



HR & People Package

EVERFI

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EVERFI's HR & People Package is an accumulation of integral courses focused on harassment & inclusion, data security & privacy, and people & culture. Over the past 10 years, EVERFI has revolutionized online compliance training through its industry-leading courseware and technology.

HR & People Course Package

	Standard SMB	Standard	Standard Plus
Learners	Unlimited (US)	Unlimited (US)	Unlimited (US)
Functionality	Foundry Platform	Foundry Platform	1 Standard Integration (API, SSO, LMS) + access to Foundry Platform
EVERFI Workplace Insights (HDP, D&I, *GHDP) currently available on Foundry platform	Integrated Survey/Assessment Questions, Access to Dashboards, Executive Data Summaries	Integrated Survey/Assessment Questions, Access to Dashboards, Executive Data Summaries	Integrated Survey/Assessment Questions, Access to Dashboards, Executive Data Summaries
Customizations	Company Logo, Policy, Welcome Letter, Company Resources	Company Logo, Policy, Welcome Letter, Company Resources	Company Logo, Policy, Welcome Letter, Company Resources
Support	Self-Service	Dedicated Customer Success Manager	Dedicated Customer Success Manager

*Equity, Acceptance & Respect: Global Harassment & Discrimination Prevention (GHDP) available in Standard SMB and Standard at an additional cost

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*denotes inclusion of EVERFI Workplace Insights proprietary data feature

**denotes inclusion of California-specific course content

Harassment & Inclusion

Harassment & Discrimination Prevention for Supervisors*

Supervisors / 60-120 min

This course trains supervisors to identify and eliminate workplace harassment and discrimination by helping them understand the law, and by demonstrating how to appropriately respond to misconduct. It helps supervisors build the skills necessary to recognize and respond to abusive behavior and other misconduct, microaggressions, and unconscious bias that may lead to workplace bullying, hostility, and reduced productivity and creativity. This course provides practical tips on creating a respectful, inclusive work environment, including safe and positive options for bystander intervention. Based on learner profile settings, the course content satisfies sexual harassment training laws in New York (State and City), Maine, Connecticut, Delaware as well as the California training mandates of AB 1825, AB 2053, SB 1343, and SB 396.

Harassment & Discrimination Prevention for Non-Supervisors*

Employees / 60 min

This course engages employees and raises their awareness about harassment and discrimination by explaining the law, and providing insight on how to appropriately respond to and report misconduct. It provides practical tips to help maintain a respectful, inclusive work environment, including safe and positive options for bystander intervention, using inclusive language, and avoiding microaggressions. Interactive exercises engage learners with realistic situations, scenarios, tasks, and model strategies for promoting a harassment and discrimination free workplace. Based on learner profile settings, the course content satisfies sexual harassment training laws in New York (State and City), Maine, Connecticut, Delaware as well as the California training mandates of AB 1825, AB 2053, SB 1343, and SB 396.

Diversity: Inclusion in the Modern Workplace*

Employees / 60 min

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

Managing Bias

Employees / 20 min

Understanding bias in the workplace is the first step to managing it. This course defines bias, describes how it affects the workplace, and encourages learners to use that knowledge to reduce the negative effects of bias. Employees will understand that biases can affect our actions, which can have real impacts on people, and that if left unchecked, biases can create unhealthy work environments that reinforce unjust practices.

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

Employees / 30 min

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

*denotes inclusion of EVERFI Workplace Insights proprietary data feature

*Equity, Acceptance & Respect: Global Harassment & Discrimination Prevention (GHDP) available in Standard SMB and Standard at an additional cost

Data Security & Privacy

General Data Protection Regulation (GDPR)

Employees / 10 min

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

Data Security & Privacy

Employees / 90 min

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

PCI DSS: Payment Card Industry Data Security Standard

Employees / 20 min

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

HIPAA Basics

Employees / 60 min

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

Export & Trade Compliance

Employees / 30 min

Reviews key issues and concepts in U.S. export laws and how they affect employees' day-to-day job operations. Additionally, it helps employees understand the risks associated with violating trade laws. Specific topics include an overview of US export laws, International Traffic in Arms Regulations (ITAR), deemed exports, embargoes and sanctions, red flags and risk areas, and government expectations.

Social Media for Managers

Supervisors / 30 min

Helps supervisors understand, use, and monitor social media responsibly and effectively, both at work and at home. By raising awareness of the laws surrounding online privacy, this course helps supervisors understand the importance of maintaining clear boundaries between employees' personal and professional use of social media to protect their organization's interests. This course also educates users about certain laws affecting social media use and employment, and offers helpful tips for responsible social media management.

Social Media & Your Job

Employees / 30 min

Shows employees how to use social media responsibly and effectively, both at work and at home. By raising awareness of the limits of online privacy, this course helps employees understand the importance of maintaining clear boundaries between their personal and professional lives while online. This course educates users about certain laws affecting social media use and employment, and offers helpful tips for responsible social media use.

People & Culture

Workplace Violence Prevention

Employees / 30 min

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

Duty to Prevent Violence

Supervisors / 30 min

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

Accommodating Disabilities

Supervisors / 30 min

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

Accommodating Disabilities in California**

Supervisors / 30 min

This course covers the same information as the Accommodating Disabilities (US) course, with content designed to address California law specifically. It provides an overview of disability discrimination laws and helps supervisors navigate the process of accommodating qualified applicants and employees with disabilities.

Bullying in the Workplace

Employees / 30 min

Trains managers and employees how to recognize and prevent workplace bullying, which is a growing problem in many organizations. Employees will understand the long-term effects of bullying on both workforce culture and on the employer's bottom line. Managers will learn how to spot and handle bullying, while employees will learn how to prevent experiences of bullying.

Drugs & Alcohol at Work

Employees / 30 min

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

**denotes inclusion of California-specific course content

Recognizing Drug & Alcohol Abuse

Supervisors / 60 min

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

Workplace Investigations

Supervisors/ 60 min

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

Identifying Candidates

Employees / 30 min

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

Interviewing Candidates

Employees / 25 min

Gain essential interviewing skills to help lead to the right hire. This course covers how to craft interview questions, what to listen for in candidates' responses, and what to look for when evaluating candidates' qualifications and fit. Employees who take this course will learn how to interview well, pinpoint qualified candidates, and evaluate their interview questions for effectiveness and legality.

Terminating Employees

Employees / 25 min

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

Background Checks for Hiring

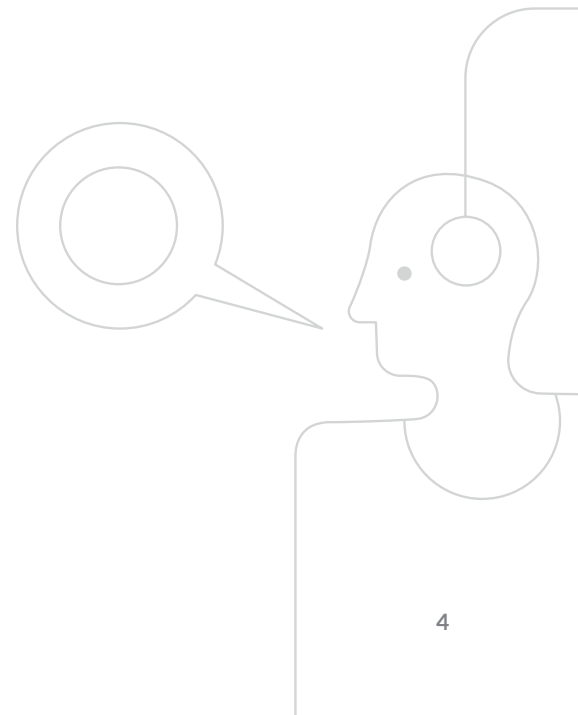
Employees / 20 min

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

Form I-9

Employees / 30 min

This course helps supervisors learn to complete Form I-9 properly, and to protect employees from illegal discrimination. It uses real-world interactive scenarios to teach managers these essential skills, as well as how to handle reverifications and rehires and understand the role of E-Verify. This course further instructs learners with an interactive I-9 form.



Classifying Independent Contractors

Supervisors / 45 min

Helps supervisors correctly classify workers by providing a comprehensive survey of the most common factors used to determine worker status. Supervisors will learn how to retain independent contractors with confidence. This course also demonstrates the most common ways a supervisor can violate the law so that they won't make mistakes.

Wage and Hour Training for Managers

Supervisors / 60 min

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

Wage and Hour Training for California Managers**

Supervisors / 60 min

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

Bloodborne Pathogens**

Employees / 20 min

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

Hazard Communication

Employees / 20 min

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

Injury & Illness Prevention

Employees / 20 min

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

Pregnancy Accommodations in California**

Employees / 15 min

It's illegal to discriminate based on an employee's pregnancy. This course covers the laws governing pregnancy disabilities, leaves, and accommodations in California. It applies to organizations with five or more employees.

**denotes inclusion of California-specific course content

Available Languages

EVERFI has the capability to translate our courses into the following languages and dialects.

- Chinese Simplified (Mandarin)
- Chinese Traditional (Mandarin)
- English (UK)
- English (US)
- French (Canada)
- French (France)
- German
- Italian
- Japanese
- Korean
- Portuguese (Brazil)
- Russian
- Spanish (Latin America)
- Spanish (Spain)

Please ask your Sales Representative or Customer Success Manager about this option.

Learn more about EVERFI at
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