

# AA/EEO Compliance Training Catalog

Federal law requires employers to provide work environments free from harassment and discrimination. Office of Federal Contractor Compliance Programs (OFCCP) and Equal Employment Opportunity Commission (EEOC) enforcement guidelines state that certain employees must receive periodic compliance training. State and federal courts can, and do, penalize employers that fail to provide this training.

## Affirmity can help.

Our AA/EEO compliance training catalog provides in-depth digital learning experiences for audiences ranging from senior leaders to all employees. These training courses are designed to help encourage ethical decision-making, mitigate risk, and embed workforce compliance into the culture of your organization.

Consisting of eLearning courses, as well as short, engaging 2-3 minute microlearning videos, our AA/EEO compliance training is designed to raise awareness, spark conversations, and motivate employees to speak up before potential problems become serious workplace issues.

## eLearning Courses

Experienced teams of subject matter experts create interactive eLearning training experiences that keep employees engaged, reinforce organizational values, promote ethical decision-making, and foster positive work environments. Courses include:

### Affirmative Action Compliance for Managers

**Audience:** Managers

**Length:** 25 minutes

Managers play a critical role in making employment decisions that can impact your company's implementation of affirmative action. Having a basic understanding of affirmative action requirements will reduce the risk of non-compliance in the event of an audit, potentially avoid costly penalties, and ensure eligibility for future government contracts. This eLearning course is designed to educate frontline managers about the basics of affirmative action, and the role they play in supporting affirmative action compliance in their organization.

## Key Features:

- Covers all federally-required affirmative action, ethics, and workforce compliance topics for leaders, managers, and employees
- Courses are refreshed regularly to comply with local, state, and federal regulation
- Can be configured to reflect your brand and meet your organization's unique needs
- Courses are delivered to clients via an industry standard SCORM 1.2 file. This format is compatible with most learning management systems on the market, while allowing learner participation (and compliance) to be tracked

## Affirmative Action Compliance for HR

**Audience:** HR Professionals

**Length:** 40 minutes

Affirmative Action for HR equips HR professionals with skills essential to navigating workplace equity. In this course, your team will:

- Explore regulations, laws, and obligations, crafting effective affirmative action plans that prioritize diversity
- Discover how to set placement goals, refine recruitment strategies, and address disparities to foster inclusivity
- Learn the art of compliance, with insights into OFCCP audits, record retention, and the repercussions of non-compliance
- Elevate HR's role in promoting diversity, inclusion, and organizational success

## Affirmative Action Compliance for Senior Leaders

**Audience:** Senior Leaders

**Length:** 20 minutes

Your senior leaders require essential insights into affirmative action laws and requirements. Through this basic overview course, leaders will:

- Distinguish between equal employment opportunity and affirmative action
- Recognize the laws and regulations associated with affirmative action
- Describe the purpose and necessity of an affirmative action plan
- Identify the basic compliance requirements of an affirmative action employer
- Understand the associated risks of non-compliance

## Recruiter Compliance for Federal Contractors

**Audience:** Recruiters and Hiring Managers

**Length:** Three 20-minute modules

The Recruiter Compliance for Federal Contractors eLearning course is designed for employees responsible for the recruitment, screening, and selection of new hires. The interactive eLearning course introduces affirmative action and a recruiter's responsibilities pertaining to Executive Order 11246, Section 503 of the Rehabilitation Act, and VEVRAA. It also covers the OFCCP's internet applicant regulations and guidance around dispositioning and record-keeping. This course is a series of three 20-minute interactive eLearning modules each built on the concepts from the previous module.



## Preventing Discrimination and Harassment

**Audience:** “All Employee” and “Manager” Versions Available  
**Length:** Varies

This course, available in employee and manager-targeted versions, explains the expected behaviors for building a respectful workplace. It introduces employees to key concepts related to not only sexual harassment, but all forms of workplace harassment, retaliation, discrimination, bystander intervention, diversity, inclusion, and civility. The course helps meet local, state, and federal regulations, with specific versions for CA, CT, DE, Chicago, IL, ME, NY, NYC, and WA, as well as Global, UK, and Canada. Available in seven industry-specific versions including construction, healthcare, hotel, manufacturing and industrial, office, restaurant, and retail.

## Understanding the Americans With Disabilities Act

**Audience:** All Employees  
**Length:** 20 minutes

The Americans with Disabilities Act (ADA) is a federal law that prohibits discrimination based on disabilities and provides protections including the requirement that employers provide reasonable accommodations in certain situations. This training gives employees an overview of the ADA, an explanation of their rights, and an understanding of how the ADA applies in their workplace. A version of this course that covers Section 508c (concerning the accessibility of information and communication technology) is also available.

## Drugs and Alcohol in the Workplace

**Audience:** All Employees  
**Length:** 20 minutes

This training is designed to give employees a basic understanding of what substance misuse is and why it presents workplace safety issues. The course covers red flags that indicate a potential substance misuse problem and provides employees with resources for getting help for themselves as well as tools for appropriately responding should they observe such indicators in others in the workplace.

## Code of Conduct—Federal Acquisition Regulation (FAR)

**Audience:** All Employees  
**Length:** 30 minutes

This Code of Conduct training is tailored for use by federal contractors and sub-contractors and includes material required by the Federal Acquisition Regulation. This course is divided into brief episodes and provides examples of how to behave ethically in a variety of challenging situations. It covers topics such as:

- Anti-bribery
- Hiring government employees
- Conflicts of interest
- Gifts and entertainment
- Government audits
- Communications with government customers
- Pricing mandates
- Government supply contracts
- Rules for procurements
- Third-party due diligence
- Accurate record keeping
- Reporting violations

## Data Privacy and Information Security

**Audience:** All Employees  
**Length:** 45 minutes

As technology advances and increases the availability of data, the challenges and threats to firms rise. Threats are generally assumed to be external, but often it's the employee's lack of knowledge or awareness about threats and their subsequent actions that exposes firms to security risks. In this course we'll discuss a range of concepts regarding data privacy, information security, and asset protection. Upon completing this course, employees will understand their roles and responsibilities in protecting personal and confidential information, and keeping information systems secure.



## Microlearning Modules

Microlearning modules are a powerful reinforcement tool designed to help inspire important conversations and strengthen learning. Only two to three minutes long, the microlearning modules break down barriers—making employees feel more comfortable asking questions and talking about their concerns with colleagues, managers, or HR. Below you will find the many microlearning topics that augment our workplace harassment prevention and code of conduct courses.

### Bystander Intervention—“We’re In This Together”

When a manager makes an offensive comment about a team member during a meeting, no one says anything, even though the manager is clearly out of line. Chloe dispels the bystanders’ excuses for not getting involved, and explains why it’s important to say or do something. She then challenges viewers to think about how they would respond.

### Inappropriate Jokes—“Off Limits”

When a coworker starts crossing the line from funny to offensive, Dan discusses why certain jokes are inappropriate—even within a “tight” group. Dan devises a plan for helping his co-worker tone things down, and sparks a conversation about handling similar situations.

### Personal Liability—“Crossing Lines”

Chloe describes what happened to a supervisor who didn’t heed her advice that his comments and jokes might be making people uncomfortable. While it’s good to enjoy a laugh with co-workers, creating a hostile work environment is no joke.

### Same-Sex Harassment—“A Little Help from a Friend”

A coworker confides that he’s dealing with same-sex harassment and doesn’t know what to do. Empathizing with his difficult situation, Chloe reminds viewers that sometimes all it takes is support from a coworker before an individual feels comfortable reporting sexual harassment.

## Protection from Retaliation—“Doing the Right Thing”

Chloe discusses her conversation with a coworker, who fears getting fired for sharing information about a harassment incident. She explains that people who report misconduct or participate in investigations are protected from retaliation and encourages viewers to speak up if they see or hear about inappropriate behavior.

## Reporting Misconduct—“Surprise Party”

Chloe recounts some surprising behavior that took place at a work party. She explains that it's important to report inappropriate behavior whether it happens onsite or offsite—and regardless of the job title of the person engaging in the behavior.

## Business Courtesies—“The Game Plan”

When a vendor makes a last-minute change to the game plan, John realizes that the new circumstances may have turned a legitimate business courtesy into something different—and possibly inappropriate. After reviewing his organization's policy, he decides to get guidance.

## Facilitation Payments—“What's the Holdup?”

When John receives a visit from an inspector, he is tempted by an offer to speed up the approval process for his project. But upon doing some research and looking at his organization's policy, he realizes it's a risky situation. Rather than take the offer, he seeks guidance.

## Interested in Viewing a Course?

Contact us now on our website, reach us via email at [info@affirmity.com](mailto:info@affirmity.com), or call toll-free at +1 800-782-1818.

## About Affirmity

Affirmity provides a robust portfolio of software, consulting services, and blended learning solutions that help global enterprise and mid-market companies build inclusive workforces so that they can experience long-term business value, while minimizing workforce compliance risk, from their DE&I and affirmative action programs.

Drawing on more than 45 years of experience, our software, learning solutions, and team of experts guide HR, diversity, and compliance teams to easily analyze diversity across the organization, identify gaps and insights into causes, establish and execute goals, and continually track DE&I and affirmative action program effectiveness over time.

A part of **Learning Technologies Group plc (LTG)**, Affirmity serves more than 1,100 organizations.

For more, visit [affirmity.com](https://affirmity.com).