket becomes a recurring weekly gift, even though it is individually of low value, the total value rises to the level of being inappropriate and a bribe. This branching scenario examines what happens when a business partner starts sending multiple small gifts in hope of gaining a business advantage.
<b>Supervising in Support of ABC</b>	Microlearning	Under 5 Min	Managing a team under business pressure can be tricky if one doesn't properly guide them on how to avoid ABC violations. This module explains how a culture of compliance and a "zero tolerance" approach to bribery and corruption helps everyone play their part in maintaining business integrity.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>The ABCs of Anti-Bribery and Anti-Corruption</b>	Microlearning	5-10 Min	What is a bribe? This course explains the basics of what could potentially qualify as a bribe. Learners also discover what a facilitating payment is as well as what some of the most significant ABC laws are around the world, and how those laws may affect them even if they are located in another country. Finally, the course looks at how to identify a government official and why that matters.
<b>Understanding Bribery Matters</b>	Microlearning	5-10 Min	Bribes are not always obvious. It's important to prepare yourself with the knowledge to recognize, identify, and report bribery. This module is designed using problem-based learning through a real-life scenario.
<b>Understanding the Brazil Clean Companies Act</b>	Microlearning	11-20 Min	This microlearning addresses the main facets of the CCA, who it applies to, and best practices to ensure adherence.
<b>What Does Bribery and Corruption Mean to Me?</b>	Multimedia	Under 5 Min	A brief, visually stimulating animation that announces a coming roll-out of anti-bribery and anti-corruption training and encourages active participation and challenges preconceptions.
<b>What's The Real Cost of Corruption?</b>	Multimedia	Under 5 Min	This one-minute public service announcement-style explainer video discusses potential consequences of bribery and corruption for individuals, the company, and the wider community.

## Careful Communications, Confidentiality, Intellectual Property, and Records Management

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Antitrust: Dealing with Competitors</b>	Microlearning	5-10 Min	Antitrust laws protect companies by promoting a level playing field among competitors. Explore risky communications that may lead to antitrust violations. This microlearning module is designed using problem-based learning through real-life scenarios.
<b>Be Sure Before You Share</b>	Multimedia	Under 5 Min	This one-minute explainer video discusses what employees need to understand about posting to social media, from knowing that posts can spread outside of the original poster's control to knowing all potential consequences. The video also provides three questions any user should ask themselves before posting to social media.
<b>Careful Communication: Keeping E-mails Appropriate</b>	Multimedia	Under 5 Min	A bite-sized animation that captures a learner's attention and simplifies complex ideas through a visual representation.
<b>Careful Communications: Are You Serious?</b>	Microlearning	Under 5 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Careful Communications: Workplace Social Media</b>	Multimedia	5-10 Min	Workplace social media has become a quick and efficient method of communicating in today's fast paced world. With this technology come the risks of misinterpretation, inappropriate content, and potential discrimination. This live action video illustrates how questionable workplace social media can affect the culture and dynamics of the team and company at large.
<b>Fair Competition: Know Your Risk</b>	Course	11-20 Min	This course offers a comprehensive experience in fair competition risk through the lens of careful communication. Two learning modules allow learners to be a bystander to a competition scenario and then apply their learning themselves. A pretest/posttest model with confidence ratings allows for sophisticated data analysis for risk assessment.
<b>Insider Threats</b>	Microlearning	5-10 Min	It's easy to think that the biggest threats to our information security come from the outside, but one of the largest threats we face comes from within. Step into the shoes of Alison as she spots potential warning signs involving her coworker, Justin.
<b>Protecting Intellectual Property: The New Hire</b>	Microlearning	11-20 Min	Are your employees aware of the complexities of working with, and protecting, intellectual property? A video format course that connects with a learner on a real-life level and embeds knowledge through a storytelling experience.
<b>Protecting Our Information</b>	Course	21-30 Min	A more detailed approach to learning, focused on presenting the content in a way that facilitates retention of content and raises overall awareness.
<b>Recognizing Intellectual Property: Patents, Trade Secrets, Copyrights, and Trademarks</b>	Microlearning	5-10 Min	This 10-minute short take introduces learners to Intellectual Property types and common patenting strategies. It also informs the learner about when and how to identify patentable innovations and steps they should take to protect and profit from their innovations.
<b>Records Management</b>	Microlearning	5-10 Min	This introduction and summary module allows learners to start to understand what records management is in a modern context and lays the foundation for what they will need to think about both when creating records and when retaining/disposing of them.
<b>Records Management: Keep or Let it Go?</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.
<b>Records Management: Retention and Disposal</b>	Microlearning	5-10 Min	This module focuses on the central topics employees must keep in mind when retaining and/or disposing of business records. Learners will also receive information on retention schedules, and legal holds, as well as information about how to retain and dispose of both digital and physical records properly.



NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Records Management: Things to Think About</b>	Microlearning	5-10 Min	This module focuses on the central topics employees must keep in mind when creating new business records. Learners will also take on responsibility for being the initial custodian of records, and a brief overview of making sure confidential information remains confidential.
<b>Safeguarding Confidential Company Information</b>	Course	21-30 Min	A more detailed approach to learning, focused on presenting the content in a way that facilitates retention of content and raises overall awareness.
<b>Workplace Social Media Dos and Don'ts</b>	Multimedia	Under 5 Min	Workplace social media has become a quick and efficient method of communicating in today's fast paced world. With this technology come the risks of misinterpretation, inappropriate content, and potential discrimination. This entertaining video is a perfect conversation starter.

## Code of Conduct, Corporate Culture & Ethics

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>After You Speak Up: What Happens Next?</b>	Multimedia	5-10 Min	This video details what happens after you speak up and reinforces all reports are taken seriously. Upon review and determination to be a violation, it will be assigned to an investigator to complete the process. The video reaffirms the organization's commitment to maintaining an ethical and healthy work environment.
<b>Being a Good Teammate</b>	Multimedia	Under 5 Min	This 1-minute explainer video explores how all staff - from seasoned managers to rookies - can add to a positive culture of teamwork.
<b>Building Strong Teams</b>	Microlearning	5-10 Min	Teamwork requires fostering respect, open communication, and shared goals. It's an opportunity for team members to share ideas and solve problems, whether it's in a shared physical space, remote, or hybrid. Discover ways to promote teamwork and foster stronger relationships in your teams.
<b>Bystander Training for Chicago</b>	Course	46-60 Min	This course satisfies the legal requirement for people working in Chicago in any role to receive one hour of Bystander Training. The course uses ten scenarios inspired by real-life incidents to teach through example what a bystander is, what the difference between a bystander and an "active" bystander is, how to recognize harassment and discrimination and some ways to help diffuse the situation.
<b>Code for Executives and Boards of Directors: Framer</b>	Course	Under 5 Min	Boards of Directors are responsible for a variety of issues and demands that can impact the reputation and health of an organization. This configurable course guides board members in understanding strategic issues that affect their company, how to approach risk and the ability to achieve long-term health and success.
<b>Code of Conduct: Journey of A Thousand Miles</b>	Course	21-30 Min	This asset is designed to be used as the introduction and summary for a Code of Conduct learning experience, in combination with Microlearning Module and/or multimedia reflecting specific areas of emphasis. It uses inspiring imagery and messaging to show that ethical business practices are a continual journey, and that every employee has a key role to play in helping their organization conduct business ethically.
<b>Code of Conduct: Living by Our Values</b>	Microlearning	5-10 Min	This asset is designed to be used as the introduction and summary for a Code of Conduct learning experience, in combination with microlearning modules and/or multimedia reflecting specific areas of emphasis. It focuses on recognizing the importance of the organization's core values.
<b>Code of Conduct: Our Shared Purpose</b>	Microlearning	Under 5 Min	This asset is designed to be used as the introduction and summary for a Code of Conduct learning experience, in combination with Microlearning Module and/or multimedia reflecting specific areas of emphasis. It focuses on enabling a strong culture by establishing the shared values of the organization.
<b>Cultivating Leadership in Any Role</b>	Microlearning	5-10 Min	Effective leadership sets the tone and the culture of an organization. Discover what leadership means to you, ways to overcome obstacles, and how you can improve your team's performance by applying leadership skills. This module is designed using problem-based learning through a real-life scenario.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Ethical Behavior: Act with Integrity</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.
<b>Ethical Corporate Culture: How to Handle Ethical Dilemmas</b>	Multimedia	Under 5 Min	A bite-sized animation that captures a learner's attention and simplifies complex ideas through a visual representation.
<b>Ethical Culture: A Journey Begins with A Single Step</b>	Multimedia	Under 5 Min	This media asset is designed to show employees that ethical culture is a key part of every employee's personal and professional journey. Organizations take ethical culture seriously and support employees on their path to ethical culture.
<b>Ethical Culture: The Core of Our Success</b>	Multimedia	Under 5 Min	This media asset is designed to show employees that all employees are responsible for ethical culture. The piece creates engagement in culture and prepares learners for ethics and compliance training.
<b>Ethical Issues: Raising Concerns</b>	Microlearning	5-10 Min	This module uses a manufacturing-based scenario to walk through employee concerns with reporting, especially when dealing with a manager who disagrees.
<b>Ethical Leadership</b>	Course	21-30 Min	This experience uses a real-life scenario to show how small actions can lead to large and unintended consequences.
<b>Ethical Tip: Ethical Decision Making</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An optimistic and lively animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.
<b>Ethical Tip: So Many Ways to Speak Up</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An optimistic and lively animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.
<b>Ethical Tip: Whistleblowing</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.
<b>Code for Executives and Boards of Directors: How to Build an Ethical Culture</b>	Microlearning	5-10 Min	This module guides board members in defining and establishing the company values within the code of conduct and how to verify that the code addresses key risks.
<b>Every Voice Matters</b>	Multimedia	Under 5 Min	Safe and inclusive working environments generate trust, cultivate unique ideas, and strengthen teams. This short multimedia piece can be added to a Code of Conduct, anti-harassment course, DEIB course, or used on its own.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Executive Toolkit: Reporting and Retaliation</b>	Offline Material	11-20 Min	The Reporting & Retaliation Executive Toolkit is designed to help executives assess their company's current culture on reporting and retaliation and offer practical strategies for how to develop an action plan with the results.
<b>Generic Intro/Summary</b>	Microlearning	Under 5 Min	This customizable generic asset acts as an introduction and summary to GLE configured content of two or more modules. Background image options are provided for the following types of locations/industries: office, remote work, manufacturing, warehouse, pharmaceutical, medical, and retail.
<b>How to Stop Disrespect at Work</b>	Multimedia	Under 5 Min	This 1-minute explainer video provides learners with practical strategies to be the person who upholds respect by carefully intervening in the moment. A thoughtful act in the moment can truly help stop disrespect at work.
<b>Integrity in the Moment</b>	Multimedia	Under 5 Min	This 1-minute explainer video helps learners recognize situations in the workplace that challenge their integrity and understand strategies for making the right decision, even when it is difficult.
<b>Investigations: Your Role as a Manager</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.
<b>Living Code</b>	Offline Material	21-30 Min	The Living Code is an advanced, employee-facing, "living" product designed to capture the interest of personnel through a visually appealing, interactive format that brings to life the values, principles, and risk areas of your organization. The Living Code is presented on a microsite in a technology-driven, mobile-ready, flexible and customizable format that can be updated and maintained as changes demand.
<b>Poster: Speaking Up</b>	Offline Material	Under 5 Min	This poster acknowledges common reasons employees might hesitate to raise their concerns and reassures them that the company supports them in speaking up. It is delivered in InDesign and PDF format, ideal for displaying in the workplace or distributing virtually. The poster includes a contact information section to customize with organization-specific reporting channels.
<b>Preventing Global Modern Slavery</b>	Course	21-30 Min	All employees play a role in preventing modern slavery in business interactions in large ways and small. Commitment to human rights helps the company manage reputational risk and establish credibility with customers, clients, employees, and the public at large. This GLE course helps learners be aware of the risks, be able to identify the risks, and respond appropriately to them.
<b>Psychological Health and Safety</b>	Microlearning	5-10 Min	Just as organizations must protect the physical safety of their workers, they must also protect their psychological health. This microlearning explores various factors in today's workplace that affect the psychological health and safety of workers and provides guidance on how to manage these risks.
<b>Reporting and Retaliation: Everyday Bravery</b>	Multimedia	Under 5 Min	This one-minute explainer video empowers employees to raise concerns with the knowledge that the company prohibits retaliation. It uses a playful, positive approach to reinforce a healthy ethical culture.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Reporting and Retaliation: Manager Toolkit</b>	Offline Material	21-30 Min	The toolkit is designed to help managers understand employee concerns around reporting and retaliation and recommend strategies they can implement to build a healthier reporting culture within their own team. The toolkit includes an engaging article with facts and statistics on retaliation, practical exercises, and guides to improving team culture.
<b>Reporting and Retaliation: The Corporate Ladder</b>	Multimedia	Under 5 Min	This video emphasizes that it's normal to worry about speaking up and how it might affect your career trajectory, but that there are safeguards in place.
<b>Reporting and Retaliation: Transforming Myths</b>	Multimedia	Under 5 Min	This one-minute animated explainer video addresses myths head-on, acknowledging common fears and reinforcing that the right thing to do is to speak up.
<b>Reporting Concerns: Righting the Ship</b>	Multimedia	Under 5 Min	This media piece helps learners understand that they're encouraged to report any concerns to appropriate company resources. The learner will discover that their reports and communication can play a key role in keeping the organization as ethical as possible.
<b>Reporting Concerns: The Observer's Dilemma</b>	Microlearning	5-10 Min	This asset, with included media piece, acknowledges the challenges that employees can face when seeing potential ethical violations, and helps guide employees to feel empowered to report and understand resources.
<b>Responding to Challenges with Integrity</b>	Microlearning	5-10 Min	It's not uncommon to encounter ethical dilemmas at work and when you do, it's important to respond accordingly with integrity. While the decision may not be easy, acting with integrity means doing the right thing even when it's hard or uncomfortable. This module is designed using problem-based learning through a real-life scenario.
<b>Speak Up for an Ethical Culture</b>	Microlearning	5-10 Min	This asset is designed to be used as the introduction and summary for a Code of Conduct learning experience, in combination with Microlearning Module and/or multimedia reflecting specific areas of emphasis. It focuses on the importance of a speak-up culture encouraging employees to actively contribute to supporting an ethical culture.
<b>Speak Up: Raising Concerns at Work</b>	Multimedia	Under 5 Min	This animation encourages learners to speak up when they see something wrong; ask questions if they're unsure about a potential issue; and encourage coworkers to make a report.
<b>Speak Up: The Right Choice</b>	Multimedia	Under 5 Min	This media asset uses real people to demonstrate why speaking up is important and potential consequences be when employees do or do not act.
<b>Speaking Up Helps Us All</b>	Multimedia	Under 5 Min	As an employee, you are the first line of defense. If you suspect something suspicious or spot a potential trouble area, report it immediately. This video explains the implications around reporting concerns and what an employee should do if they have any questions.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Speaking Up: We Are Listening</b>	Microlearning	5-10 Min	Speaking up, sometimes called whistleblowing, helps organizations to maintain a safe, ethical, and trusted workplace. This microlearning was created to address the European Union directive to enable whistleblowers to report concerns and also to provide them with protection. However, it is also suitable for learners worldwide.
<b>Speaking Up: What's Stopping Me?</b>	Microlearning	5-10 Min	What barriers keep people from speaking up or reporting concerns? During this microlearning, employees explore several types of workplace situations and the challenges to speaking up that can arise. The key purpose of this course is to understand why speaking up is important, how to protect those who speak up, and how to implement the speak-up process.
<b>Supply Chain: Due Diligence</b>	Microlearning	5-10 Min	Supply chains contain many moving parts and may involve companies located in different countries or regions. Conducting due diligence on the business practices and values of these partners is of the utmost importance as risks or questionable practices in one part of the chain reflects upon all parts. This microlearning focuses on possible modern slavery, ineffective environmental mitigation, and the more stringent laws appearing on a global level.
<b>Supporting Respectful Behavior</b>	Microlearning	5-10 Min	Teamwork, creativity, and productivity thrive in a respectful work culture. Discover what respectful behavior is and dealing with disrespectful behavior whether it's in a shared space, remote, or hybrid work environment. This module is designed using problem-based learning through a real-life scenario.
<b>Thinking Like a Leader</b>	Multimedia	Under 5 Min	This 1-minute explainer video provides a few simple techniques anyone can use to boost their leadership skills.
<b>Unconscious Bias: An Introduction</b>	Course	21-30 Min	This course provides an introduction to unconscious bias, a psychological process that we are all subject to and that can negatively affect the workplace. It illuminates how unconscious bias works, factors that can trigger unconscious bias, and strategies for counteracting unconscious bias in order to create an inclusive environment, positive professional relationships, and a high-functioning workplace.
<b>Values-Based Code: Integrity</b>	Course	5-10 Min	In this module, learners investigate a real situation, explore it from different people's perspectives, and learn how to overcome ethical challenges while acting with integrity in the moment. The explainer video within this content is available in two versions, using different visual styles to present the same information. Customers can choose which version to use.
<b>Values-Based Code: Introduction and Summary</b>	Course	11-20 Min	The Introduction & Summary module can be combined with other Values-Based Code segments to provide appropriate introduction, context and conclusion. These segments explore In the Values-Based Code modules, learners see ethical scenarios unfold from different perspectives, decide how they would behave, and explore how each character made their decisions.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>What Does Diversity Look Like?</b>	Multimedia	Under 5 Min	Workplaces that value diversity, equity, inclusion, and belonging have been proven to foster innovation and success. In this live-action video, a diverse multilingual group of employees introduce themselves according to their strengths, interests, and various aspects of their identities. This short multimedia piece can be added to a Code of Conduct, anti-harassment course, DEIB course, or used on its own.
<b>What Does Inclusion Look Like?</b>	Multimedia	Under 5 Min	Inclusivity is an integral piece to a strong and healthy culture. This multimedia asset can be added to a Code of Conduct, Harassment and Discrimination course, DIEB course, or used on its own.
<b>What Is a Code of Conduct For?</b>	Multimedia	Under 5 Min	The Code of Conduct is your resource and helps us act ethically and comply with the law. This video explains the purpose of the Code of Conduct and how it relates to one's job.

## Competition & Antitrust

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>A Better Deal</b>	Microlearning	5-10 Min	Regardless of the source, exchanges of information about prices, costs, and margins could constitute a breach of competition law. Follow Theo as he is offered information on competitor pricing.
<b>Antitrust and Fair Competition Law</b>	Multimedia	31-45 Min	This live action video follows sales and marketing representatives as they navigate potential competition law risks. Topics covered include big rigging, collusion, joint ventures, channels, vertical relationships, pricing, market dominance, consultants, and communication with competitors.
<b>Antitrust: Dealing with Competitors</b>	Microlearning	5-10 Min	Antitrust laws protect companies by promoting a level playing field among competitors. Explore risky communications that may lead to antitrust violations. This microlearning module is designed using problem-based learning through real-life scenarios.
<b>Blindspot: Anti-Competition</b>	Simulations	5-10 Min	This interactive game helps learners identify gaps in their knowledge using real-world scenarios and time limits to simulate the pressure of a live work environment.
<b>Competition Law Principles</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Competition: Risks in the Remote Work Environment</b>	Microlearning	5-10 Min	Working for any company requires being mindful of rules against disclosing confidential and proprietary knowledge, even more so when working in a remote or hybrid setting. This is a short, high-impact module that employs problem-based learning through live action scenarios.
<b>Competition and Antitrust Year 1</b>	Course	21-30 Min	This configured course explains the basics of competition and antitrust laws. Learners navigate branching scenarios addressing the risks of bid rigging, price fixing, boycotting, and market sharing and their effect on fair competition as well as how to handle investigations from authorities.
<b>Competition and Antitrust Year 2</b>	Course	11-20 Min	This configured course reviews best practices for handling distributors in competition with each other. Additionally, learners will navigate branching scenarios on adhering to competition and antitrust laws when in a dominant market position.
<b>Dominant Market Sales</b>	Microlearning	5-10 Min	When a company is dominant in the market, it should not take any action to abuse that dominance. Follow Mariam as she is challenged to capitalize on her company's position to sell a new service.
<b>Cooperating with Investigators</b>	Microlearning	5-10 Min	Investigations by competition law authorities are often unexpected and can cause distress to some employees. This asset explores how to manage these situations effectively and ensure that the investigation progresses as smoothly as possible.



NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Distributors in Dispute</b>	Microlearning	5-10 Min	Fair and open competition between distributors is as important as it is in any market. Follow Antonio as he is approached by one of his company's distributors who feels another distributor is forcing them out of the market.
<b>Code for Executives and Boards of Directors: Antitrust Compliance</b>	Microlearning	5-10 Min	This module is designed to guide Boards in ensuring their entire organization--and all their subsidiaries--stay ahead of these trends, assess their anticompetitive risks, and uphold strict compliance to avoid repercussions and support healthy business expansion and growth.
<b>Fair Competition: Know Your Risk</b>	Course	11-20 Min	This course offers comprehensive experience in fair competition risk through the lens of careful communication. Two learning modules allow learners to be a bystander to a competition scenario and then apply their learning themselves. A pretest/posttest model with confidence ratings allows for sophisticated data analysis for risk assessment.
<b>Global Competition: Our Responsibilities</b>	Course	31-45 Min	A more detailed approach to learning, focused on presenting the content in a way that facilitates retention of content and raises overall awareness.
<b>Joining Forces</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.
<b>Competition and Antitrust Framer</b>	Microlearning	Under 5 Min	This module provides an introduction and summary and is intended to be used as a "framer" for a competition and antitrust course, together with other content modules.
<b>Tying, Bundling, and Pressure Selling</b>	Microlearning	5-10 Min	Holding a dominant position in a market, though advantageous, requires adhering to strict competition laws. Follow John as he strategizes with his team to ensure they reach their sales targets.
<b>Working in Partnership with Distributors</b>	Microlearning	5-10 min	Although many of the key principles of competition law are common in countries across the world, local laws in some countries and territories introduce additional rules. Follow Gene as he deals with a situation involving two of his distributors.

## Conflicts of Interest, Gifts and Entertainment

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Avoiding Conflicts of Interest</b>	Course	21-30 Min	A video format course that connects with a learner on a real-life level and embeds knowledge through a storytelling experience.
<b>Avoiding Conflicts of Interest in Hiring</b>	Multimedia	Under 5 Min	This media asset uses animated characters and abstraction to illustrate issues that can arise when an employee considers a close contact for potential employment or contract work. Learners are given tips to identify and disclose potential conflicts to avoid issues for themselves and their organization.
<b>Conflicts of Interest</b>	Course	46-60 Min	A configurable course, tailored to the needs of specific job roles. Follows a scenario-based, branching approach to challenge employees to identify risk areas and recommend a course of action through real-life dilemmas. The engaging and interactive modules can be taken either as standalone segments or combined to create a longer learning program.
<b>Conflicts of Interest</b>	Offline Material	5-10 Min	A short, creative module that simplifies complex ideas.
<b>Conflicts of Interest Diagnostic</b>	Assessment	5-10 Min	This 10-minute diagnostic walks learners through conflicts of interest situations and asks for their input and confidence in potential outcomes.
<b>Conflicts of Interest: Accepting and Providing Gifts and Entertainment</b>	Multimedia	Under 5 Min	A bite-sized animation that captures a learner's attention and simplifies complex ideas through a visual representation.
<b>Conflicts of Interest: I Know We Can Trust Them</b>	Microlearning	5-10 Min	This asset provides learners with the tools needed to recognize and avoid conflicts of interest that can arise in the process of hiring. Learners will see a common scenario involving contractors, then are asked to make decisions based on available criteria.
<b>Conflicts of Interest: Know Where You Stand</b>	Microlearning	5-10 Min	This asset acknowledges that conflicts of interest are complicated and can take many forms. This module helps emphasize that learners must be vigilant for potential conflicts of interest in all professional situations and clarifies what employees can do to help keep both themselves and the organization out of difficult situations.
<b>Conflicts of Interest: Outside Jobs and Company Assets</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Conflicts of Interest: Personal Business Ventures</b>	Microlearning	Under 5 Min	This multimedia asset addresses the risks and recommended notifications associated with personal business ventures and outside employment. This multimedia asset can be added to a Code of Conduct or used on its own.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Conflicts of Interest: Welcome to the Neighborhood</b>	Microlearning	5-10 Min	This asset, with included media piece, acknowledges the challenges that employees can face when forming personal relationships with professional contacts, and advises on how best to work with the business to ensure any potential conflicts of interest are identified quickly.
<b>Conflicts of Interest: Working with Family</b>	Microlearning	Under 5 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Ethical Tip: Giving and Receiving Gifts</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An optimistic and lively animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.
<b>Code for Executives and Boards of Directors: Conflicts of Interest</b>	Microlearning	5-10 Min	This module guides board members in scrutinizing conflicts--actual, potential, and perceived--and establishing processes to eliminate them and mitigate damage if they do occur.
<b>Gifts: It Doesn't Have to Be Awkward</b>	Multimedia	Under 5 Min	When does a business courtesy cross the line into an inappropriate gift? This lighthearted video depicts a common situation (a vendor offering an expensive meal while their contract is up for renewal) and explains why it could present a conflict of interest, the rationale behind limitations on gifts and entertainment, and how to deal with an awkward situation without causing offense.
<b>Giving and Receiving Gifts: What You Should Know</b>	Multimedia	Under 5 Min	This multimedia piece addresses the complexity of gifts and stresses the importance of following company policy to avoid any misconceptions of favoritism.
<b>Keys to Avoiding Conflicts of Interest</b>	Multimedia	Under 5 Min	The keys to avoiding conflicts of interest are transparency and disclosure. This video covers various situations both internal and external to the company--outside activities, procurement conflicts, hiring conflicts, and reporting conflicts--whereby there is an appearance of a conflict of interest.
<b>Resolve Conflicts of Interest Before They Happen</b>	Multimedia	Under 5 Min	Is there a conflict between your personal interests and that of the company's? This video highlights a few situations where the lines between one's personal interests--a second job or use of company resources--and the interests of the company may become blurred.
<b>Upholding Supply Chain Standards</b>	Multimedia	5-10 Min	Supply chain integrity is of the utmost importance not only for manufacturers and distributors responsible for the quality and performance of their products, but also for those working with government contracts. This entertaining video is a perfect conversation starter. It can be delivered individually to learners or be played in a staff or group meeting.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>What Is a Conflict of Interest?</b>	Multimedia	Under 5 Min	This 2-minute explainer video helps learners understand what's considered a conflict of interest and parties and situations that could cause potential conflicts of interest. The video gives learners a few simple questions to ask themselves when in a tough situation, as well as an escalation path to ensure that conflicts of interest are avoided whenever possible.
<b>When Charitable Donations Become Bribery</b>	Microlearning	5-10 Min	Charitable donations can be misused if proper due diligence and controls are not in place. While donating to a reputable charity can demonstrate corporate responsibility, it's important to evaluate donation requests to ensure a small request does not create a big problem. This module is designed using problem-based learning through a real-life scenario.

## Corporate Social Responsibility

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Ethical Tip: Spotting Signs of Human Trafficking</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.
<b>Modern Slavery Act: Protecting Human Rights</b>	Microlearning	5-10 Min	A video format course that connects with a learner on a real-life level and embeds knowledge through a storytelling experience.
<b>Preventing Global Modern Slavery</b>	Course	21-30 Min	All employees play a role in preventing modern slavery in business interactions in large ways and small. Commitment to human rights helps the company manage reputational risk and establish credibility with customers, clients, employees, and the public at large. This GLE course helps learners be aware of the risks, be able to identify the risks, and respond appropriately to them.
<b>Supporting Human Rights: Modern Slavery Act</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.
<b>Supporting Human Rights: The Ethical and Legal Choice</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.
<b>Sustainable Practices</b>	Microlearning	5-10 Min	Businesses are taking responsibility for their social and environmental impact by implementing sustainable practices. Adopting sustainable practices begins with identifying opportunities to advocate and establish sustainable business practices. This module is designed using problem-based learning through a real-life scenario.
<b>Take the Extra Step for Sustainability</b>	Multimedia	Under 5 Min	This media asset shows that good corporate citizenship is the responsibility of all employees. Learners are encouraged to be a leader in this space, even when facing difficult conversations and challenges.
<b>The ESG Framework: Promising Workplace Practices</b>	Microlearning	11-20 Min	This asset is designed to be a standalone brief for an Environmental, Social, and Governance (ESG) learning experience, suitable to work on its own as an introduction to the topic for a broad group of adult learners. It focuses on enabling a strong culture by explaining the concept of the ESG framework and how it is integrated into the shared values of the organization.
<b>The Virtuous Circle: The Essentials of ESG and You</b>	Microlearning	5-10 Min	This module acts as an introduction and summary option for an ESG Code of Conduct training. This experience uses different kinds of imagery and messaging to convey how the principles of the Environmental, Social, and Governance framework help us live our values. Includes an attitudinal question to gauge the learner's familiarity with the ESG framework.

## Data Protection & Privacy and Information Security

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>A Social Engineering Incident</b>	Microlearning	5-10 Min	Social engineering is a technique that exploits human error to gain private information, access, or valuables. This is a short, interactive, multi-media module that employs problem-based learning through an animated simulation of a real-life scenario. See how Dominic handles a call from Georgie claiming to be a new IT employee requesting verification of client data to check if the information has been lost.
<b>An Introduction to South Korea's Data Privacy Laws</b>	Microlearning	5-10 Min	This asset discusses three major laws and helps learners to understand their responsibilities depending on their job role. A scenario shows a common situation and how it can lead to a breach in privacy.
<b>Attacks on our System</b>	Simulations	5-10 Min	This gamified experience reviews the importance of protecting company systems from malicious attacks stemming from online activity. Help Ashley prevent a data breach from occurring at CDO Digital, exposing all their sensitive client data.
<b>Be Sure Before You Share</b>	Multimedia	Under 5 Min	This one-minute explainer video discusses what employees need to understand about posting to social media, from knowing that posts can spread outside of the original poster's control to knowing all potential consequences. The video also provides three questions any user should ask themselves before posting to social media.
<b>Canada's Data Privacy Protection Laws</b>	Microlearning	5-10 Min	In this course learners explore how Canada's Personal Information Protection and Electronic Documents Act (PIPEDA), and Canadian Anti-Spam Law (CASSL) impacts them, their personal information, and their company. PIPEDA sets the ground rules for how businesses and federally regulated organizations collect, use, or disclose personal information in the course of a commercial activity.
<b>Cyber Security: The Open Door</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.
<b>Cybersecurity: Recognizing and Avoiding Cyber Threats</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Data Protection and Privacy: Know Your Risk</b>	Course	21-30 Min	This course offers a comprehensive experience in data protection and privacy with two learning modules, cutting-edge video styling, and an interactive infographic. A pretest/posttest model with confidence ratings allows for sophisticated data analysis for risk assessment. This course also contains the microlearning Data Protection and Privacy: Vigilance Matters.
<b>Data Protection and Privacy: Know Your Risk (Pretest/Posttest)</b>	Assessment	5-10 Min	This component is intended to bookend the learning modules within the Data Protection and Privacy suite (Vigilance Matters and Navigating the Process. A pretest/posttest model with confidence ratings allows for sophisticated data analysis for risk assessment.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Data Protection and Privacy: Navigating the Process</b>	Microlearning	5-10 Min	In this microlearning module, learners progress through a scenario in which they must make informed decisions to safeguard personal data, while responding appropriately to colleagues' requests and business objectives.
<b>Data Protection and Privacy: Tripwire</b>	Multimedia	Under 5 Min	This attention-grabbing video hooks learners on the topic of data protection and privacy. It demonstrates just how quickly, and easily personal data can be compromised, through an eye-opening and common scenario where a business lunch is overheard.
<b>Data Protection and Privacy: Vigilance Matters</b>	Microlearning	11-20 Min	This microlearning module uses dramatic live-action video to present a realistic situation in which a competent, well-intentioned employee accidentally endangers the organization's personal data as a result of clever social engineering and a ransomware attack. The scenario then 'rewinds' to key high-risk moments so the learner can help the characters avert a data protection disaster.
<b>Data Protection: Defending Against Phishing Attacks</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Does GDPR Apply to My Company?</b>	Multimedia	Under 5 Min	This Ethical Tip is a quick communication tool that can help your employees understand if GDPR applies to your company and its activities.
<b>Ethical Tip: Protecting Company Assets</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An optimistic and lively animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.
<b>Code for Executives and Boards of Directors: Cybersecurity</b>	Microlearning	5-10 Min	To protect their businesses from external and internal risks and mitigate the consequences of an incident, boards must ask sophisticated, penetrating questions to accurately assess their cybersecurity programs.
<b>Europe and the GDPR</b>	Offline Material	5-10 Min	This interactive animated infographic presents the most important principles of personal data protection and privacy, using everyday language so that learners can immediately understand and apply the concepts to situations they encounter in their own work.
<b>GDPR: Protection that Travels</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.
<b>Information Security: Phishing and Cyberattacks</b>	Microlearning	5-10 Min	With increased connectivity between people, devices, and companies, comes increased opportunity for phishing and cyberattacks. Explore how to mitigate potential risks, identify an attack, and make the right decisions. This module is designed using problem-based learning through a real-life scenario.
<b>Insider Threats</b>	Microlearning	5-10 Min	It's easy to think that the biggest threats to our information security come from the outside, but one of the largest threats we face comes from within. Step into the shoes of Alison as she spots potential warning signs involving her coworker, Justin.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Keeping Information Secure in the Remote Workplace</b>	Microlearning	5-10 Min	Working remotely can unlock a number of risks. By being aware of the risks and making proper decisions, you will be able to protect both personal and company information when working remotely. This module is designed using problem-based learning using scenarios.
<b>Key Data Processing Principles</b>	Offline Material	Under 5 Min	This interactive animated infographic presents the most important principles of personal data protection and privacy, using everyday language so that learners can immediately understand and apply the concepts to situations they encounter in their own work. This asset can be added to any data privacy or information security course or be used as a standalone product.
<b>Key Privacy Principles</b>	Multimedia	Under 5 Min	This interactive animated infographic presents the most important principles of personal data protection and privacy, using everyday language so that learners can immediately understand and apply the concepts to situations they encounter in their own work.
<b>Meetings and Conversations</b>	Microlearning	5-10 Min	Business meetings can be an effective forum for sharing ideas. However, it's important to make sure that any formal or informal meetings or conversations do not compromise the security of our information and that best practices are adhered to. Follow Gary as he joins an online meeting set up by one of his colleagues to discuss a confidential project.
<b>Password Best Practices</b>	Offline Material	5-10 Min	Password integrity is vital to protecting data and resources. This PDF document provides best practices for password hygiene. This asset can be added as a resource within any course, as a standalone asset, distributed as part of an in-person session, or used as a poster.
<b>Phishing and Social Engineering</b>	Microlearning	11-20 Min	Phishing is the fraudulent practice of inducing individuals to reveal personal information, such as passwords and credit card numbers through false emails, links or computer applications. Social engineers are the experts who get us to share this sensitive information. This is a short, interactive, multi-media module that employs problem-based learning through an animated simulation of a real-life scenario.
<b>Privacy and Confidentiality: Employee Information</b>	Multimedia	Under 5 Min	A bite-sized animation that captures a learner's attention and simplifies complex ideas through a visual representation.
<b>Privacy and Data Protection: Perry's Odd Behavior</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Privacy Protection in California: CCPA and CPRA</b>	Microlearning	5-10 Min	This Short Take offers learners a variety of formats in which to engage with learning and apply what they have learned in real-life scenarios.



NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Protecting Employee Information</b>	Microlearning	5-10 Min	All companies collect, store, and use a wide range of information about their employees. When this is personal information, it must also be protected. Follow Chris as he navigates how to complete a document that will be the basis of his performance review when provided with an old sample from his manager, possibly containing employee information.
<b>Securing our Information and Systems</b>	Microlearning	5-10 Min	As working environments have evolved, so has the technology to enable collaboration among team members spread across regions. With these advances have come new threats to the security of your company's systems. Follow a group of colleagues from CQ1 as they access company information from various locations in preparation for a client meeting.
<b>Sharing Personal Information</b>	Simulations	5-10 Min	This gamified experience reviews the importance of data protection and security for employees and their business partners. Join Matt on his run through the woodland as he answers questions related to his recent training on sharing personal information and what to do should there be a potential risk of data falling into the wrong hands.
<b>Simple Ways to Protect Data</b>	Multimedia	Under 5 Min	Now more than ever, online security needs to be kept top of mind. This explainer emphasizes the importance of protecting data and information, even when working from home. This brief video engages learners in the content with a modern and fresh animation and audio style.
<b>Singapore PDPA: Facilitated Training</b>	Offline Material	11-20 Min	This facilitated training offers six workshops covering key topics of the PDPA, including: collection, use and disclosure of personal data; Do Not Call registers; regulations on the use of National Registration Identification Card numbers; how to manage personal data compliantly; data breaches and penalties associated with non-compliance. The facilitation pack includes a facilitator guide, PowerPoint deck, and handout.
<b>The GDPR and Worldwide Data Privacy Laws</b>	Course	31-45 Min	This course helps learners understand the behaviors necessary to protect personal information in their organization's custody. The course stays within the policies found in the EU General Data Protection Regulation (GDPR) but is intended for learners who process or come in contact with people's data globally. It includes infographics with details on not just the GDPR, but US state laws including California's CCPA and CPRA, and laws in other parts of the world including South Korea among others.
<b>The Phishing Attack</b>	Microlearning	5-10 Min	Email is an essential communication tool, but it can create security risks. This is a short, interactive, multi-media module that employs problem-based learning through an animated simulation of a real-life scenario. Follow Matt as he receives what appears to be a great offer from an acquaintance via his work email.
<b>Think Before You Click</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Understanding and Protecting Privacy</b>	Microlearning	5-10 Min	In some parts of the world, it is a fundamental human right to be able to control how your personal information is used. Protecting privacy and complying with these regulations is of the utmost importance. Follow Devon and Saba as they explore various levels of privacy required for those collecting personal data.
<b>Understanding the Payment Card Industry Data Security Standard</b>	Course	11-20 Min	A more detailed approach to learning, focused on presenting the content in a way that facilitates retention of content and raises overall awareness.
<b>US Data Privacy Laws</b>	Offline Material	5-10 Min	This interactive animated infographic compares the data protection laws in the United States, including California, Colorado, Connecticut, Illinois, Utah, and Virginia. This asset is part of the course The GDPR and Worldwide Data Privacy Laws but can also be a standalone product.
<b>Working Remotely in the New Normal: You Are Our First Line of Defense</b>	Multimedia	Under 5 Min	Working remotely poses new risks when it comes to information security. This video provides ways to arm your working environment to defend against potential security threats.
<b>Worldwide Data Privacy Laws</b>	Offline Material	5-10 Min	This interactive animated infographic presents the most important principles of personal data protection and privacy, using everyday language so that learners can immediately understand and apply the concepts to situations they encounter in their own work. This asset is part of the course The GDPR and Worldwide Data Privacy Laws but can also be a standalone product.

## Anti-Harassment and Discrimination, Diversity, Equity & Inclusion

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Addressing Systemic Racism in the Workplace</b>	Microlearning	11-20 Min	This short take guides learners on how to recognize systemic racism and what they can do about it.
<b>Anti-Harassment and Discrimination</b> <i>NEW</i>	Course	30-45 Min	The Anti-Harassment and Discrimination module offers an introduction to the anti-harassment suite covering sexual harassment, discrimination, bullying, and anti-LGBTQ issues in the United States workplace. This module adds context and an introduction for creating a respectful and dignified workplace. It includes additional details on relevant laws and harassment reporting options in 8 U.S. states (California, Connecticut, Delaware, Illinois, Maine, New York, Virginia, Washington), Chicago, New York City, Washington D.C., Puerto Rico, and the U.S. Virgin Islands.
<b>Anti-Harassment and Discrimination Comprehensive Course</b> <i>NEW</i>	Course	Over 60 Min	This configurable course provides an in-depth review of the topic of sexual harassment and other forms of offensive and discriminating behavior. It defines sexual harassment and describes the laws and company policies that prohibit harassment and discrimination. Learners self-assign based on their city or state and role as a manager or non-manager. The course satisfies the time requirements of California, Chicago, and Connecticut.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Bullying</b> <i>NEW</i>	Microlearning	11-20 Min	In this module, learners will explore ways to identify and prevent bullying and cyberbullying in the workplace.
<b>Bystander Training for Chicago</b>	Course	46-60 Min	This course satisfies the legal requirement for people working in Chicago in any role to receive one hour of Bystander Training. The course uses ten scenarios inspired by real-life incidents to teach through example what a bystander is, what the difference between a bystander and an "active" bystander is, how to recognize harassment and discrimination and some ways to help diffuse the situation.
<b>Careful Communications: Workplace Social Media</b>	Multimedia	5-10 Min	Workplace social media has become a quick and efficient method of communicating in today's fast paced world. With this technology come the risks of misinterpretation, inappropriate content, and potential discrimination. This live action video illustrates how questionable workplace social media can affect the culture and dynamics of the team and company at large.
<b>Creating a Harassment-Free Workplace</b>	Microlearning	11-20 Min	This module provides an introduction and context for creating a respectful, harassment-free workplace. It is intended to be used as a 'framer' for a harassment prevention course, together with other content modules. It is recommended for use in the second year of a three-year training cycle.
<b>Creating A Harassment-Free Workplace: Essentials (Year 1)</b>	Course	31-45 Min	This course provides essential training on creating a respectful, harassment-free workplace. It is recommended for use in the second year of a three-year training cycle.
<b>Creating A Harassment-Free Workplace: Essentials (Year 2)</b>	Course	31-45 Min	This course provides essential training on creating a respectful, harassment-free workplace. It is recommended for use in the second year of a three-year training cycle.
<b>Creating an Inclusive Environment</b>	Microlearning	5-10 Min	This experience shows how the workplace can be derailed by ineffective communication or strengthened by empathy and respect. By using a scenario showing different points of view, learners can see the importance of creating an environment conducive to open discourse and opinions.
<b>Cultivating a Harassment Free Global Workplace: Essentials (Year 3)</b>	Course	21-30 Min, 31-45 Min	This course provides essential training on creating a respectful, harassment-free workplace. It is recommended for use in the third year of a three-year training cycle.
<b>Cultivating a Harassment-Free Global Workplace (Framer)</b>	Microlearning	11-20 Min	This module provides an introduction and context for creating a respectful, harassment-free workplace. It is intended to be used as a "framer" for a harassment prevention course, together with other content modules. It is recommended for use in the third year of a three-year training cycle.
<b>Cultivating Respect: Workplace Respect for Managers</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Dealing with Bullies at Work</b>	Multimedia	Under 5 Min	This 1-minute explainer video helps learners identify, defuse and/or remove themselves or others from a situation in which they are confronted with bullying, verbal abuse or threatening behavior.
<b>Dignity &amp; Respect: Implicit Discrimination</b>	Microlearning	5-10 Min	Implicit discrimination can occur anytime we take actions or make decisions that are influenced by our unconscious preferences. This live action video will walk through multiple instances illustrating implicit discrimination starting from the hiring process as we step into the shoes of both the employer and employee.
<b>Dignity and Respect in the Global Workplace</b>	Microlearning	21-30 Min	Dignity and Respect in the Global Workplace: Introductory and Summary module offers an introduction to the anti-harassment suite covering sexual harassment, discrimination, bullying, and anti-LGBTQ issues in the global workplace. This module adds context and an introduction for creating a respectful and dignified workplace globally.
<b>Dignity and Respect in the Global Workplace: Offline Guide</b>	Offline Material	Over 60 Min	This product consists of three components: a facilitator guide, participant workbook, and a presentation. It provides an introduction to the topic of sexual harassment and other forms of offensive and discriminating behavior. It defines sexual harassment and describes the laws and company policies that prohibit harassment and discrimination.
<b>Embracing Generational Differences</b> <i>NEW</i>	Multimedia	Under 5 Min	This video stresses the importance of recognizing that each generation in the workplace has something to offer. This multimedia asset is also included in Supporting an Inclusive Environment.
<b>Empowering an Inclusive Environment</b>	Multimedia	Under 5 Min	This media pieces uses animation to underscore how personality conflicts and communication styles can have a big impact on individuals and teams. The piece focuses on simple tips that employees at all levels can immediately apply to improve communication and workplace dynamics.
<b>Ethical Tip: Brutal Honesty vs. Constructive Feedback</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An optimistic and lively animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.
<b>Ethical Tip: Respect: 3 Simple Tips</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An optimistic and lively animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.
<b>Ethical Tip: Volatile Political Discussions at Work</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Code for Executives and Boards of Directors: Harassment, Respect, Diversity</b>	Microlearning	5-10 Min	Through the activities in this module, Boards consider how to enhance the company's ability to prevent these risks, encourage a respectful, inclusive culture, and protect the company--before, during, and after an incident.
<b>Consider Unconscious Bias</b> <i>NEW</i>	Multimedia	Under 5 Min	This video provides a short introduction to unconscious bias. This multimedia asset is also included in Unconscious Biases.
<b>Gender Identity and Gender Expression</b> <i>NEW</i>	Microlearning	5-10 Min	Every employee has the right to be respected and every employee is responsible for being respectful to others. This module navigates situations where bias around gender or gender expression may lead to discrimination or harassment in the workplace.
<b>Harassment in a Virtual World</b> <i>NEW</i>	Microlearning	5-10 Min	Social media and electronic communication have removed the walls between our work and personal lives. In this module, learners will find out how actions they take outside of work on social media can impact their workplace.
<b>How Does Unconscious Bias Happen?</b>	Multimedia	Under 5 Min	Triggers can make one especially vulnerable to one's own unconscious biases. This video explains various types of bias including affinity bias, halo effect, confirmation bias, recency bias, anchoring bias, and stereotypes. Unconscious bias affects all of us and recognizing these triggers can help to overcome one's own unconscious biases.
<b>Implicit Discrimination and Employment Practices</b>	Multimedia	5-10 Min	Implicit discrimination can occur anytime we take actions or make decisions that are influenced by our unconscious preferences. This entertaining video is a perfect conversation starter. It can be delivered individually to learners or be played in a staff or group meeting. Either way, it is perfect for beginning an important conversation with even the simplest of questions, such as, "Can this have happened here? What would you do if faced with this situation?"
<b>Mutual Respect: Harassment by Managers &amp; Supervisors</b>	Multimedia	Under 5 Min	A bite-sized animation that captures a learner's attention and simplifies complex ideas through a visual representation.
<b>Other Companies' Employees</b> <i>NEW</i>	Microlearning	5-10 Min	Workplace sexual harassment is prohibited, regardless of whether it is committed by our company employees or third parties. This module follows four individuals as they navigate harassment from non-employees.
<b>Preventing a Hostile Work Environment</b> <i>NEW</i>	Microlearning	11-20 Min	Hostile work environment harassment can take many forms. This asset explores the characteristics of a hostile environment and how even well-intentioned comments or misdirected humor may be considered harassment and have unintentional consequences.
<b>Professional Behavior: Mutual Respect</b>	Course	21-30 Min	A more detailed approach to learning, focused on presenting the content in a way that facilitates retention of content and raises overall awareness.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Professional Conduct: Supporting an Environment of Respect</b>	Course	21-30 Min	A video format course that connects with a learner on a real-life level and embeds knowledge through a storytelling experience.
<b>Quid Pro Quo</b> <i>NEW</i>	Microlearning	5-10 Min	Quid pro quo sexual harassment is a specific category of sexual harassment. Learners will explore quid pro quo sexual harassment and what makes it unique compared to other forms of harassment.
<b>Reasonable Accommodations</b> <i>NEW</i>	Microlearning	11-20 Min	This course provides a valuable overview of the reasonable accommodations that should be provided in cases of pregnancy, disability, or sincerely held religious belief, in order to ensure that all receive equal opportunity to fulfill their job roles. The course explains undue burden and when that comes into play, as well as why reasonable accommodation is part of an inclusive and effective workplace. The multimedia asset, The Pregnant Workers Fairness Act-PWFA, is included in this module.
<b>Recognizing Sexual Harassment</b> <i>NEW</i>	Microlearning	11-20 Min	This microlearning will help learners understand what constitutes sexual harassment and how to promote a better work environment.
<b>Reporting Harassment and Discrimination</b> <i>NEW</i>	Microlearning	11-29 Min	This course addresses the importance of reporting sexual harassment and the negative impacts on the culture, company, and individuals if sexual harassment goes unreported. The module guides learners on the many available reporting options available to them if they experience or witness harassment, the important roles and responsibilities of managers, and protection against retaliation. It is suitable for a U.S. based audiences and includes additional details on harassment reporting options in 6 U.S. states (California, Connecticut, Delaware, Illinois, Maine, New York), Chicago, New York City, Puerto Rico, and the U.S. Virgin Islands.
<b>Sex and Gender Bias</b> <i>NEW</i>	Microlearning	5-10 Min	In this module, learners will explore sex- and gender-based bias and discrimination.
<b>Sexual Harassment: Global Awareness</b>	Microlearning	5-10 Min	This short take is designed to complement the Dignity & Respect content suite. Employees across all levels will learn how sexual harassment concepts vary between countries, regions and cultures.
<b>Sexual Harassment: When the Unexpected Occurs</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.
<b>Sexual Harassment Investigations</b> <i>NEW</i>	Microlearning	5-10 Min	All employees benefit from a positive, respectful workplace culture free of harassment. In this module, learners will understand their role in cooperating with sexual harassment investigations and the company's role and responsibilities.
<b>Sexual Harassment Outside of Work</b> <i>NEW</i>	Microlearning	5-10 Min	Sexual harassment can happen at work, at offsite meetings, at business social events, while traveling, or during other offsite encounters. This asset explores how to recognize sexual harassment outside the workplace and normal work hours, and what to do if you witness or experience it in this context.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Sexual Orientation and Harassment</b> <i>NEW</i>	Microlearning	5-10 Min	This microlearning explores sexual orientation and harassment in the workplace.
<b>Stronger Together: Diversity, Equity, and Inclusion</b>	Microlearning	11-20 Min	This microlearning defines diversity, equity, and inclusion and focuses on the benefits of incorporating them into the company culture.
<b>Supporting an Inclusive Environment</b> <i>NEW</i>	Microlearning	11-20 Min	In this module, learners will explore inclusive work environments and how to practice positive behaviors that help foster a workplace where everyone can thrive. The multimedia asset Embracing Generational Differences is included in this module.
<b>The Crowd: Sexual Harassment</b>	Course	Under 5 Min	An insightful look into the difficulties of dealing with sexual misconduct in the workplace. This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>The Pregnant Workers Fairness Act- PWFA</b> <i>NEW</i>	Multimedia	Under 5 Min	This video reviews the protections and accommodations provided under the Pregnant Workers Fairness Act. This multimedia asset is also included in Reasonable Accommodations.
<b>Unconscious Biases</b> <i>NEW</i>	Microlearning	11-20 Min	This module explores the various factors that make up our unconscious biases and how we can overcome preconceptions to create an environment of trust, respect, and inclusion. The multimedia asset, Consider Unconscious Bias, is included in this module.
<b>Use Your Voice: The Importance of Reporting</b>	Microlearning	21-30 Min	This short take guides learners on how to report incidents of sexual harassment and the important roles and responsibilities of managers.
<b>Virtual World: Real Harassment</b>	Microlearning	11-20 Min	Learners find out how actions they take outside of work on social media can impact their workplace.
<b>Voice of the People: Examining Harassment in the Workplace</b>	Multimedia	Under 5 Min	This video asks 3 questions intended to stimulate discussions about harassment in the workplace.
<b>Voice of the People: Online Harassment</b>	Multimedia	Under 5 Min	This video asks 3 questions intended to stimulate discussions about online harassment in the workplace.
<b>Voice of the People: The Importance of Reporting Harassment</b>	Multimedia	Under 5 Min	This video stimulates discussion about the importance of reporting harassment in the workplace, and why people might hesitate to report.
<b>Voice of the People: Workplace Bullying</b>	Multimedia	Under 5 Min	This video asks 3 questions intended to stimulate discussions about bullying in the workplace.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>What Does Diversity Look Like?</b>	Multimedia	Under 5 Min	Workplaces that value diversity, equity, inclusion, and belonging have been proven to foster innovation and success. In this live-action video, a diverse multilingual group of employees introduce themselves according to their strengths, interests, and various aspects of their identities. This short multimedia piece can be added to a Code of Conduct, anti-harassment course, DEIB course, or used on its own.
<b>What Does Inclusion Look Like?</b>	Multimedia	Under 5 Min	Inclusivity is an integral piece to a strong and healthy culture. This multimedia asset can be added to a Code of Conduct, Harassment and Discrimination course, DIEB course, or used on its own.
<b>What Is Unconscious Bias?</b>	Multimedia	Under 5 Min	There are two main types of bias: conscious and unconscious. This video explains the differences between conscious bias or explicit behavior and unconscious bias which is comprised of pre-determined ideas formed outside of your own conscious awareness.
<b>Why We Want a Respectful Workplace</b>	Multimedia	Under 5 Min	A modern, memorable, and visual design which helps employees to retain a targeted message.
<b>Working Remotely: Breaking the Fourth Wall</b>	Multimedia	Under 5 Min	This 2-minute explainer video helps employees remember that even though they may be working from home, they're still held to the company's standards and careful communications still apply.
<b>Workplace Social Media Dos and Don'ts</b>	Multimedia	5-10 Min	Workplace social media has become a quick and efficient method of communicating in today's fast paced world. With this technology come the risks of misinterpretation, inappropriate content, and potential discrimination. This entertaining video is a perfect conversation starter.



## Environmental Health & Safety and Workplace Issues

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>ADA Basics</b>	Course	11-20 Min	This short course introduces the learner to the fundamental principles and protections of the Americans with Disabilities Act (ADA) as it pertains to managers, employees, and customers. It discusses the rights of people with disabilities regarding hiring, personnel and compensation decisions, and disability accommodations at work. It also outlines the responsibilities of a business to accommodate the needs of customers with disabilities.
<b>Bystander Training for Chicago</b>	Course	46-60 Min	This course satisfies the legal requirement for people working in Chicago in any role to receive one hour of Bystander Training. The course uses ten scenarios inspired by real-life incidents to teach through example what a bystander is, what the difference between a bystander and an "active" bystander is, how to recognize harassment and discrimination and some ways to help diffuse the situation.
<b>Careful Use of Social Media: Managing Your Brand</b>	Multimedia	Under 5 Min	This explainer describes what trolling and doxing are and potential negative impacts, with suggestions to effectively manage your "brand."
<b>Code for Executives and Boards of Directors: Framer</b>	Course	Under 5 Min	Boards of Directors are responsible for a variety of issues and demands that can impact the reputation and health of an organization. This configurable course guides board members in understanding strategic issues that affect their company, how to approach risk and the ability to achieve long-term health and success.
<b>Cultivating a Harassment-Free Global Workplace (Framer)</b>	Microlearning	11-20 Min	This module provides an introduction and context for creating a respectful, harassment-free workplace. It is intended to be used as a "framer" for a harassment prevention course, together with other content modules. It is recommended for use in the third year of a three-year training cycle.
<b>Dignity &amp; Respect: Implicit Discrimination</b>	Microlearning	5-10 Min	Implicit discrimination can occur anytime we take actions or make decisions that are influenced by our unconscious preferences. This live action video will walk through multiple instances illustrating implicit discrimination starting from the hiring process as we step into the shoes of both the employer and employee.
<b>Dignity and Respect in the Global Workplace: Comprehensive</b>	Course	Over 60 Min	This configurable course provides an introduction to the topic of sexual harassment and other forms of offensive and discriminating behavior. It defines sexual harassment and describes the laws and company policies that prohibit harassment and discrimination. This course replaces CXsh09aSAI and has been updated to include the new Chicago regulations and the New York and New York City hotline information.
<b>ESG for Suppliers and Third Parties</b>	Course	11-20 Min	Your contractors, suppliers and other third parties represent your company just as much as your employees do. As environmental, social, and governance (ESG) issues drive your business today, they must also drive how your partners work for you. This course provides them with the ESG basics necessary to work in partnership with you.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Ethical Tip: Healthy Workplace</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.
<b>Every Voice Matters</b>	Multimedia	Under 5 Min	Safe and inclusive working environments generate trust, cultivate unique ideas, and strengthen teams. This short multimedia piece can be added to a Code of Conduct, anti-harassment course, DEIB course, or used on its own.
<b>FMLA (The Family and Medical Leave Act)</b>	Course	46-60 Min	A video format course that connects with a learner on a real-life level and embeds knowledge through a storytelling experience.
<b>Health and Safety: An Accident Waiting to Happen (office)</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Health and Safety: An Accident Waiting to Happen (shop floor)</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Health and Safety: Just Slow Down a Second</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Health and Safety: What's the Big Hurry?</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Health and Safety: Working Under Pressure</b>	Microlearning	5-10 Min	Everyone experiences stress in the workplace, but when deadlines get out of control it can become overwhelming, even for the most conscientious employee. Follow Paul in this live action video as he struggles with increasing demands from work and family, while failing to reach out for help.
<b>Implicit Discrimination and Employment Practices</b>	Multimedia	5-10 Min	Implicit discrimination can occur anytime we take actions or make decisions that are influenced by our unconscious preferences. This entertaining video is a perfect conversation starter. It can be delivered individually to learners or be played in a staff or group meeting. Either way, it is perfect for beginning an important conversation with even the simplest of questions, such as, "Can this have happened here? What would you do if faced with this situation?"
<b>Keeping Each Other Safe as We Work Together</b>	Multimedia	Under 5 Min	This 2-minute explainer video helps learners develop awareness of the safety measures and precautions that must be taken when returning to the workplace. This version includes a reference to optional masking.
<b>Keeping Each Other Safe as We Work Together [Alternate Version]</b>	Multimedia	Under 5 Min	This 2-minute explainer video helps learners develop awareness of the safety measures and precautions that must be taken when returning to the workplace. This version of the video includes a reference to mandatory mask wearing in the workplace.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Keeping Each Other Safe as We Work Together Certification</b>	Assessment	5-10 Min	This learning experience contains a 2-minute explainer video to help learners develop awareness of the safety measures and precautions that must be taken when returning to the workplace. The video is embedded in a highly customizable short take which allows organizations to demonstrate attestation, produce a record of employee participation, and add their own policies and language.
<b>Keeping Each Other Safe as We Work Together Certification [Alternate Version]</b>	Assessment	5-10 Min	This learning experience contains a 2-minute explainer video to help learners develop awareness of the safety measures and precautions that must be taken when returning to the workplace. The video is embedded in a highly customizable course which allows organizations to demonstrate attestation, produce a record of employee participation, and add their own policies and language.
<b>Life Safety at Work Facilitator Guide</b>	Offline Material	21-30 Min	This face-to-face facilitation guide provides talking points for framing a discussion of the videos with employees.
<b>Life Safety at Work: Bullying, Abuse, and Threatening Behavior</b>	Course	5-10 Min	All employees across levels in the organization can find themselves in a confrontational situation that feels challenging to get out of. This course explores some tactics to use when confrontational situations arise. A final quiz is included.
<b>Life Safety at Work: Checkup</b>	Assessment	11-20 Min	In this checkup, learners re-take the final course assessment to determine their retention of concepts over time.
<b>Life Safety at Work: Domestic Violence</b>	Course	5-10 Min	Domestic disputes can sometimes spill into the workplace with threats or violence. This course helps learners identify common signs of domestic abuse so that they can help coworkers and also prevent dangerous incidents from happening in the future.
<b>Life Safety at Work: Extreme Violence and Active Threats</b>	Microlearning	5-10 Min	This course explores how best to stay safe during an active threat situation in the workplace. It includes the microlearning RLwv02aSAI Real-Life Story: I Survived a Workplace Shooting.
<b>Life Safety at Work: Mental Health</b>	Course	11-20 Min	The Mental Health module of the Life Safety at Work course provides learners with strategies for supporting coworkers' mental health before it becomes too consequential.
<b>Life Safety at Work: Preventing and Responding to Workplace Violence (Framer)</b>	Course	Under 5 Min	This asset is designed to be used as the introduction and summary to a Life Safety experience. Learners investigate several critical issues regarding violence in the workplace -- how to spot warning signs, how to protect themselves, and how to report concerns so the company can help.
<b>Life Safety During an Active Threat</b>	Multimedia	Under 5 Min	This one-minute explainer video introduces the need for awareness and planning for an active threat in the workplace.
<b>Life Safety Poster</b>	Offline Material	Under 5 Min	The Life Safety Poster and Wallet Card provide visual reminders of key points from the Life Safety program. Both products have visually appealing designs to draw learners' attention and reinforce the program concepts.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Life Safety Wallet Card</b>	Offline Material	Under 5 Min	The Life Safety Poster and Wallet Card provide visual reminders of key points from the Life Safety program. Both products have visually appealing designs to draw learners' attention and reinforce the program concepts.
<b>Making Better Decisions in Stressful Times</b>	Multimedia	Under 5 Min	This 1-minute explainer video helps learners understand that stress can negatively impact decision-making, and that using short-term and long-term approaches to managing stress can be effective.
<b>Managing Competing Pressures</b>	Multimedia	5-10 Min	Everyone experiences stress in the workplace, but when deadlines get out of control it can become overwhelming, even for the most conscientious employee. This entertaining video is a perfect conversation starter. It can be delivered individually to learners or be played in a staff or group meeting.
<b>Mental Health: We're All in This Together</b>	Microlearning	5-10 Min	This module is a modification of the Life Safety at work Short Take. It has been updated to be more relevant to employees working from home and how to connect with co-workers remotely.
<b>Preventing a Hostile Environment: Why Should We Care?</b>	Microlearning	11-20 Min	Learners will understand their role in preventing hostile environments and what the characteristics of a hostile environment.
<b>Protect Yourself: Confined Spaces</b>	Microlearning	11-20 Min	When you are working in a confined space, your personal safety is at stake – not to mention the personal safety of your co-workers and any potential rescuers. If working in a confined space is not managed correctly, the results can be fatal. This course covers some of the correct techniques you can use to avoid injury.
<b>Protect Yourself: Electrical Safety</b>	Microlearning	5-10 Min	If your job involves working with or near electricity, you need to know ways to ensure your electrical safety by effectively managing risks arising from electrical hazards in your work. This course examines ways to safely manage electricity in a way that protects you, others, the environment, property and assets, and the organization's safety reputation.
<b>Protect Yourself: Emergency Preparedness and Response</b>	Microlearning	11-20 Min	While we hope a major or unforeseen incident never happens at our workplace, it's important for your personal safety, the safety of your colleagues and in meeting legislative requirements that you know how to respond if one did occur. This course covers some of the ways you can prepare so that you know what to do in an emergency.
<b>Protect Yourself: Forklift Safety</b>	Microlearning	11-20 Min	Forklifts are found in environments ranging from warehouses, factories, retail centers, shipping yards and freight terminals, construction sites and beyond. This course reviews how to protect yourself and others when operating or working near a forklift.
<b>Protect Yourself: Hazardous Chemical Safety</b>	Microlearning	11-20 Min	Exposures and incidents involving hazardous chemicals are generally preventable. This course explores how to recognize the hazards arising from hazardous chemicals and how to work safely to protect yourself and others.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Protect Yourself: Machinery Safety Through Machine Guarding</b>	Microlearning	11-20 Min	If your job requires personal exposure to dangerous machinery parts, you need to know how to properly protect yourself and others through the application of and the correct use of machine guards. This course explores ways you can prevent harm to yourself, your co-workers, and others by the application and correct use of machinery guarding and safe work practices.
<b>Protect Yourself: Manual Handling</b>	Microlearning	11-20 Min	Understanding how to recognize and prevent manual handling risks is the best way to keep you – and the workplace as a whole – safe from injury. If your job includes carrying or moving objects, grasping or gripping, throwing or striking, holding or restraining, loading or unloading, or repetitive or sustained movements, you need to know how to protect yourself and others. This course explores correct techniques you can use to avoid short and long-term injury.
<b>Protect Yourself: Safe Site Traffic Management</b>	Microlearning	11-20 Min	Vehicles, mobile plants, and moving equipment in the workplace have the potential to cause serious injury and death. These incidents are largely preventable if planning, control of risks, and pre-work activities are properly managed. This course explores some ways you can practice safe worksite traffic management activities.
<b>Protect Yourself: Smoking, Drugs, and Alcohol</b>	Microlearning	11-20 Min	While smoking and use of drugs and alcohol are generally banned in workplaces, risks arising from these substances continue to negatively impact the health and safety of workers and others. This course reviews the risks and hazards as well as how to manage them to prevent harm to yourself and others.
<b>Protect Yourself: Working at Height</b>	Microlearning	11-20 Min	If your job requires you work at height, you are subject to legislative requirements and standards. This course covers some of the correct techniques you can use to avoid injury.
<b>Psychological Health and Safety</b>	Microlearning	5-10 Min	Just as organizations must protect the physical safety of their workers, they must also protect their psychological health. This microlearning explores various factors in today's workplace that affect the psychological health and safety of workers and provides guidance on how to manage these risks.
<b>Real-Life Story: I Survived a Workplace Shooting</b>	Multimedia	Under 5 Min	This real-life story helps employees overcome the sense that it will never happen to them and also prepare for what they would do if they were confronted with the same situation.
<b>Reducing Stress on the Job</b>	Multimedia	Under 5 Min	This one-minute explainer explores the importance of reducing stress to maintain mental health.
<b>Reporting Incidents: No Harm Done?</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Safety and Environment in the Workplace</b>	Course	21-30 Min	A more detailed approach to learning, focused on presenting the content in a way that facilitates retention of content and raises overall awareness.
<b>Safety Leadership</b>	Course	11-20 Min	A more detailed approach to learning, focused on presenting the content in a way that facilitates retention of content and raises overall awareness.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Supply Chain: Due Diligence</b>	Microlearning	5-10 Min	Supply chains contain many moving parts and may involve companies located in different countries or regions. Conducting due diligence on the business practices and values of these partners is of the utmost importance as risks or questionable practices in one part of the chain reflects upon all parts. This microlearning focuses on possible modern slavery, ineffective environmental mitigation, and the more stringent laws appearing on a global level.
<b>Navigating an Active Threat: A Simulation (Manufacturing)</b>	Simulations	5-10 Min	The Navigating an Active Threat Simulation is an interactive, immersive experience in which learners must make decisions at various points during an active shooter situation. Learners actively choose their own paths to keep their risk level as low as possible.
<b>Navigating an Active Threat: A Simulation (Office)</b>	Simulations	5-10 Min	The Navigating an Active Threat Simulation is an interactive, immersive experience in which learners must make decisions at various points during an active shooter situation. Learners actively choose their own paths to keep their risk level as low as possible.
<b>The ESG Framework: Promising Workplace Practices</b>	Microlearning	11-20 Min	This asset is designed to be a standalone brief for an Environmental, Social, and Governance (ESG) learning experience, suitable to work on its own as an introduction to the topic for a broad group of adult learners. It focuses on enabling a strong culture by explaining the concept of the ESG framework and how it is integrated into the shared values of the organization.
<b>The Virtuous Circle: The Essentials of ESG and You</b>	Microlearning	5-10 Min	This module acts as an introduction and summary option for an ESG Code of Conduct training. This experience uses different kinds of imagery and messaging to convey how the principles of the Environmental, Social, and Governance framework help us live our values. In this course, you will discover how aspects of the Environmental, Social, and Governance framework enable us to measure our sustainability, performance, and ethical impact as a company and as individuals.
<b>Voice of the People: Domestic Violence</b>	Multimedia	Under 5 Min	The video features real-life people answering how they would know if a coworker was being abused and how they would respond in a situation where a coworker may need help.
<b>Working at Heights Procedural Walkthroughs</b>	Microlearning	5-10 Min	This unique learning in the flow of work asset provides just-in-time, multi-step safety training for those working at heights. These targeted reference materials include safety checklists for the following: pre-use inspections of a harness and fall arrester, donning a safety harness, and understanding how to rescue a suspended worker from an order/stock picker.
<b>Working Together: Promoting Mutual Respect</b>	Course	21-30 Min	A video format course that connects with a learner on a real-life level and embeds knowledge through a storytelling experience.

## Executives and Boards of Directors

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Code for Executives and Boards of Directors: Financial Irregularities</b>	Course	5-10 Min	Financial irregularities are an expansive threat to any organization. Even with the recent wave of accounting reforms, financial statements are still vulnerable to risks and errors, even ones made in good faith. This course guides board members in asking “How are we uncovering the fraud that may be affecting us right now, and how willing and prepared are we to address it?”
<b>Code for Executives and Boards of Directors: Framer</b>	Course	Under 5 Min	Boards of Directors and executives are responsible for a variety of issues and demands that can impact the reputation and health of an organization. This configurable course guides board members and executives in understanding strategic issues that affect their company, how to approach risk and the ability to achieve long-term health and success.
<b>Code for Executives and Boards of Directors: Insider Trading</b>	Course	5-10 Min	To prevent insider trading, boards must recognize the real and perceived risks of their own transactions. In this course, board members are guided in asking the tough questions to evaluate the company’s program and create improvements to avoid issues in the future.
<b>Code for Executives and Boards of Directors: Antitrust Compliance</b>	Microlearning	5-10 Min	This module is designed to guide Boards in ensuring their entire organization--and all their subsidiaries--stay ahead of these trends, assess their anticompetitive risks, and uphold strict compliance to avoid repercussions and support healthy business expansion and growth.
<b>Code for Executives and Boards of Directors: Conflicts of Interest</b>	Microlearning	5-10 Min	This module guides board members in scrutinizing conflicts--actual, potential, and perceived--and establishing processes to eliminate them and mitigate damage if they do occur.
<b>Code for Executives and Boards of Directors: Cybersecurity</b>	Microlearning	5-10 Min	To protect their businesses from external and internal risks and mitigate the consequences of an incident, boards must ask sophisticated, penetrating questions to accurately assess their cybersecurity programs.
<b>Code for Executives and Boards of Directors: Harassment, Respect, Diversity</b>	Microlearning	5-10 Min	Through the activities in this module, Boards consider how to enhance the company's ability to prevent these risks, encourage a respectful, inclusive culture, and protect the company--before, during, and after an incident.
<b>Code for Executives and Boards of Directors: How to Build an Ethical Culture</b>	Microlearning	5-10 Min	This module guides board members in defining and establishing the company values within the code of conduct and how to verify that the code addresses key risks.

## Exports, Imports & Trade Compliance

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Complying with U.S. Export Controls</b>	Course	31-45 Min	A video format course that connects with a learner on a real-life level and embeds knowledge through a storytelling experience.
<b>Customs Controls Made Simple</b>	Microlearning	11-20 Min	This situation-based Short Take puts learners into a fictional company, where they will walk through potential import situations and be asked to identify issues and escalation points. The Short Take also includes an introduction to imports and customs concepts and what learners will need to know.
<b>Due Diligence: What's My Responsibility?</b>	Microlearning	11-20 Min	This Short Take guides learners through proper due diligence procedures, including what employees need to do to keep in compliance, and escalation paths and procedures. The Short Take includes several short case studies that outline potential real-world scenarios.
<b>Effective Trade Compliance</b>	Course	31-45 Min	A more detailed approach to learning, focused on presenting the content in a way that facilitates retention of content and raises overall awareness.
<b>Embargoed Exports: Export Controls Check</b>	Multimedia	Under 5 Min	Dealing with sanctioned countries or individuals. A bite-sized animation that captures a learner's attention and simplifies complex ideas through a visual representation.
<b>Export Controls Made Easy</b>	Microlearning	11-20 Min	This situation-based Short Take puts learners into an industry-specific situation, where they'll walk through a potential export situation and be asked to identify issues and escalation points. The Short Take also includes an introduction to exports concepts and what learners will need to know.
<b>Global Export Controls Made Easy</b>	Microlearning	5-10 Min	This situation-based microlearning puts learners into an industry-specific situation where they'll walk through a potential export situation and be asked to identify issues and escalation points. The microlearning also includes an introduction to exports concepts and what learners will need to know.
<b>Global Trade Compliance: Introduction and Summary</b>	Microlearning	5-10 Min	This module introduces learners to some of the complexities found in modern trade compliance. Learners are asked how confident they feel about trade compliance before moving into other modules.
<b>How Trade Compliance Affects You</b>	Multimedia	Under 5 Min	This video introduces the audience to key concepts in trade compliance and how they affect an average person's workday.
<b>International Sanctions Made Simple</b>	Microlearning	11-20 Min	This industry profiling-based Short Take guides learners through international sanctions, including various sanctioning bodies, what employees need to do to stay compliant with sanctions, and escalation paths and procedures. The Short Take includes several short case studies that outline potential real-world scenarios.



NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>International Sanctions: What You Need to Know</b>	Multimedia	Under 5 Min	This two-minute explainer video discusses what employees need to know about international trade sanctions, and what strategies they can apply no matter where they're located.
<b>Trade Compliance: E-mail Goes a Long Way</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.
<b>U.S. Anti-Boycott Regulations in a Global Market</b>	Microlearning	5-10 Min	This scenario-based Short Take puts learners into an industry-specific scenario, where they'll walk through a potential boycott situation and be asked to identify issues and escalation points. The Short Take also includes an Explainer video outlining two major U.S. anti-boycott laws and what's expected of every employee relating to anti-boycott measures.
<b>What US Anti-Boycott Regulations Mean for You: Review, Report, Refer</b>	Multimedia	Under 5 Min	This four-minute explainer video discusses what employees need to know about U.S. anti-boycott regulations and how they need to look out for and respond to potential boycott requests.

## Financial Integrity, Insider Trading, Money Laundering

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Blindspot: Insider Trading</b>	Simulations	5-10 Min	Illegal insider trading involves trading a public company's securities using material or non-public information. The odds of being caught seem small, but law enforcement prosecutes violations rigorously. This simulation can be used as a standalone product or incorporated into a larger campaign.
<b>Code for Executives and Boards of Directors: Financial Irregularities</b>	Course	5-10 Min	Financial irregularities are an expansive threat to any organization. Even with the recent wave of accounting reforms, financial statements are still vulnerable to risks and errors, even ones made in good faith. This course guides board members in asking "How are we uncovering the fraud that may be affecting us right now, and how willing and prepared are we to address it?"
<b>Code for Executives and Boards of Directors: Insider Trading</b>	Course	5-10 Min	To prevent insider trading, boards must recognize the real and perceived risks of their own transactions. In this course, board members are guided in asking the tough questions to evaluate the company's program and create improvements to avoid issues in the future.
<b>Ethical Tip: Avoid Insider Trading</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An optimistic and lively animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.
<b>Ethical Tip: Do I Have Inside Information?</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An optimistic and lively animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.
<b>Financial Fraud: Preventing the Damage It Can Cause</b>	Multimedia	Under 5 Min	This multimedia asset addresses the importance of financial integrity and preventing financial fraud. This multimedia asset can be added to a Code of Conduct or used on its own.
<b>Financial Integrity: Helping a Valued Customer</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Global Anti-Money Laundering</b>	Course	21-30 Min	A video format course that connects with a learner on a real-life level and embeds knowledge through a storytelling experience.
<b>Insider Trading</b>	Course	31-45 Min	A course tailored to the needs of specific job roles. Follows a scenario-based, branching approach to challenge employees to identify risk areas and recommend a course of action through real-life dilemmas. The engaging and interactive modules can be taken either as standalone segments or combined to create a longer learning program.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Insider Trading Is Never a Good Choice</b>	Multimedia	Under 5 Min	This 1-minute video uses an upbeat, live-action montage to explain that unintentional disclosure of inside information can happen in many settings, from office small talk to family gatherings, and leads to serious consequences. Viewers learn that they must be cautious to avoid inadvertent tipping that can lead to insider trading, even in innocent conversations.
<b>Insider Trading Wallet Card</b>	Offline Material	Under 5 Min	This product acts as a simple guide to insider trading and includes customizable contact information for company resources to address any employee questions.
<b>Insider Trading: News of the Deal</b>	Microlearning	5-10 Min	This is a short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Insider Trading: Understanding the Risks</b>	Microlearning	5-10 Min	This asset provides learners with the tools needed to recognize potential insider trading and avoid it. Learners see a real-life scenario, then make decisions based on available criteria.
<b>Money Laundering: A Global Issue</b>	Microlearning	5-10 Min	You are better positioned to safeguard the organization against financial crimes by being able to comply with your country's money laundering directives. Explore what money laundering is, the three stages of money laundering--placement, layering, and integration, along with the importance of "know your customer checks." This module is designed using problem-based learning through a real-life scenario.
<b>Money Laundering: Not Just a Banking Issue</b>	Microlearning	5-10 Min	Money laundering is a global problem that often hides in plain sight. You are better positioned to safeguard the organization against financial crimes by being able to comply with your country's money laundering directives. Explore what money laundering is, the three stages of money laundering--placement, layering, and integration, along with the importance of "know your customer checks."
<b>Safeguarding Company Assets</b>	Course	21-30 Min	This GLE course helps employees learn how they can help protect company assets from theft and misuse. Learners explore updated scenarios about equipment theft, misuse of company time, inaccurate reporting, and fraud.
<b>Spotting and Reporting Fraud</b>	Microlearning	5-10 Min	This asset provides learners with the tools needed to recognize potential issues related to fraud and how best to manage those issues. Learners will see a real-life scenario, then are asked to make decisions based on available criteria.
<b>UK Criminal Finances Act</b>	Course	11-20 Min	This course provides an overview of the UK Criminal Finances Act and how to spot red flags and address concerns of potential tax evasion.
<b>What Does Fraud Look Like?</b>	Multimedia	Under 5 Min	This short video shows several real-life examples of common types of fraudulent behavior and builds awareness that we all have a responsibility to identify and report potential fraud.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Why Is Accuracy Critical in Labor Charges?</b>	Multimedia	XX	When working on projects for the United States government, it is absolutely critical to ensure all labor charges are recorded accurately. This video explains the expectations around accurate timekeeping, what an employee should do if they have any questions, and the serious consequences of falsifying or mischarging labor. It is relevant to all employees involved in U.S. government contracting.

## Government Contracting

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Drug-Free Workplace: One Thing Leads to Another</b>	Microlearning	5-10 Min	This Short Take offers learners a variety of formats in which to engage with learning and apply what they have learned in real-life scenarios.
<b>Federal Acquisition Regulation: Mandatory Disclosure in Government Contracts</b>	Multimedia	Under 5 Min	Learners gain an understanding of mandatory disclosure rules under FAR.
<b>Government Contracting: Hiring Ex-Government Employees</b>	Microlearning	XX	The hiring of current or former government employees is strictly regulated. You must know the proper steps involved and risks (of even simple conversations) before you consider any hiring. This microlearning reviews the potential issues with current or former government employees.
<b>Government Contracting: How to Report Issues</b>	Offline Material	Under 5 Min	This job aid identifies quick points to consider when deciding whether to report an issue and how to effectively report issues to remain compliant.
<b>Government Contracting: Product Substitution: What You Need to Know</b>	Multimedia	Under 5 Min	This course covers product substitution guidelines applying to government contractors.
<b>Government Contracting: Supply Chain Integrity</b>	Microlearning	5-10 Min	Supply chain integrity is of the utmost importance not only for manufacturers and distributors responsible for the quality and performance of their products, but also for those working with government contracts. This live action video explores various supply chain issues through the lens of those involved in their discovery, guiding the learner through the chain of events.
<b>Government Contracting: Timekeeping</b>	Microlearning	5-10 Min	When working as a contractor for a government entity, accurate reporting of time spent on projects is crucial. This microlearning explains the importance of timekeeping and the potential consequences of submitting inaccurate records.
<b>Handling Government Property</b>	Microlearning	5-10 Min	This Short Take offers learners a variety of formats in which to engage with learning and apply what they have learned in real-life scenarios.
<b>How to Handle Government Property Correctly</b>	Offline Material	Under 5 Min	This job aid supplies a quick checklist for managers to ensure compliance and strategies for managing, using, and protecting government property.
<b>Labor Charging for Public Contracts: What You Need to Know</b>	Offline Material	Under 5 Min	This job aid identifies key Dos and Don'ts of Labor Charging and offers guidance for all employee levels.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Organizational Conflicts of Interest: How to Play Fair</b>	Offline Material	Under 5 Min	This job aid identifies 5 things to understand about OCIs, and the 3 main types of OCIs and how to manage them.
<b>Preventing Product Substitution with Public Contracts: Best Practices</b>	Offline Material	Under 5 Min	This job aid defines product substitution, and how key team members can help prevent it.
<b>Procurement for Government Contracts: What You Need to Know</b>	Offline Material	Under 5 Min	This job aid supplies an overview of 4 key roles and how each role's responsibilities are key to compliance.
<b>Procurement Integrity: Just Among Friends</b>	Microlearning	5-10 Min	Learners gain an understanding of Procurement Integrity Act Provisions and how to comply with them.
<b>Public Contract Investigations: What You Need to Know</b>	Offline Material	Under 5 Min	This job aid identifies the 4 phases to an investigation, and what to do, and what not to do at each phase in order to remain compliant.
<b>Safeguarding Confidential Information as a Government Contractor</b>	Microlearning	5-10 Min	This Short Take offers learners a variety of formats in which to engage with learning and apply what they have learned in real-life scenarios.
<b>Timekeeping for Government Contracts: What You Need to Know</b>	Offline Material	Under 5 Min	This job aid identifies 5 rules for great timekeeping, and how each team member can ensure compliance.
<b>U.S. Government Federal Gift Rules</b>	Microlearning	5-10 Min	This Short Take offers learners a variety of formats in which to engage with learning and apply what they have learned in real-life scenarios.
<b>Upholding Supply Chain Standards</b>	Multimedia	5-10 Min	Supply chain integrity is of the utmost importance not only for manufacturers and distributors responsible for the quality and performance of their products, but also for those working with government contracts. This entertaining video is a perfect conversation starter. It can be delivered individually to learners or be played in a staff or group meeting.
<b>Working with Government Clients</b>	Microlearning	5-10 Min	This Short Take offers learners a variety of formats in which to engage with learning and apply what they have learned in real-life scenarios.
<b>Working with the Federal Government: What You Need to Know</b>	Offline Material	Under 5 Min	This job aid identifies main risks and how to manage them, and how to handle 4 key risk factors.

## Healthcare Compliance

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>AdvaMed Code of Ethics: What You Need to Know</b>	Course	21-30 Min	This course details AdvaMed Code of Ethics expectations for all employees, with a focus on what employees will need to know in order to facilitate ethical communications with the healthcare community.
<b>Communicating with the Healthcare Community</b>	Course	31-45 Min	This course teaches how to effectively and ethically communicate with members of the healthcare community in several areas, including consulting arrangements, educational, research and charitable support, promotional company activities, and non-promotional company activities.
<b>Compliance with the Sunshine Act</b>	Course	11-20 Min	This course provides guidance on complying with the Sunshine Act.
<b>Corporate Integrity Agreements</b>	Course	11-20 Min	Corporate Integrity Agreements are a vital tool in ensuring that proper medications and medical devices remain available to those who need them. Many life sciences companies today are entering CIAs, which allow them to continue to provide the public with necessary products while also bringing their firms into compliance following improper practices. This course explains how CIAs work and what they mean.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Data Protection and Privacy in the Life Sciences: Know Your Risk</b>	Course	21-30 Min	Data privacy in the life sciences industry includes many examples of sensitive data that have their own specialized rules around collection and processing. This Know Your Risk course examines frequent issues that arise in life sciences data privacy including anonymization for research, data minimization and allowed uses, protection of patient health information, rules regarding collection and proper disposal, and other salient data protection issues.
<b>Demonstrating Corporate Integrity: Kickbacks: A Troublesome Request</b>	Microlearning	5-10 Min	Short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Demonstrating Corporate Integrity: Kickbacks: The Push for Market Share</b>	Microlearning	11-20 Min	Short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Demonstrating Corporate Integrity: Off Label Promotion: New Patient Populations</b>	Microlearning	11-20 Min	Short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Demonstrating Corporate Integrity: Off-Label Promotion: Appropriate Use of Reprints</b>	Microlearning	5-10 Min	Short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Demonstrating Corporate Integrity: Working with Consultants and Speakers</b>	Microlearning	11-20 Min	Short, interactive, high-impact module that employs problem-based learning through a real-life scenario.
<b>Ethical Interactions with Healthcare Professionals (MedTech Version): Consultants: Making Appropriate Recommendations</b>	Microlearning	5-10 Min	This short segment can be combined with other Ethical Interactions with Healthcare Professionals segments to create individualized learner journeys that are relevant to the needs of the target audience.
<b>Ethical Tip: Avoid HIPAA Violations</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An optimistic and lively animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.
<b>Ethical Tip: Working with Protected Health Information</b>	Multimedia	Under 5 Min	These video assets provide short, practical tips to help employees make ethical habits into everyday habits. An optimistic and lively animated piece featuring photos, illustrations, and text set to a musical track, these videos can stand alone as single messages or be combined together as a compilation.



NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Financial Transparency in Engagements with HCPs: Know Your Risk</b>	Course	31-45 Min	In the life sciences, the bribery and corruption risks involved in engaging consultants are magnified, be it in providing accommodations and remuneration, properly paying legitimate fees while not paying bribes or facilitation payments, or in keeping proper accurate and transparent records. This Know Your Risk course navigates these issues and more to help prepare you for those risks.
<b>Healthcare Fraud, Waste, and Abuse</b>	Microlearning	21-30 Min	Fraud, waste, and abuse refer to specific actions and crimes in the context of Medicare and other government-funded healthcare programs as well as patient billing and insurance billing. Explore the fundamentals and how to address fraud, waste, or abuse when you think one of them has occurred. This module is designed using problem-based learning through real-life scenarios.
<b>Healthcare Kickbacks: What You Need to Know</b>	Microlearning	11-20 Min	This experience demonstrates to learners how to manage kickbacks situations when interacting with the healthcare community. By working with interactive scenarios, learners should be able to identify kickbacks requests, know how to manage the immediate conversation, and understand how to escalate effectively to company resources.
<b>HIPAA and Administration of Company Health Plans</b>	Course	21-30 Min	A video format course that connects with a learner on a real-life level and embeds knowledge through a storytelling experience.
<b>Interactions and Communications with HCPs: Know Your Risk</b>	Course	21-30 Min	If you don't know the proper rules to follow, interactions with healthcare professionals can be fraught with peril. This Know Your Risk course examines best practices for interacting and communicating with HCPs to protect your organization's reputation and good standing. Topics covered include the risks of off-label promotions, addressing medical inquiries, protecting patient identities, and gifts and entertainment (transfers of value).
<b>Protecting PHI</b>	Microlearning	5-10 Min	This microlearning module introduces the learner to the essential protections provided by HIPAA, highlights common pitfalls, and advises on best practices to recognize risky situations and safeguard protected health information.
<b>Sales Ethics: MedTech Europe Code of Ethical Business Practice</b>	Course	46-60 Min	A more detailed approach to learning, focused on presenting the content in a way that facilitates retention of content and raises overall awareness.
<b>The Crowd: Managing Events with Healthcare Community Participants</b>	Simulations	Under 5 Min	This experience will engage learners in a situation involving an event with a speaker from the healthcare community. Learners will have to gauge risk levels, engage with colleagues and peers, and make a decision based on feedback, policy and best practice.

## Managers, Supervisors and Leaders

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>ADA Basics</b>	Course	11-20 Min	This short course introduces the learner to the fundamental principles and protections of the Americans with Disabilities Act (ADA) as it pertains to managers, employees, and customers. It discusses the rights of people with disabilities regarding hiring, personnel and compensation decisions, and disability accommodations at work.
<b>Addressing Systemic Racism in the Workplace</b>	Microlearning	11-20 Min	This short take guides learners on how to recognize systemic racism and what they can do about it.
<b>Code for Executives and Boards of Directors: Financial Irregularities</b>	Course	5-10 Min	Financial irregularities are an expansive threat to any organization. Even with the recent wave of accounting reforms, financial statements are still vulnerable to risks and errors, even ones made in good faith. This course guides board members in asking “How are we uncovering the fraud that may be affecting us right now, and how willing and prepared are we to address it?”
<b>Code for Executives and Boards of Directors: Insider Trading</b>	Course	5-10 Min	To prevent insider trading, boards must recognize the real and perceived risks of their own transactions. In this course, board members are guided in asking the tough questions to evaluate the company’s program and create improvements to avoid issues in the future.
<b>Cooperating with Sexual Harassment Investigations: Be There for Your Team</b>	Microlearning	11-20 Min	Learners will understand their role in cooperating with sexual harassment investigations and understand the company's role and responsibilities.
<b>Creating an Inclusive Environment</b>	Microlearning	5-10 Min	This experience shows how the workplace can be derailed by ineffective communication or strengthened by empathy and respect. By using a scenario showing different points of view, learners can see the importance of creating an environment conducive to open discourse and opinions.
<b>Cultivating a Harassment Free Global Workplace: Essentials (Year 3)</b>	Course	21-30 Min, 31-45 Min	This course provides essential training on creating a respectful, harassment-free workplace. It is recommended for use in the third year of a three-year training cycle.
<b>Cultivating Leadership in Any Role</b>	Microlearning	5-10 Min	Effective leadership sets the tone and the culture of an organization. Discover what leadership means to you, ways to overcome obstacles, and how you can improve your team's performance by applying leadership skills. This module is designed using problem-based learning through a real-life scenario.
<b>Cultivating Respect: Workplace Respect for Managers</b>	Multimedia	Under 5 Min	An energetic and memorable way to guide a learner through a concept using a live-action, hand-drawn style.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Empowering an Inclusive Environment</b>	Multimedia	Under 5 Min	This media pieces uses animation to underscore how personality conflicts and communication styles can have a big impact on individuals and teams. The piece focuses on simple tips that employees at all levels can immediately apply to improve communication and workplace dynamics.
<b>Ethical Leadership</b>	Course	21-30 Min	This experience uses a real-life scenario to show how small actions can lead to large and unintended consequences.
<b>Code for Executives and Boards of Directors: Cybersecurity</b>	Microlearning	5-10 Min	To protect their businesses from external and internal risks and mitigate the consequences of an incident, boards must ask sophisticated, penetrating questions to accurately assess their cybersecurity programs.
<b>Code for Executives and Boards of Directors: Harassment, Respect, Diversity</b>	Microlearning	5-10 Min	Through the activities in this module, Boards consider how to enhance the company's ability to prevent these risks, encourage a respectful, inclusive culture, and protect the company--before, during, and after an incident.
<b>Code for Executives and Boards of Directors: How to Build an Ethical Culture</b>	Microlearning	5-10 Min	This module guides board members in defining and establishing the company values within the code of conduct and how to verify that the code addresses key risks.
<b>Government Contracting: Timekeeping</b>	Microlearning	5-10 Min	When working as a contractor for a government entity, accurate reporting of time spent on projects is crucial. This microlearning explains the importance of timekeeping and the potential consequences of submitting inaccurate records.
<b>Integrity in the Moment</b>	Multimedia	Under 5 Min	This 1-minute explainer video helps learners recognize situations in the workplace that challenge their integrity and understand strategies for making the right decision, even when it is difficult.
<b>Other Companies' Employees: Is It Still Harassment?</b>	Microlearning	11-20 Min	This short take guides learners on how to recognize sexual harassment committed by other companies' employees, and what to do if you witness or experience it in this context.
<b>Preventing a Hostile Environment</b> <i>NEW</i>	Microlearning	11-20 Min	Hostile work environment harassment can take many forms. This asset explores the characteristics of a hostile environment and how even well-intentioned comments or misdirected humor may be considered harassment and have unintentional consequences.
<b>Quid Pro Quo</b> <i>NEW</i>	Microlearning	5-10 Min	Learners will explore quid pro quo sexual harassment and what makes it unique compared to other forms of harassment.
<b>Recognizing Sexual Harassment</b> <i>NEW</i>	Microlearning	11-20 Min	This microlearning will help learners understand what constitutes sexual harassment and how to promote a better work environment.

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Reporting and Retaliation: Manager Toolkit</b>	Offline Material	21-30 Min	The toolkit is designed to help managers understand employee concerns around reporting and retaliation and recommend strategies they can implement to build a healthier reporting culture within their own team. The toolkit includes an engaging article with facts and statistics on retaliation, practical exercises, and guides to improving team culture.
<b>Safety Leadership</b>	Course	11-20 Min	A more detailed approach to learning, focused on presenting the content in a way that facilitates retention of content and raises overall awareness.
<b>Sexual Harassment Outside of Work</b> <i>NEW</i>	Microlearning	5-10 Min	Sexual harassment can happen at work, at offsite meetings, at business social events, while traveling, or during other offsite encounters. This asset explores how to recognize sexual harassment outside the workplace and normal work hours, and what to do if you witness or experience it in this context.
<b>Take the Extra Step for Sustainability</b>	Multimedia	Under 5 Min	This media asset shows that good corporate citizenship is the responsibility of all employees. Learners are encouraged to be a leader in this space, even when facing difficult conversations and challenges.
<b>Thinking Like a Leader</b>	Multimedia	Under 5 Min	This 1-minute explainer video provides a few simple techniques anyone can use to boost their leadership skills.
<b>Understanding the Payment Card Industry Data Security Standard</b>	Course	11-20 Min	A more detailed approach to learning, focused on presenting the content in a way that facilitates retention of content and raises overall awareness.
<b>Values-Based Code: Integrity</b>	Course	5-10 Min	In this module, learners investigate a real situation, explore it from different people's perspectives, and learn how to overcome ethical challenges while acting with integrity in the moment. The explainer video within this content is available in two versions, using different visual styles to present the same information. Customers can choose which version to use.

## Pharmaceutical

NAME	FORMAT	DURATION	COURSE DESCRIPTION
<b>Data Protection and Privacy in the Life Sciences: Know Your Risk</b>	Course	21-30 Min	This Know Your Risk course examines frequent issues that arise in life sciences data privacy including anonymization for research, data minimization and allowed uses, protection of patient health information, rules regarding collection and proper disposal, and other salient data protection issues.
<b>Ethical Interactions with Health Care Professionals (Pharma version): General Rules of Promotion: Telling Kara's Story</b>	Microlearning	5-10 Min	This short segment can be combined with other Ethical Interactions with Health Care Professionals segments to create individualized learner journeys that are relevant to the needs of the target audience.
<b>Ethical Interactions with Health Care Professionals (Pharma version): Informational Presentations and Expense Reporting: Communicating Results</b>	Microlearning	5-10 Min	This short segment can be combined with other Ethical Interactions with Health Care Professionals segments to create individualized learner journeys that are relevant to the needs of the target audience.
<b>Ethical Interactions with Health Care Professionals (Pharma version): Off-Label Promotion: A Publication with Promise</b>	Microlearning	5-10 Min	This short segment can be combined with other Ethical Interactions with Health Care Professionals segments to create individualized learner journeys that are relevant to the needs of the target audience.
<b>Ethical Interactions with Healthcare Professionals (Pharma version): Consultants and Speakers: Making Appropriate Recommendations</b>	Microlearning	5-10 Min	This short segment can be combined with other Ethical Interactions with Healthcare Professionals segments to create individualized learner journeys that are relevant to the needs of the target audience.
<b>Financial Transparency in Engagements with HCPs: Know Your Risk</b>	Course	31-45 Min	In the life sciences, the bribery and corruption risks involved in engaging consultants are magnified, be it in providing accommodations and remuneration, properly paying legitimate fees while not paying bribes or facilitation payments, or in keeping proper accurate and transparent records. This Know Your Risk course navigates these issues and more to help prepare you for those risks.
<b>Interactions and Communications with HCPs: Know Your Risk</b>	Course	21-30 Min	If you don't know the proper rules to follow, interactions with healthcare professionals can be fraught with peril. This Know Your Risk course examines best practices for interacting and communicating with HCPs to protect your organization's reputation and good standing. Topics covered include the risks of off-label promotions, addressing medical inquiries, protecting patient identities, and gifts and entertainment (transfers of value).

## Glossary

PATHWAY	DESCRIPTION
<b>Course</b>	Any of SAI360's library of ethics and compliance learning experiences typically ranging from 5 to 60 minutes.
<b>Microlearning</b>	Delivers brief, focused, and targeted learning content to learners in small, easily digestible units. Microlearning modules may contain multimedia assets or a subset of assessment questions. Run time is 10 minutes or less.
<b>Multimedia</b>	Any of SAI360's video or animation-based assets that serve as brief presentations on ethics and compliance topics, designed to build and maintain awareness over time. Multimedia assets augment both full-length, in-depth, learning experiences such as courses or short, focused learning experiences such as microlearning modules. They vary in duration (minutes) and visual style including live-action video and animated video.
<b>Offline Materials</b>	Refers to ethics and compliance training materials, in-person training facilitation materials, or supplemental program marketing elements such as posters and job aids delivered as downloadable files.
<b>Simulations</b>	Immersive, branched learning experiences in which learners actively choose their own path through multiple decision points. May use basic or advanced branching, or interactive video.
<b>Translations and Localization</b>	Text translation in 60+ languages for Library Collection and extends to customizations and bespoke learning projects.