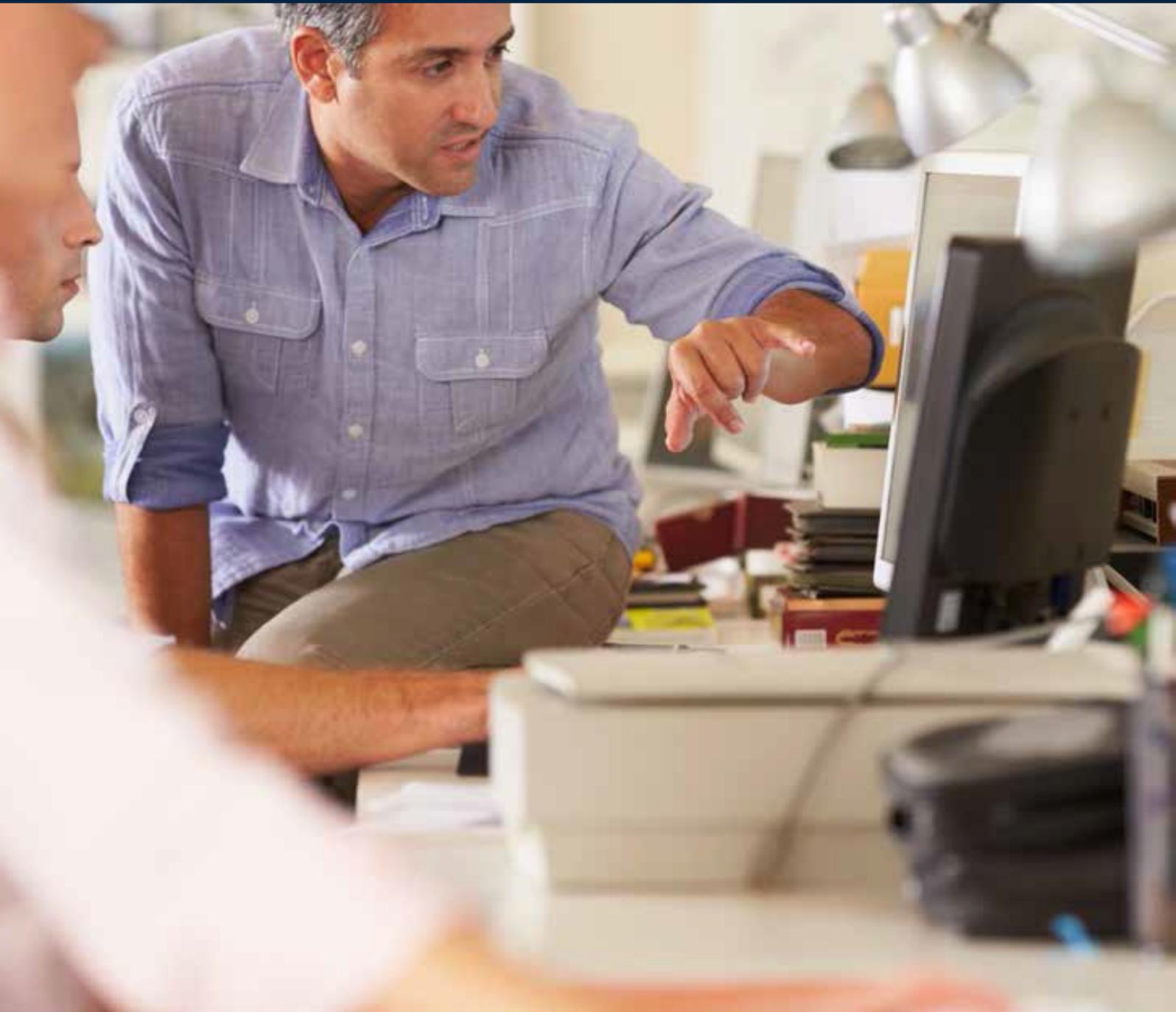




HR and Ethics for PureSafety

All Courses  
February 2020



# Overview

UL has partnered with clients in a variety of industries for the past 30 years to provide training and services to build strong learning programs.

We currently maintain over 1,000 online e-learning courses that are written and reviewed by recognized subject matter experts, including the US FDA. In fact, more than one million industry professionals, have completed tens of millions of courses since 2003.

Courses are regularly updated to reflect the most current expectations and requirements of regulators and industry groups. Our global quality and compliance management methodology has resulted in measurable performance and compliance improvements. Our e-learning philosophy is based on Mastery Learning, which has been proven to improve retention and change behavior in adult learners through methods that include interaction with dynamic content and built-in assessments.

Should your organization have unique training requirements, you can rely on our Content Solutions team, which develops thousands of courses each year for our clients. Our team shares best practices as it relates to instructional design and multi-media, such as incorporating your organization's unique content and branding into our standard courses or new custom courses.

Courses are accessible on tablets and other mobile devices and can be translated into almost any language. Courses can be hosted independently on your own LMS, or you can take advantage of UL's industry standard LMS offerings. Learn more about UL's courses and additional solutions at [ulehss.com](http://ulehss.com).

## **Ethics & Corporate Responsibility (LS)**

This library provides a highly unique approach to Code of Conduct training and focuses on general industry risk areas such as Conflicts of Interest, Accurate Books and Records, Harassment and Discrimination, Intellectual Property, the Foreign Corrupt Practices Act (FCPA) and much more.

## **HR Compliance & Risk Management (LS)**

HR Compliance and Risk Management courses use a multi-tiered concept focused on the respective concerns of managers/supervisors, employees and HR professionals. All our courses are designed in accordance with federal regulations and guidelines, as well as HR best practices, and are continually updated to reflect regulatory changes.

## **RETIRED - Environmental Health and Safety**

This library enables companies to meet OSHA, DOT and EPA requirements. We work closely with subject matter experts from industry, as well as federal and state regulatory agencies, to cover topics ranging from field safety and hazardous materials handling to office safety concerns and ergonomics.

## **HIPAA (LS)**

The HIPAA Privacy and Security Library consists of three primary components: general training, specialized training for persons interested in greater detail, and training on an organization's own policies and procedures. Our HIPAA curriculum is developed by UL Subject Matter Experts with considerable experience in the practical application of privacy and security laws and regulations, and courses meet the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and applicable state laws. Our staff includes regulatory compliance experts, instructional design professionals, software engineers, and information technology specialists. We also partner with nationally-recognized experts and work closely with federal government regulators.

## **Medical Device - Sales & Marketing (LS)**

This library, specifically targeted to the Medical Device industry, helps to meet the needs of regulatory, legal, communications, compliance and other Medical Device professionals who engage in marketing, advertising, promotional and communications activities. Incorporating these courses into your vendor credentialing, or Health Care Industry Representative HCIR programs, helps to ensure that sales representatives have the proper training to enter health care facilities.

## **Pharmaceutical - Sales & Marketing (LS)**

This library focuses on the Pharmaceutical industry, helping to meet the needs of regulatory, legal, communications, compliance and other Pharmaceutical professionals who engage in marketing, advertising, promotional and communications activities. Incorporating these courses into your vendor credentialing, or Health Care Industry Representative HCIR programs, helps to ensure that sales representatives have the proper training to enter health care facilities.

## **Corporate Compliance - Plan Sponsors**

Designed for plan sponsors, the Corporate Compliance - Plan Sponsors program consists of five of our most popular Health Insurance Corporate Compliance courses in our Ethics and Corporate Responsibility Library. Written by industry-leading subject matter experts, these courses can be used to train sales teams, distributors, senior management and other client-facing departments on "core" knowledge on key compliance topics, such as ethical decision making, conflicts of interest, and fraud.

## **Corporate Compliance - Pharmaceutical**

Intended for Pharmaceutical and Biologics organizations, our Corporate Compliance - Pharmaceutical program includes five top Pharmaceutical Corporate Compliance courses in our Corporate Compliance Library. Written by industry-leading subject matter experts, these courses are designed for sales teams, distributors, field service, senior management and other client-facing departments.

## **Corporate Compliance - Medical Device**

This program, specifically targeted to the Medical Device Industry, includes five top "foundational" Medical Device Corporate Compliance courses from our Corporate Compliance Library. The Corporate Compliance - Medical Device courses were written by industry-leading subject matter experts, and are designed to train sales teams, distributors, senior management, and other client-facing departments.

## **Corporate Compliance - General Industry**



The Corporate Compliance – General Industry program consists of five top General Industry Corporate Compliance courses from our Ethics and Corporate Responsibility Library. Written by industry-leading subject matter experts, these courses deliver “core” knowledge on key compliance topics, such as anti-bribery, conflicts of interest, and fraud. The courses are intended to train sales teams, distributors, senior management and other client-facing departments.

### **HR Compliance**

Written by industry-leading subject matter experts, five of our most popular HR Compliance courses are included in our HR Compliance program. From our HR Compliance Library, these courses are designed to deliver “core” compliance training that impacts on-boarding and annual training requirements.

### **Selections:**

**Libraries:** Ethics & Corporate Responsibility (LS) | HR Compliance & Risk Management (LS) |



## Accurate Company Records

ETHICS24

Companies have a legal obligation to create and retain records that accurately reflect their business transactions. Fraudulent reporting of books, records, or other written communication violates company policy and possibly the law. Topics in this course include: Laws and Regulations, Accurate Timely Records, Accurate Financial Records, and Records Management. After completing this course, learners will be able to recognize their role in recording every company transaction correctly, accurately, and on time. Learners will also be able to recognize the importance of proper management of company records.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Recognize our legal obligation to create and retain records that accurately reflect our business transactions. Recognize the importance of following internal controls to ensure accurate financial records. Recognize company policies concerning management of company records, and obligations as an employee who is responsible for these records.

**Runtime:** 30

## Active Listening Skills

EHS02

Listening is one of the most important skills for success in life, but it is taken for granted by most people. This course describes how to improve active listening skills and gain an understanding of the significance of listening. Topics in this course include: Communication, Barriers, Benefits, Listening Levels, and Skills. After completing this course, learners will be able to identify the seven listening skills that can help increase productivity as well as improve the ability to work with others.

**Languages Available:**  
Spanish (Latin America)  
Chinese (Simplified)  
Japanese

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize how to improve your active listening skills and gain an understanding of the significance of listening. Identify the seven listening skills that can help you increase productivity as well as improve the ability to work with others.

**Runtime:** 45

---

## Affirmative Action in the Workplace (For Employers)

LAV02

Today, federal laws make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex, national origin, age, disability, or genetic information. This course addresses the essential features of affirmative action requirements for federal contractors. Topics in this course include discrimination laws, responsibilities of a federal contractor, and the equal opportunity clause. After completing this course, learners will be able to recognize Affirmative Action Plans (AAPs) and their role in aiding compliance with these anti-discrimination laws.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize when affirmative action requirements for federal contractors are triggered and understand the structure of Affirmative Action Plans (AAPs). Recognize how federal contractors can stay in compliance with these anti-discrimination laws.

**Runtime:** 60

---

## Age Discrimination

LAV01

Age discrimination can be particularly challenging when an employer is reducing employee numbers or is managing an aging workforce. This course describes the federal legislation that prohibits age discrimination in the workplace. Topics in this course include: Legislation, Prohibited Practices, Claims, and Helpful Strategies. After completing this course, learners will be able to recognize provisions of the Age Discrimination in Employment Act (ADEA).

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Identify the provisions of the ADEA. Recognize a fair and equitable working environment for employees.

**Runtime:** 30

---



---

## Americans with Disabilities Act

LAV07

The course identifies who is classified as a disabled employee and how these employees are protected under the Americans with Disabilities Act (ADA). This course also discusses the concepts of reasonable accommodation and undue hardship as well as coverage for substance abuse. Topics in this course include: Disability, Legislation, Reasonable Accommodation, and Drugs and Alcohol. After completing this course, learners will be able to recognize who is classified as a disabled employee and how the ADA protects these individuals. Learners will also be able to recognize how to comply with the ADA reasonable accommodation requirement.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize who is classified as a disabled employee and how the ADA protects these individuals. Recognize how to comply with the ADA reasonable accommodation requirement.

**Runtime:** 30

---

## Antitrust Law and Competitor Relationships

LAV14

Federal antitrust laws are designed to ensure that the basic promise of a free market economy and effective competition is not undermined by unlawful manipulation or collusion between competitors. This course explains how antitrust legislation regulates contact between competitors, and what employers and employees can do to ensure that they are in compliance with US antitrust laws. Topics in this course include: Legislation, Sherman Act, Clayton Act, Federal Trade Commission (FTC), Illegal Agreements, Competitor Interactions, and Helpful Strategies. After completing this course, learners will be able to recognize the antitrust laws that govern competitor interactions as well as their application to everyday business situations.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize the antitrust laws that govern competitor interactions as well as their application to everyday business situations.

**Runtime:** 45

---

## Basics of Business Finance

EHS06

The purpose of corporate financial management is to get everyone pulling together to create value. No company can succeed if its people lack skills in managing its money and assets. This course describes the basics of business finance. Topics in this course include: Funding, Balance Sheet, Income and Cash Flow Statements, Ratios, Forecasting, and Common Language. After completing this course, learners will be able to recognize the fundamentals of corporate finance in simple, easy to understand terms. Learners will also be able to recognize how work activities can and do affect the financial health of an organization.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize the fundamentals of corporate finance in simple, easy to understand terms. Recognize how work activities can and do affect the financial health of an organization.

**Runtime:** 45

---

## Building Customer Loyalty

EHS11

This course teaches the skills needed by employees at all levels of a company to create loyalty, and to impact the company's profitability in a positive way. Topics in this course include: Creating Loyalty, Words, Actions, Leadership, Turnoffs, and Rebuilding. After completing this course, learners will be able to recognize the skills needed to build customer loyalty. Learners will also be able to recognize the importance of customer loyalty to them personally as well as to the company.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize the skills needed to build customer loyalty. Recognize the importance of these skills personally as well as professionally.

**Runtime:** 45

---

## Code of Business Conduct

LAV15

All employees need to be aware of their companies Code of Business Conduct. This course describes the Code of Business Conduct and basic ethical principles and guidelines for conducting business with our partners, clients, and competitors. Topics in this course include: Obeying the Law, Conflicts of Interest, Gift Policies, Protected Information, and Ethical Conduct. After completing this course, learners will be able to identify the basic principles that make up the Code of Business Conduct.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Identify the basic principles of our Code of Business Conduct and recognize how to apply those principles to your everyday business activities.

**Runtime:** 45

---



## Computer Workstation Safety

EHS14

Computer workstations can be a source of nagging and debilitating Repetitive Stress Injuries (RSIs). This course addresses causes and symptoms of RSIs at computer workstations and ways to prevent those injuries. Topics in this course include: RSIs, Symptoms, Prevention, Exercises, and Laptop Safety. After completing this course, learners will be able to identify the symptoms of RSIs and find ways to stay healthy and prevent these injuries while working at a computer workstation.

**Languages Available:**  
Spanish (Latin America)

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- RETIRED -  
Environmental Health  
and Safety
- Ethics & Corporate  
Responsibility (LS)
- HR Compliance & Risk  
Management (LS)

**Course Objectives:**

Identify common RSIs, their symptoms, their causes, and exercises and other safety measures that can help you prevent them.

**Runtime:** 45

## Confidentiality, Intellectual Property Protection, and Information Security

LAV19

Every day, employees may come into contact with information that must be protected. In order to preserve the confidentiality, integrity, and availability of this information, each employee must recognize information that is considered sensitive and be able to protect it. This course defines sensitive information, including intellectual property and trade secrets, and teaches employees how to protect it. Topics in this course include: Legal Protection, Company Protection, and Responses. After completing this course, learners will be able to identify what information is considered sensitive and how they can protect sensitive information and intellectual property, including how to respond to a request by a third party for this information.

**Format:** eLearning - EduFlex, eLearning - SCORM,  
eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate  
Responsibility (LS)
- HR Compliance & Risk  
Management (LS)

**Course Objectives:**

Recognize what information is considered sensitive and recognize if you are dealing with it. Identify the ways you can protect sensitive information and intellectual property, including how to respond to a request by a third party for this information.

**Runtime:** 30



## Detecting and Preventing Fraud

This course will identify what constitutes fraud, how to recognize and report potential or actual fraud, and when and how you should report it. After completing this course, you will also be able to recognize internal fraud, computer fraud, social engineering, and money laundering.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Content Suite:**

- Corporate Compliance - Plan Sponsors
- Corporate Compliance - General Industry

**Course Objectives:**

Identify the warning signs of fraud and recognize these signs in your workplace. Recognize when fraud is being committed and how to report suspected fraud.

**Runtime:** 60

## ETHICS13

**Languages Available:**

Spanish (Latin America)  
Italian  
French (European)  
Chinese (Simplified)  
Japanese

## Discrimination and Harassment Free Workplace

Each of us is responsible for our working environment. Every employee needs to understand the kind of behavior that fosters a positive and productive climate and the unacceptable behavior, such as discrimination and harassment which can negatively affect our workplace. This course addresses the laws and our company's policies related to discrimination, harassment, and diversity, and why they are important. Topics in this course include: Importance, Laws and Policies, Harassment, and Reporting Complaints. After completing this course, learners will be able to recognize how diversity is important to our company's success, the laws and policies that define discrimination and harassment, acceptable and unacceptable behavior, and the proper response to situations of discrimination and harassment.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Recognize how diversity is important to our success. Identify the laws and policies that define discrimination and harassment. Recognize acceptable and unacceptable behavior so you can avoid situations that violate laws and policies. Recognize a proper response to situations of discrimination and harassment.

**Runtime:** 45

## ETHICS19



## Diversity in the Workplace

LAV05

The increasing diversity of today's workforce means that employees and supervisors are part of a dynamic and ever-changing environment. This course explains how culture influences values, assumptions, thought processes, and work relationships. Topics in this course include Importance, Change, Laws, and Stereotypes. After completing this course, learners will be able to recognize the changing work environment and identify how to improve their working relationships with people from different backgrounds.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Content Suite:**

- HR Compliance

**Course Objectives:**

Recognize the changing work environment. Identify how to improve their working relationships with people from different backgrounds.

**Runtime:** 45

## Doing Business with the US Government

ETHICS26

This course is designed to help learners understand how laws and company policies are applicable to your job. Topics in this course include: Obeying the Law; US Laws and Regulations; Employee Activities; Relationships with US Government Customers; Lobbying Activities; Relationships with Subcontractors, Suppliers, and Vendors; and Responsibilities and Reporting. After completing this course, learners will be able to identify potential violations of laws and policies that apply to US government contracts and recognize ways to find help.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Identify potential violations of laws and policies that apply to US government contracts. Recognize ways to find help.

**Runtime:** 30

## Doing the Right Thing for Customers and Business Partners

ETHICS03

Businesses must be able to demonstrate that they can run their business with integrity and keep their promises. This course explores how to build strong relationships with our customers and business partners through trust, quality and service, privacy protection, and fair treatment. Topics in this course include: Earning Trust, Quality and Service, Protecting Privacy, and Fair Treatment. After completing this course, learners will be able to recognize how to build strong relationships with our customers and business partners.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Recognize how to build strong relationships with our customers and business partners. Identify our company's expectations for our relationships with customers and business partners. Recognize how to protect the privacy of our customers and business partners.

**Runtime:** 30

---

## Doing the Right Thing: Anti-bribery

ETHICS09

This course provides basic training on complying with laws prohibiting bribery, including the US Foreign Corrupt Practices Act (FCPA). Because of the special circumstances facing employees in the healthcare field, this course is focused on issues faced in interactions with healthcare professionals as well as government officials. Topics in this course include: Legal Foundation, Laws, and FCPA in Action. After completing this course, learners will be able to identify and navigate situations that may be perceived as bribery. Learners will also be able to recognize requirements of the FCPA.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Identify and navigate situations that may be perceived as bribery. Recognize requirements of the US Foreign Corrupt Practices Act (FCPA). Identify the steps to take if you find yourself in a difficult situation.

**Runtime:** 30

---

## E-Mail and Corporate Communications

ETHICS20

E-mail remains the predominant form of communication in the business world, with estimates ranging in excess of 100 billion e-mails sent and received daily. This course illustrates the use of e-mail in the workplace, including several hot-button issues, such as an employee's expectation of privacy, and electronically transmitted computer viruses. Topics in this course include: How E-mail Works, E-mail Use, and Privacy and Security. After completing this course, learners will be able to recognize the consequences of sending or forwarding an inappropriate e-mail attachment or message.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Recognize what happens when e-mails are sent and received. Identify e-mail privacy and security issues and the dangers of viruses.

**Runtime:** 30



## Fair Labor Standards Act (FLSA) and Equal Pay Act (EPA)

LAV03

The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards. The Equal Pay Act (EPA) is a federal law that requires men and women in the same workplace to receive equal pay for equal work.

This course provides an overview of the FLSA and EPA with a concentration on employer concerns. It also covers important distinctions between exempt and non-exempt employees and between employees and independent contractors. Topics in this course include: FLSA, Minimum Wage, Overtime, Exempt Employees, Contractors, Compensatory Time, Child Labor, Nursing Mothers, and Equal Pay Act (EPA). After completing this course, learners will be able to recognize the significant aspects and exemptions of both the FLSA and EPA.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize the significant aspects of the Fair Labor Standards Act and the Equal Pay Act. Recognize the important exemptions specified by the FLSA and EPA that affect employers and many employees who are salaried, work in a specialized industry, or are classified as independent contractors.

**Runtime:** 45

## Family and Medical Leave Act (FMLA)

LAV06

Managers and supervisors in the workplace must fully understand the federal Family and Medical Leave Act (FMLA). This course explains who is covered by the FMLA and what leave and other benefits must be provided to eligible employees. Topics in this course include: Eligibility, Types of Leave, Conditions and Coverage, Notices, Job Restoration, Non Discrimination/No Retaliation Policy. After completing this course, learners will be able to understand the provisions of the FMLA.

**Languages Available:**  
Spanish (Latin America)

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- HR Compliance & Risk Management (LS)

**Content Suite:**

- HR Compliance

**Course Objectives:**

Recognize the provisions of FMLA. Identify how the Act protects employees in certain situations.

**Runtime:** 60

## Foreign Corrupt Practices Act (FCPA)

ETHICS16

This course explores the Foreign Corrupt Practices Act (FCPA) and anti-bribery. It discusses the laws, regulations, and policies associated with anti-bribery and anti-corruption.

**Languages Available:**

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Content Suite:**

- Corporate Compliance - General Industry

German  
Italian  
French (European)  
Dutch  
Japanese  
Chinese (Traditional)  
Portuguese (Brazil)  
Spanish (Spain)  
Turkish

**Course Objectives:**

Recognize and prevent certain potential FCPA violations.

**Runtime:** 45

## Global Anti-Bribery

This course introduces global anti-bribery laws and provides basic principles and specific guidelines for complying with anti-bribery laws around the world.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

### Libraries:

- Ethics & Corporate Responsibility (LS)

### Content Suite:

- Corporate Compliance - Pharmaceutical
- Corporate Compliance - Medical Device
- Corporate Compliance - General Industry

### Course Objectives:

Identify the key regulations that prevent bribery and corruption globally — the Foreign Corrupt Practices Act (FCPA) and the UK Bribery Act — in addition to common components of many anti-bribery laws around the world. Recognize when to report a violation and the consequences for violating an anti-bribery law.

**Runtime:** 60

## ETHICS14

### Languages Available:

Spanish (Latin America)  
German  
Italian  
French (European)  
Chinese (Simplified)  
Japanese  
Polish  
Portuguese (Brazil)  
Russian  
Spanish (Spain)  
Turkish

## Global Fair Competition Laws

Fair competition laws help to preserve a level competitive playing field for companies. This course covers the basic principles and laws governing fair competition. Topics in this course include: Definitions, Horizontal Agreements, Vertical Agreements, Other Key Considerations, Laws, EU Law — General Considerations, and EU Law — Specific Considerations. After completing this course, learners will be able to recognize the principles and laws that ensure fair competition globally.

**Format:** eLearning - EduFlex, eLearning - SCORM

### Libraries:

- Ethics & Corporate Responsibility (LS)

### Course Objectives:

Recognize the types of agreements that have the potential to restrict competition. Identify the fair competition laws that govern and often prohibit use of those agreements. Recognize guidelines for conducting business within the constraints of global fair competition laws.

**Runtime:** 60

## ETHICS22

### Languages Available:

German  
French (European)  
Chinese (Simplified)  
Spanish (Spain)  
Japanese



## Guidelines of Workplace Safety

**EHS53**

This course explains how both employees and employers uphold safety in the workplace. Topics in this course include: Causes of Accidents, Accidents and Prevention, Hazards in the Workplace, Employer Role, and Your Role. After completing this course, learners will be able to recognize potential workplace accidents and hazards that may be prevented in order to maintain workplace safety.

**Languages Available:**  
Spanish (Latin America)

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- RETIRED - Environmental Health and Safety
- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize potential workplace accidents and hazards. Recognize the roles of the employer and employee in maintaining workplace safety.

**Runtime:** 45

## Handling Confidential Information

**ETHICS10**

This course explores the importance of protecting confidential information in order to preserve privacy and maintain a competitive edge. After completing this course you will be able to recognize the definition of confidential information, identify ways that information is made vulnerable in the workplace, and recognize specific policies, laws, and examples that relate to confidentiality.

**Languages Available:**  
Italian  
French (European)  
Chinese (Simplified)  
Japanese  
Spanish (Spain)

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Content Suite:**

- Corporate Compliance - Plan Sponsors

**Course Objectives:**

Identify confidential information and take the necessary steps to safeguard information in your workplace. Recognize your responsibilities for protecting vulnerable information and how to prevent putting such information at risk inadvertently.

**Runtime:** 60

---

## Harassment Avoidance Training for California

LAV22

Supervisors and managers must take all complaints and incidents of sexual harassment seriously and should respond quickly and appropriately. This course describes the different types of sexual harassment that can occur in the workplace and how to prevent, monitor, and report these events if they occur. Topics in this course include: Laws and Policies, Types of Sexual Harassment, Prevention and Monitoring, Enforcement, Reporting Harassment, Investigating Harassment, and Retaliation. After completing this course, learners will be able to recognize what actions constitute harassment in the workplace.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Identify company policies that prohibit sexual harassment. Recognize what constitutes harassment and how to apply the laws and company policies to help prevent harassment. Identify ways to report harassment.

**Runtime:** 120

---

## Harassment in the Workplace

LAV21

Harassment is a serious issue facing companies today. This course identifies what constitutes harassment and outlines the best practices for addressing and preventing harassment in the workplace. Topics in this course include: Definition, Sexual Harassment, Laws, Prevention, and Reporting. After completing this course, learners will be able to identify harassing behavior, avoid harassing behavior, and properly address harassing behavior in the workplace.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- HR Compliance & Risk Management (LS)
- Ethics & Corporate Responsibility (LS)

**Content Suite:**

- HR Compliance

**Course Objectives:**

Recognize behaviors that are typically considered workplace harassment. Identify ways to avoid harassing behavior and what to do if you are harassed. Recognize how to improve your working relationships and help your company succeed in today's dynamic workplace environment.

**Runtime:** 45



---

## HIPAA: General Awareness

HIPAA01

This course is designed to provide all employees and associates with an in-depth overview of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy, security, and data standardization requirements from a health plan perspective. This course describes the updated requirements that were included in the Health Information Technology for Economic and Clinical Health Act (HITECH), which was signed into law February 2009. Topics in this course include: Privacy Standards, Security Standards, Data Standardization, and Enforcement. After completing this course, learners will be able to identify HIPAA regulations and ways to keep members' PHI secure.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- HIPAA (LS)
- Medical Device - Sales & Marketing (LS)
- Pharmaceutical - Sales & Marketing (LS)
- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Identify the goals of HIPAA and its Administrative Simplification provisions. Identify the entities that are covered under the law and recognize how the law is enforced. Identify the key privacy and security requirements that apply to the use and disclosure of protected health information (PHI).

**Runtime:** 60

---

## Hiring and Firing

LAV04

Hiring is an important factor in creating a solid workforce, and firing is a tool to ensure productivity. This course provides techniques for making good hiring decisions, terminating employees in a consistent and fair manner, and avoiding lawsuits resulting from the hiring and firing process. Topics in this course include: Regulations, Hiring, Interviewing, Testing, and Firing. After completing this course, learners should recognize several tools that will assist in the hiring and firing processes. Learners will also identify how to handle difficult employee situations.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize several tools that will assist in the hiring and firing processes Identify how to handle difficult employee situations.

**Runtime:** 30



## Improving Productivity

EHS49

Mastering productivity skills will make employees more valuable, and their work more satisfying. This course identifies basic skills for setting goals, prioritizing tasks, and managing time. This course also illustrates how to avoid time-wasters, delegate appropriately, and make efficient decisions. Topics in this course include: Productivity, Values, Becoming a Goal Getter, Planning, Time Wasters, Delegating, Individual Decisions, Group Decisions, Networking, and Teamwork. After completing this course, learners will be able to recognize the basic skills for setting goals, prioritizing tasks, and managing time.

**Languages Available:**  
Spanish (Spain)

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize skills for setting goals. Identify how to prioritize tasks. Recognize how to manage time efficiently.

**Runtime:** 30

## Making Ethical Decisions

ETHICS17

The purpose of this training is to help you become a better decision maker when faced with ethics situations. You will recognize how to identify and resolve ethics issues and concerns, and you will identify how to get help when you are unsure as to the best course of action.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Content Suite:**

- Corporate Compliance - Plan Sponsors

**Course Objectives:**

Recognize how to identify and resolve ethics issues and concerns. Identify how to get help when you are unsure of the best course of action.

**Runtime:** 45

## Making Meetings Work I: Purpose and Preparation

EHS60

This course explores ways to assess the effectiveness of meetings and skills to enhance the meeting process. Topics in this course include: Purpose, Meeting Costs, Key Steps, and Prepare. After completing this course, learners will be able to recognize how to lead meetings, accomplish goals, and follow up to ensure success.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize how to lead meetings. Recognize how to accomplish goals. Recognize follow-up techniques to ensure success.

**Runtime:** 30

---

## Making Meetings Work II: Leadership

EHS61

The success of any meeting is largely determined by the leadership skills of the key participants. This course discusses the leadership skills necessary to conduct successful meetings. Topics in this course include: Start, Lead, Goals, Common Problems, Conflict, and Finish. After completing this course, learners will be able to recognize how to effectively set up, kickoff, conclude, and follow up a meeting. Learners should take *Making Meetings Work I: Purpose and Preparation* prior to taking this training.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize how to effectively set up, kickoff, conclude, and follow up a meeting.

**Runtime:** 45

---

## Managing Conflict

EHS62

As workforce numbers shrink, and individuals are called to interact more intensely with fewer people, the ability to manage conflict effectively becomes more important. This course identifies appropriate responses to conflict. Topics in this course include: Conflict Resolution Styles, Selecting Styles, Collaboration Guidelines, and Application. After completing this course, learners will be able to successfully approach and resolve conflict in the workplace.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize the five different styles used to handle conflict. Identify how to approach and resolve conflict successfully in the workplace.

**Runtime:** 45

---

## Managing Job Stress

EHS63

Stress is a major factor in employee attendance, work performance, and Equal Employment Opportunity Commission (EEOC) claims. This course provides participants with an opportunity to assess their stress level at work and learn strategies for coping with that stress. Topics in this course include: Definition, Stressors, Positive Stress, Hassles, Outlook, and Visualization. After completing this course, learners will be able to identify their stress level at work. Learners will also be able to recognize strategies for coping with different problems in the workplace.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- HR Compliance & Risk Management (LS)

**Course Objectives:**

Identify your stress level at work. Recognize strategies for coping with different problems in the workplace.

**Runtime:** 30

---

---

## Managing Transition to Teams

EHS64

This course will help team leaders and team members to understand the process of moving from a hierarchical structure and mindset to a more team-oriented approach. Topics in this course include: Differences, Model, Transition, Vision, Coaching, and Example. After completing this course, learners will be able to recognize how to transition successfully from a top-down management approach to one in which team members work together to achieve greater results than could be achieved individually.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize how to transition successfully from a top-down management approach to one in which team members work together to achieve greater results than could be achieved individually.

**Runtime:** 30

---

## Office Safety

EHS65

Hidden dangers lurk in every corner of a workplace. With potential hazards ranging from fire to personal injury, knowing how to identify hazards and avoid accidents can keep everyone safe in the office. This course identifies common hazards that may be present in your office and how to avoid such hazards. Topics in this course include: Emergency Action Plan, Hazard Identification, Safe Work Practices, Office Equipment, Walking Surfaces, Good Housekeeping, and Workplace Violence. After completing this course, learners will be able to describe an action plan, identify potential hazards in the workplace, and recognize methods of hazard avoidance.

**Languages Available:**  
Spanish (Latin America)

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- RETIRED - Environmental Health and Safety
- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize safe work practices that will help you identify and remove hazards that can lead to accidents. Recognize how to interpret and follow written emergency action plans. Identify the different types of hazards and recognize how to use office equipment safely. Recognize how to behave safely on slippery walking surfaces and how to use proper lifting techniques. Recognize and prevent violence in the workplace.

**Runtime:** 60

---

## Overcoming Negativity in the Workplace

EHS95

This course is designed to help learners manage and solve interpersonal conflicts at work or away from work. Topics in this course include: Viewpoints and Approaches, Evaluation, Changing Thoughts, Listening, and Application. After completing this course, learners will be able to identify the approaches and skills required to solve problems. Learners will also be able to recognize how to overcome negativity in the workplace.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Identify the approaches and skills required to solve problems. Recognize how to overcome negativity in the workplace.

**Runtime:** 30

---

## Personal Leadership Power

EHS66

This course presents information about the definition of leadership, how to increase your PLP, and how to apply PLP to increase the productivity of your company. Topics in this course include: Leaders, Key Traits, Barriers, Personal Leadership Power (PLP), Five Principles, Developing Your PLP, and Workplace PLP. After completing this course, learners should be able to identify and apply the five principles involved in increasing and effectively using PLP for themselves and for their organizations.

**Format:** eLearning - SCORM, eLearning - EduFlex

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Identify and apply the five principles involved in increasing and effectively using PLP for yourself and for your organization.

**Runtime:** 45

---

## Physical and Network Security

ETHICS21

Information security is critical for any business. This course identifies the types of assets that are at risk, outlines methods to protect them, and examines how every employee can develop a security mindset. Topics in this course include: The Security Mindset, Physical Security, Virtual Data Security, Use of the Internet, and Proprietary Information. After completing this course, learners will be able to recognize security risks to physical and virtual assets, identify their responsibilities for protecting all of these resources, and recognize requirements and guidelines for maintaining physical and network security.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Recognize security risks to our company's physical and virtual assets. Identify your responsibilities for protecting all of these resources. Recognize requirements and guidelines for maintaining physical and network security.

**Runtime:** 45

**Languages Available:**  
Spanish (Latin America)  
Chinese (Simplified)  
Japanese

## Preventing Sexual Harassment

ETHICS18

You have a responsibility to yourself and your co-workers to take action when faced with sexual harassment in the workplace. This course describes workplace policies that ensure a harassment-free workplace. Topics in this course include: Definitions, Gray Areas, Taking Action, and Consequences. After completing this course, learners will be able to identify appropriate and inappropriate behavior as defined by the law and company policy.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Identify appropriate and inappropriate behavior as defined by the law and company policy. Recognize how to respond effectively when faced with sexual harassment. Recognize what to do if you feel you have been harassed. Recognize how to respond in situations where you are not the primary target of sexual harassment.

**Runtime:** 45

## Privacy and Data Protection

ETHICS15

This course describes your responsibility for protecting any personal information that is under your control. Topics in this course include: Consequences, Personal Information, Laws, EU Regulations, and Reporting Problems. After completing this course, learners will be able to recognize what personal data must be protected according to the law and our company policies, as well as your personal responsibility in protecting this information. Learners will also be able to identify the risks involved in compromising personal data and know the basic guidelines for safeguarding it.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Content Suite:**

- Corporate Compliance - Plan Sponsors
- Corporate Compliance - General Industry

**Course Objectives:**

Recognize what personal information must be protected according to the law and our company policies, as well as your personal responsibility in protecting this information. Identify the risks involved in compromising personal data and know the basic guidelines for safeguarding it. Recognize what to do if you know or suspect that personal information has been compromised.

**Runtime:** 45

**Languages Available:**

- German
- Italian
- French (European)
- Chinese (Simplified)
- Japanese
- Portuguese (Brazil)
- Spanish (Spain)
- Turkish

---

## Recognizing and Avoiding Conflicts of Interest

ETHICS11

This course provides an overview of conflicts of interest, and also provides guidance and reporting mechanisms for conflicts of interest. Learners will be able to recognize the circumstances that can cause actual or potential conflicts of interest, and also recognize the steps to take to avoid these conflicts or to properly disclose them when they occur.

**Languages Available:**

Italian  
French (European)  
Chinese (Simplified)  
Japanese  
Spanish (Spain)

**Format:** eLearning - EduFlex, eLearning - SCORM,  
eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Content Suite:**

- Corporate Compliance - Pharmaceutical
- Corporate Compliance - Medical Device
- Corporate Compliance - Plan Sponsors
- Corporate Compliance - General Industry

**Course Objectives:**

Recognize the circumstances that can cause actual or potential conflicts of interest. Recognize the steps to take to avoid these conflicts or to properly disclose them when they occur.

**Runtime:** 45

---

## Recognizing and Avoiding Insider Trading

ETHICS23

This course will identify common situations that violate insider trading laws. Topics in this course include: Recognizing Inside Information and Insider Trading Situations. After completing this course, learners will be able to recognize what constitutes inside information, and how to recognize common insider trading violations.

**Format:** eLearning - EduFlex, eLearning - SCORM,  
eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Recognize what constitutes as inside information. Recognize common insider trading violations.

**Runtime:** 30

---

## Safeguarding Intellectual Property

ETHICS12

This course discusses how to identify and protect the Intellectual Property (IP) assets of a company. It also covers the four primary types of intellectual property with which a company deals. This course explores the business, ethical, and legal consequences of violating IP laws and protections, and an individual's responsibility for safeguarding the IP of a company and that of others.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Identify the definition of intellectual property. Identify the four basic types of IP that our company is involved with. Recognize the legal and business consequences of failing to protect our IP and that of others. Identify the basics of IP management, or how to protect our IP and that of others.

**Runtime:** 60

---

---

## Sarbanes-Oxley Act: An Overview

ETHICS07

The Sarbanes-Oxley Act of 2002 initiated the biggest change in corporate governance since the Great Depression. This course describes each section of the Sarbanes-Oxley Act along with insights about how it impacts companies and their employees. Topics in this course include: Purpose, Effects, Audit Committees, Executives, Government Agencies, and Crimes and Penalties. After completing this course, learners will be able to identify the purpose and main provisions of the Sarbanes-Oxley Act.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Identify the purpose and main provisions of the Sarbanes-Oxley Act. Identify corporate responsibilities that Sarbanes-Oxley mandates.

**Runtime:** 45

---

## Self-Motivation

EHS94

This course covers the five characteristics of self-motivated people and the five skills that are necessary to develop these characteristics. Topics in this course include: Self-Motivation, Skills, Mission Statement, Goals, Creative Thinking, Self-Discipline, and Self-Talk. After completing this course, learners will be able to recognize how to apply the skills and characteristics of self-motivation at work, at home, and in the community.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize how to apply the skills and characteristics of self-motivation at work, at home, and in the community.

**Runtime:** 30

---

## Sexual Harassment Awareness for California Employees

LAV24

Sexual harassment is a serious issue facing employers. This course is designed to educate you about the State of California's and the Equal Employment Opportunity Commission's (EEOC) definition of sexual harassment as well as to present information on identifying harassing behavior, avoiding harassment, and what steps to take should harassment issues arise involving the workplace. Topics in this course include: Definition, Guidelines, Confrontation, and Reporting Incidents. After completing this course, learners will be able to recognize that harassment is a personal issue and that your definition of offensive behavior may differ from that of your coworkers. Learners will also be able to identify behaviors that are considered inappropriate and know how to avoid engaging in inappropriate behaviors.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- HR Compliance & Risk Management (LS)
- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Recognize that harassment is a personal issue and that your definition of offensive behavior may differ from that of your coworkers. Identify behaviors that are considered inappropriate and know how to avoid engaging in inappropriate behaviors. Identify ways to report harassment.

**Runtime:** 60



## Sexual Harassment Awareness for Employees

LAV08

Sexual harassment is a serious issue facing employers. This course is designed to educate you about the definition of sexual harassment as well as to present information on identifying harassing behavior, avoiding harassment, and what steps to take should harassment issues arise involving the workplace. Topics in this course include: Definition, Guidelines, Confrontation, and Reporting Incidents. After completing this course, learners will be able to recognize that harassment is a personal issue and that your definition of offensive behavior may differ from that of your coworkers. Learners will also be able to identify behaviors that are considered inappropriate and know how to avoid engaging in inappropriate behaviors.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Content Suite:**

- HR Compliance

**Course Objectives:**

Recognize that harassment is a personal issue and that your definition of offensive behavior may differ from that of your coworkers. Identify behaviors that are considered inappropriate and know how to avoid engaging in inappropriate behaviors.

**Runtime:** 45

## Sexual Harassment Awareness for Managers

LAV09

This course presents an overview of sexual harassment and emphasizes the specific responsibilities of managers and supervisors in preventing and responding to sexual harassment. Responding appropriately to sexual harassment may reduce the potential liability of employers in this area. It is highly recommended that individuals take Investigating Employee Claims in conjunction with this course. Reviewing Sexual Harassment Awareness for Employees will also be helpful. Topics in this course include: Definitions, Employer Liabilities, Prevention and Response, and Legal Issues. After completing this course, learners will be able recognize, prevent, and respond to sexual harassment in a responsible manner.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize, prevent, and respond to sexual harassment in a responsible manner.

**Runtime:** 45

---

## Sexual Harassment Awareness for New York Employees and Supervisors

LAV23

Sexual harassment is a serious issue facing employers. This course is designed to educate you about New York and federal laws regarding sexual harassment as well as to present information on identifying harassing behavior, avoiding harassment, and what steps to take should harassment issues arise involving the workplace. Topics in this course include: Guidelines, Confrontation, Reporting Incidents, Supervisor Responsibilities, and Rights and Remedies. After completing this course, learners will be able to recognize that harassment is a personal issue and that definitions of offensive behavior may differ amongst coworkers. Learners also will be able to identify behaviors that are considered inappropriate and recognize how to avoid engaging in inappropriate behaviors.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- HR Compliance & Risk Management (LS)
- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Recognize that harassment is a personal issue and that definitions of offensive behavior may differ amongst coworkers. Identify behaviors that are considered inappropriate. Recognize how to avoid engaging in inappropriate behaviors.

**Runtime:** 60

---

## SMART Goal Setting

EHS99

Goals that adhere to Specific, Measurable, Attainable, Results-Oriented, and Time-Bounded (SMART) criteria are more likely to lead to completion of tasks and higher satisfaction. This course will help participants understand the impact of goal setting on their lives, and give them a road map they can use to achieve higher personal and professional productivity. Topics in this course include: Goals, Specific, Measurable, Attainable, Results-Oriented, Time-Bound, and Putting It Together. After completing this course, learners will be able to recognize the essential elements of effective goal setting. Learners will also be able to differentiate between well-written and poorly written goals.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize the essential elements of effective goal setting. Differentiate between well-written and poorly written goals.

**Runtime:** 30

---

## Substance Abuse

LAV10

Employee substance abuse is one of the most troubling issues facing modern businesses. This course discusses substance abuse as it affects both the workplace and the home. Topics in this course include: Substance Abuse, Alcohol Abuse, Alcoholism and Self-Evaluation, Drug Abuse and Addiction, and Response. After completing this course, learners will be able to recognize psychological and physical effects of substance abuse and the common behavior characteristics of co-workers and family members with abuse problems.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Content Suite:**

- HR Compliance

**Course Objectives:**

Recognize the signs and symptoms of drug and alcohol abuse. Identify the steps you can take to deal with a substance abuse problem.

**Runtime:** 45

---

## Trade Secrets

ETHICS28

This course discusses trade secrets and keeping a competitive edge in the marketplace. Topics in this course include: Definition, Risks, and Protecting Trade Secrets. After completing this course, learners will be able to identify trade secrets, and recognize the necessary steps to safeguard trade secrets in the workplace.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Identify trade secrets. Recognize the necessary steps to safeguard trade secrets in the workplace.

**Runtime:** 20

---

## US Trade Controls

ETHICS27

US trade control regulations are designed to control access to US products and information that could be misused in ways that are contrary to US interests. This course covers the scope and contents of those regulations. Topics in this course include: Trade Control, Regulatory Environment, Item and Classification, Destination, Receiving Party, High-Risk Factors, Boycotts, End Use, Export License, and Documentation and Disclosure. After completing this course, learners will be able to recognize potential US trade control violations and identify ways to find help.

**Format:** eLearning - EduFlex, eLearning - SCORM

**Libraries:**

- Ethics & Corporate Responsibility (LS)

**Course Objectives:**

Recognize potential US trade control violations. Identify ways to find help.

**Runtime:** 45



## Violence in the Workplace

LAV11

Disputes between employees, or between employees and their supervisors, are not unusual in a stressful workplace environment. Occasionally, conflicts may escalate into heated exchanges or even a physical confrontation. Every year, a handful of cases involve extreme violence, including the use of firearms, and result in severe injuries or the tragic loss of life. After completing this course, participants will know how to identify individuals prone to violent behavior and apply proven techniques to diffuse dangerous situations.

**Format:** eLearning - EduFlex, eLearning - SCORM, eLearning (Editable) - CREATE

**Libraries:**

- Ethics & Corporate Responsibility (LS)
- HR Compliance & Risk Management (LS)

**Course Objectives:**

Recognize individuals prone to violent behavior. Identify proven techniques to diffuse dangerous situations.

**Runtime:** 60



### About UL Learning

Since 1980, UL Learning has been providing computer-based instruction, compliance management solutions, and advisory services to corporate and government customers with a strong focus on the needs of Life Sciences, Health Care, Energy, and Industrial sectors.

Our unique partnership with the FDA provides online training tools to train and certify more than 36,000 federal, state, local and global investigators in the areas of quality and compliance. UL and the FDA jointly develop content and deliver it via ComplianceWire®, our award-winning learning and performance platform.

UL is a premier global independent safety science company that has championed progress for 120 years. More than 12,000 professionals are guided by the UL mission to promote safe working and living environments for all people.