



# COURSE CATALOG

August 2024

## REVOLUTIONIZING COMPLIANCE AND ETHICS TRAINING

The Future of Compliance Training

### **About Ethiciti**

Ethiciti is revolutionizing compliance and ethics training through the power of innovative technology and neuroscience. As a company of experts leveraging AI and cutting-edge applications, we are transforming the online training landscape. With a vast library of over 500 courses available in 100 languages, Ethiciti is the future of compliance education.

**Contact Us** | [Ethiciti.com](https://ethiciti.com)

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## About Ethiciti

Ethiciti is revolutionizing ethics and compliance training through the power of AI and innovative technology. With a focus on critical risk areas, we offer a comprehensive range of training solutions, from in-depth regulatory courses to quick, informative modules.

Our approach combines cutting-edge technology with expert subject matter knowledge to deliver engaging, effective, and impactful training programs. By leveraging AI, we create personalized learning experiences, accelerate content development, and provide valuable insights and analytics.

Our commitment to continuous improvement ensures that you receive the most up-to-date and relevant training solutions. With a focus on adult learning principles, we design courses that are psychologically compelling and directly applicable to the workplace.

# Diversity, Equity and Inclusion

## An Introduction to Unconscious Bias

We all have biases, which can hinder fair treatment in the workplace. This eLearning module explores unconscious bias, its impact on decision-making, and strategies to mitigate it. You will learn how to build self-awareness, foster a more inclusive environment, and create a fair and respectful workplace where everyone can succeed.

## Diversity and Inclusion for a Global Workforce

The global workplace is rich in diversity. This eLearning module explores cultural differences, communication styles, and best practices for fostering a sense of belonging for all employees. Learn to bridge cultural gaps, build trust, and leverage the unique strengths of a diverse team.

## Diversity, Equity and Inclusion in Conversations

Everyday interactions shape workplace culture. This eLearning module equips you to have open and respectful conversations about diversity, equity, and inclusion (DEI). Learn to listen actively, engage in constructive dialogue, and promote a workplace where everyone is seen, heard and valued.

## Empathy and Allyship

This eLearning module explores the power of empathy and allyship in fostering a sense of belonging and strong work relationships. Learn to connect with colleagues on a deeper level, advocate for others and create a more supportive and inclusive work environment.

## Understanding Bias and Avoiding Common Mistakes

Bias is part of our daily interactions. This eLearning module explores different types of bias, their potential pitfalls and practical strategies to avoid them. Learn to recognize your biases, make objective decisions and contribute to a fair and respectful workplace.

# Employment Law

## Alcohol and Drug-Free Workplace

A safe and healthy work environment is crucial for employee well-being and productivity. This eLearning module equips you with the knowledge to identify signs of impairment, understand company policies and access resources for support, fostering a positive and responsible workplace culture.

## Anti-Discrimination

Inclusion and respect are essential for a thriving workplace. This eLearning module explores different forms of discrimination, helps identify unconscious bias and equips you to create an environment where everyone feels valued and empowered to contribute their best.

## CA Privacy Act

Understanding the California Privacy Act (CCPA) is critical for protecting employee data. This eLearning module clarifies your role in safeguarding information, ensuring compliance with regulations and building trust with employees in today's data-driven world.

## CA Workplace Violence

Workplace safety is paramount. This eLearning module explores different types of workplace violence, prevention strategies and appropriate reporting procedures. Learn to recognize warning signs, de-escalate situations and contribute to a secure work environment for everyone.

## Disability Accommodations

Fostering a diverse and inclusive workplace includes supporting employees with disabilities. This eLearning module guides you through requesting and providing reasonable accommodations, ensuring equal opportunities and promoting a culture of understanding and collaboration.

## Family Medical Leave Act (FMLA)

Balancing work and personal life is essential. This eLearning module clarifies your rights and responsibilities under the Family Medical Leave Act (FMLA) so you can navigate leave requests effectively, ensuring compliance with legal requirements and supporting employees during challenging times.

## Retaliation

Feeling safe to report wrongdoing is crucial for a healthy workplace. This eLearning module clarifies your rights and responsibilities regarding retaliation, fostering a culture of open communication and preventing the intimidation of employees who raise concerns.

## Wage and Hour

Ensuring fair compensation is vital for employee morale and retention. This eLearning module clarifies wage and hour laws, including overtime pay, minimum wage and recordkeeping requirements. Learn to comply with regulations and ensure employees are paid accurately and on time.

## Workplace Violence

Workplace safety is a nationwide concern. This eLearning module builds upon your understanding of workplace violence prevention strategies and reporting procedures tailored to specific laws and regulations applicable in most states. Learn to recognize warning signs, de-escalate situations and contribute to a secure work environment wherever you work.

## Wrongful Termination

Understanding your employment rights protects you and your employer. This eLearning module explores various reasons for termination and the legal concept of wrongful discharge. Learn to navigate termination situations effectively, ensuring compliance with employment laws and protecting yourself from unfair dismissal.

# Ethics and Compliance

## Anti-Bribery and Corruption

Building trust is essential for any workplace. This eLearning module explores anti-bribery and corruption laws, helping you recognize red flags and navigate ethical business interactions. Learn to make responsible decisions, protect your organization's reputation and promote a culture of integrity.

## Anti-Money Laundering (AML)

Financial crimes can have serious consequences. This eLearning module clarifies anti-money laundering (AML) regulations, equipping you to identify suspicious activity and report it effectively. Learn to protect your organization from financial crime and contribute to a safer financial system.

## Business Ethics

Ethical conduct is the foundation of a successful business. This eLearning module explores core business ethics principles and real-world scenarios. Learn to make sound decisions, uphold ethical standards and build stakeholder trust.

## Business Fraud

Protecting your company's assets is crucial. This eLearning module explores different types of business fraud, helping you identify warning signs and reporting procedures. Learn to prevent fraud, detect suspicious activity and mitigate risks.

## Business Resources

Knowledge is power in the business world. This eLearning module provides an overview of key business resources available to you within a workplace. Learn to access internal tools, training opportunities and support systems to help you excel in your role.

## Fair and Respectful Workplace

Respectful interactions foster a positive work environment. This eLearning module emphasizes the importance of fairness and respect in the workplace. Learn to communicate effectively, handle disagreements professionally and contribute to a more collaborative and productive work environment.

## Code of Conduct

Following ethical guidelines is essential. This eLearning module guides you through your organization's Code of Conduct, clarifying expectations for professional behavior, responsible decision-making and ethical interactions.

## Conflicts of Interest

Identifying and avoiding conflicts of interest is crucial. This eLearning module defines conflicts of interest and provides strategies for managing them effectively. Learn to disclose potential conflicts, prioritize professional duties and maintain ethical conduct.

## Corporate Governance

Effective leadership is key to a company's success. This eLearning module explores corporate governance principles, including transparency, accountability and responsible management practices. Learn how good governance fosters trust, protects shareholder rights and promotes long-term sustainability.

## Cybersecurity

Protecting sensitive information is essential. This eLearning module equips you with cybersecurity best practices to safeguard your and your organization's data from cyber threats. Learn to identify phishing attempts, use strong passwords and report suspicious activities, keeping your and your organization's information secure.

## Data Privacy

Protecting personal information is critical. This eLearning module clarifies data privacy regulations and best practices for handling employee and customer data. Learn to comply with regulations, maintain data security and build stakeholder trust.

## Ethical Decision-Making

Making sound choices is vital for success. This eLearning module guides you through a framework for ethical decision-making in the workplace. Learn to analyze situations, consider potential consequences and make choices that align with your organization's values and principles.

## Fair Competition

Conducting business in a way that gives no one an unfair advantage benefits everyone. This eLearning module explores principles of fair competition in the business world. Learn

about antitrust laws, ethical marketing practices and maintaining a competitive edge while following the rules.

## Financial Integrity

Accurate financial records are essential to an organization's success. This eLearning module emphasizes the importance of financial integrity and internal controls. Learn to maintain accurate financial records, identify potential red flags and contribute to a culture of financial responsibility.

## Gifts, Hospitality and Entertainment (GHE)

Building strong business relationships is important, but boundaries are essential. This eLearning module provides guidance on gifts, hospitality and entertainment, ensuring ethical interactions with clients, vendors and colleagues.

## Harassment and Bullying

Everyone deserves respect and fair treatment. This eLearning module explores different types of harassment and bullying, their impact on individuals and the workplace, and bystander intervention strategies. Learn to create a safe and inclusive environment for everyone.

## Health and Safety Compliance

Maintaining safety is an organization's priority. This eLearning module outlines health and safety protocols, accident prevention measures and emergency response procedures. Learn to identify hazards, work safely and contribute to a healthy work environment.

## Inside Information and Insider Trading

Protecting confidential information is crucial. This eLearning module defines insider information and insider trading and presents legal and ethical considerations. Learn to maintain confidentiality, avoid misuse of information and uphold ethical standards.

## Intellectual Property (IP) Protection

Protecting innovation is key to success. This eLearning module clarifies company policies on intellectual property (IP) protection, including copyrights, trademarks and patents. Learn to safeguard an organization's IP, identify potential infringements and foster a culture of innovation.

## International Trade

Navigating the global marketplace requires knowledge. This eLearning module provides an overview of international trade regulations, customs procedures and cultural considerations. Learn to operate effectively in a global business environment.

## Non-Public Information (NPI)

Confidential information is a valuable asset. This eLearning module defines non-public information (NPI) and best practices for its handling and disclosure. Learn to safeguard sensitive data, maintain confidentiality and prevent unauthorized access.

## A Fair and Respectful Workplace

Treating others with dignity is essential. This eLearning module emphasizes the importance of fairness and respect in the workplace, including respectful communication, building trust, and valuing differences. Learn to create a positive, inclusive work environment where everyone feels appreciated.

## Social Media

Connecting online requires responsibility. This eLearning module outlines workplace policies and best practices for using social media professionally. Learn to represent your organization appropriately online, avoid conflicts of interest and maintain a positive digital footprint.

## Social Responsibility and Ethics

Ethical business practices benefit everyone. This eLearning module explores corporate social responsibility (CSR) and ethical considerations in decision-making. Effective CSR contributes to positive social impact and builds stakeholder trust.

## Third-Party Risk Management

Strong partnerships with business partners, suppliers, consultants and customers are essential for success. This eLearning module explores best practices for third-party risk management. Learn to identify potential risks, conduct due diligence and build strong, reliable partnerships.

# Workplace Harassment

Harassment can create a hostile work environment and negatively impact employee well-being and productivity. This eLearning module explores different forms of workplace harassment, including verbal, nonverbal and physical abuse. It equips you to identify warning signs, understand your rights and responsibilities and navigate reporting procedures effectively. This course also emphasizes the importance of bystander intervention and de-escalation strategies. By building a culture of respect, open communication and zero tolerance for harassment, we can create a safe and more positive workplace for everyone.

## United States and Canada Specific

Manufacturing and Office vertical available online and instructor-led  
45-minute version (NY, IL, DE, ME, WA manager/employee)  
60-minute version (CA employee, Chicago employee;)  
120-minute version (CA manager, CT manager and employee, Chicago manager)  
40-minute version for non-managers Non-Mandatory States  
50-minute version for managers Non-Mandatory States  
60-minute Chicago Harassment for Employees and Managers and Bystander Intervention  
45-minute Canada Harassment, Violence at Work 45 min (English and French Canadian)

## Global Respect in the Workplace

The modern workplace is a tapestry of diverse cultures and backgrounds. This eLearning program equips you with the knowledge and skills to navigate a global work environment with respect and understanding. Explore cultural sensitivity, communication styles, and strategies for building trust with colleagues from around the world.

## Overview of Multi-State and City Sexual Harassment Training Requirements

	Who	What	Additional
California	Employers with five or more employees.	Supervisors must receive two hours of training every two years; non-supervisory employees must receive one hour of training every two years.	Must cover abusive conduct prevention and harassment based on gender identity, gender expression, and sexual orientation.
New York State	All employers, regardless of size.	Annual sexual harassment prevention training for all employees.	Must include examples of harassment, employees' rights, and information on reporting processes.
New York City	Employers with 15 or more employees.	Annual training within 90 days of hiring. Includes 1 hour of sexual harassment training and 1 hour of bystander training. Supervisors must receive 2 hours of sexual harassment training and 1 hour of bystander training.	Must include an explanation of sexual harassment under NYC law and reporting mechanisms.
Illinois	All employers.	Annual sexual harassment prevention training for all employees; additional training for restaurant and bar employees.	Must include definitions, examples, and reporting and remedy procedures.
Chicago	All employers.	Annual sexual harassment training (2 hours for supervisors/managers, 1 hour for non-supervisors) and 1 hour of bystander training.	Must include examples of harassment and steps for reporting.

Connecticut	Employers with three or more employees.	Two hours of training for all employees within six months of hiring.	Training for supervisors must be completed within six months of assuming a supervisory role.
Delaware	Employers with 50 or more employees.	Training every two years for all employees.	New employees and promoted supervisors must be trained within one year.
Maine	Employers with 15 or more employees.	Training within one year of hire; additional training for supervisors.	Must include definitions, examples, and information on complaint processes and retaliation protections.
Washington, D.C.	Employers with tipped employees and certain other sectors.	Tipped employees must receive training within 90 days of hiring; non-tipped employees and current employees must receive training every two years.	Owners, business operators, and managers must complete in-person sexual harassment training every two years.
U.S. Non-mandatory	All employers.	Annual sexual harassment prevention training for all employees; additional training for restaurant and bar employees.	Must include definitions, examples, and reporting and remedy procedures.
Canada	All employers.	Annual harassment and bullying training for all employees.	Must include definitions, examples, and reporting and remedy procedures.
Global	All employers.	Annual training focusing on compliance with local laws, preventing harassment and building a respectful workplace.	Must include definitions, examples, and reporting and remedy procedures.

# Decision Shorts

Short, customizable videos that strengthen key training points. These branded, engaging clips are available in multiple languages to reach your global team. At just 1-2 minutes, they deliver focused content that's easy to understand and remember. By regularly refreshing important messages, these videos keep training top-of-mind for employees.

## Anti-Bribery and Corruption

Building trust is paramount. This brief communication tool reinforces the need to be vigilant when potential or real bribery and corruption appear and how you should respond.

## Compliance with Laws and Regulations

This brief communication tool reinforces the need to comply with relevant laws and regulations and how to seek guidance when needed.

## Confidentiality

Safeguarding sensitive information is crucial. This brief communication tool reinforces the importance of confidentiality to an organization's legal obligations and success.

## Conflict of Interest

This brief communication tool reinforces the need to recognize and avoid a conflict of interest and how to respond when a potential or real conflict of interest enters the workplace.

## Diversity, Equity and Inclusion

Fostering a thriving workplace requires inclusivity. This brief communication tool reinforces the benefits of diversity, equity and inclusion (DEI) in the workplace and DEI's role in building a culture where everyone feels valued and empowered to contribute.

## Environmental Responsibility

Sustainability matters. A brief communication tool reinforces the importance of taking actions that safeguard us, our communication and the world at large.

## Ethical Decision-Making

Navigating complex situations requires a strong ethical compass. The brief

communication tool reinforces the importance of making ethical decisions in the workplace.

## Fairness and Equity

Fair treatment fosters trust and motivation. The brief communication tool reinforces the importance of recognizing and managing bias, promoting fair treatment and building a culture of respect.

## Gifts and Entertainment

Building relationships requires boundaries. The brief communication tool reinforces the importance of ethical interactions with clients, vendors and colleagues when an offer of gifts is involved.

## Health and Safety

Your well-being is our priority. The brief communication tool reinforces the importance of accident prevention measures and emergency response procedures.

## Integrity in the Workplace

Acting with honesty and transparency builds trust. The brief communication tool reinforces the importance of ethical conduct, responsible decision-making and accountability.

## Intellectual Property (IP)

Innovation is a valuable asset. The brief communication tool reinforces the importance of safeguarding company IP, identifying potential infringements and fostering a culture of innovation.

## Personal Accountability

Taking ownership of your actions empowers success. The brief communication tool reinforces the importance of taking ownership of your work, meeting deadlines and contributing to a culture of reliability and excellence.

## Respect and Professionalism

The brief communication tool reinforces the importance of respect and professionalism in all business interactions.

## Social Media Ethics

Responsible online conduct protects you and your organization. The brief communication tool reinforces the importance of maintaining a professional online presence.

## Transparency in Communication

Open communication builds trust. The brief communication tool reinforces the importance of sharing information clearly, asking clarifying questions and contributing to a culture of open and honest communication.

## Use of Company Resources

Responsible resource management benefits everyone. The brief communication tool reinforces the importance of responsibly using company resources, including equipment, technology and supplies.

## Whistleblower Protection

Reporting wrongdoing protects everyone. The brief communication tool reinforces the importance of reporting suspected misconduct safely and effectively, which contributes to a culture of integrity and accountability.

## Workplace Harassment

Everyone deserves to feel safe and respected. The brief communication tool reinforces the importance of building a culture of fairness and respect and preventing harassment from happening in the first place.