

Workforce Compliance Training Catalog

Training Solutions for Meeting Your Organization's Workforce Compliance Needs

Federal law requires employers to provide work environments free from harassment and discrimination. 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 workforce compliance training catalog provides immersive 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 workforce compliance training is designed to raise awareness, spark conversations, and motivate employees to speak up before potential problems become serious workplace issues.

Key Features:

- Covers all federally-required workforce compliance and ethics topics for leaders, managers, and employees
- Courses are refreshed regularly to comply with local, state, and federal regulations
- 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.



eLearning Courses

Our 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:

Workforce Compliance: Non-Discrimination in Hiring and Selection

Audience: Hiring Managers
Variations: All Employers and Federal Contractors/
Subcontractors
Length: 10 minutes

This course equips hiring managers with the knowledge and tools to implement fair, legal, and merit-based hiring practices. Participants will learn about key employment laws, including Title VII, the ADEA, and the ADA, as well as best practices for unbiased candidate selection, structured interviews, record-keeping requirements, and compliance with EEOC guidelines. By fostering an inclusive and legally sound hiring process, managers can minimize legal risks, enhance workplace diversity, and support organizational success.

A version designed for federal contractors and subcontractors is also available and covers the above content as well as affirmative action requirements under Section 503 and VEVRAA.

Workforce Compliance: Non-Discrimination in Recruiting

Audience: Recruiters and HR Professionals
Variations: All Employers and Federal Contractors/
Subcontractors
Length: 20 minutes

This course provides recruiters and HR professionals with essential knowledge and tools to ensure fair, legal, and non-discriminatory recruiting and hiring practices. Participants will learn about key employment laws, including Title VII, the ADEA, and the ADA, as well as proactive strategies for fostering inclusivity, mitigating legal risks, and adhering to EEOC guidelines. This course also covers best practices for recruiting, dispositioning, and record-keeping to ensure a legally sound and equitable recruiting process.

A version geared toward federal contractors and subcontractors is also available which covers the above content as well as affirmative action requirements under Section 503 and VEVRAA.

Preventing Workplace Harassment

Audience: “Supervisor” and “Non-supervisor” Versions Available
Length: Varies

This course explores the nuances of workplace harassment, discrimination, retaliation and certain other types of inappropriate workplace conduct. Compliant in all 50-states including CA, CT, DE, IL, ME, NY, and WA, as well as Chicago and New York City, the course helps meet local, state, and federal regulations in the US. The course is available in industry versions: construction, healthcare, hotel, manufacturing/industrial, office, restaurant, and retail. All versions of the course are WCAG 2.1/2.2 AA accessible, ensuring an inclusive experience for all users.

US Editions

Advanced Edition (2 hours): For supervisors in California, supervisors in the City of Chicago, and everyone, both supervisors and non-supervisors, in Connecticut. Supervisors who are outside of Chicago but supervise people in Chicago must also take this two-hour course.

Extended Edition (1 hour): For non-supervisors in California, and non-supervisors in the City of Chicago.

Fundamentals Edition (40 minutes): For everyone else, including supervisors and non-supervisors, in all other states outside of California and Connecticut, and outside of Chicago.

Non-US Editions

Global Edition (45 minutes): Covers relevant equal opportunity laws in 37 countries, including France, Germany, Italy, Hong Kong, Singapore, and many more.

Canada Edition (45 minutes): Consistent with both federal and provincial/territorial laws and guidelines. This edition includes Workplace Violence Prevention, which is required in some Canadian jurisdictions.

UK Edition (45 minutes): Covers UK laws and features British narrators and scenarios with British actors.

Australia Edition (45 minutes): Covers Australian laws and features Australian narrators and scenarios with Australian actors.

POSH (Indian) Edition (45 minutes): Addresses the mandatory requirements of India’s POSH Law and features Indian narrators and characters.

Bystander Intervention

Audience: All Employees

Length: 60 minutes

Anyone who witnesses a harmful or potentially harmful situation is a bystander. In this course, trainees will explore how to be an active bystander. While watching relatable scenes, they'll learn the basic steps of bystander intervention. They'll see examples of different techniques for intervening, and practice through interactive exercises. The course satisfies the City of Chicago bystander intervention training requirement. *A shortened 25-minute version is also available for non-Chicago employees.*

Preventing Workplace Violence

Audience: All Employees

Length: 25 minutes

Variations: California version and specialized retail and healthcare versions

This interactive course educates employees on how to recognize the warning signs of workplace violence, report concerns, and respond effectively to incidents. Learners will follow five main characters through a series of realistic scenarios involving coworkers, intimate partners, and third-party non-employees in the workplace.

We also offer a California version (which will require customization), a specialized retail version that complies with the New York Retail Worker Safety Act, and a specialized healthcare version.



Employment Law Fundamentals

Audience: Varies (see below)

Length: Varies

Employment Law Fundamentals training consists of four courses and teaches managers the practical information they need to comply with the complex web of employment laws.

- **Interviewing and Hiring Lawfully** (40 minutes): Recommended for all human resource professionals, supervisors, and any non-supervisory employees who participate in hiring processes, this interactive online course teaches practical skills for effectively and lawfully interviewing applicants for hire or promotion. After completing this course, you will know how to:
 - Effectively interview applicants using behavioral-based interviewing techniques
 - Avoid unlawful or poorly phrased questions and comments during the interview
 - Select the best candidate and properly document the selection
- **Wage and Hour Fundamentals** (30 minutes): This course teaches employees their specific responsibilities for complying with the federal FLSA. Unlike most courses on this topic, the training also addresses how to comply with state and local wage and hour laws, which are often much more expansive than the FLSA. This course is kept up-to-date with changes in federal and state law.
- **Disability, Pregnancy, and Religious Accommodations** (40 minutes): In this course, you will learn about identifying, requesting, and providing disability, pregnancy, and religious accommodations. This course covers the ADA, the PWFA, and similar state and local laws that require employers to provide reasonable disability, pregnancy, and religious accommodations to employees and applicants. After completing this course, you will understand the various laws and will know how to recognize and respond to requests for accommodations.
- **Family, Medical, and Other Protected Leave** (40 minutes): In this course, managers will learn how to recognize a potential Family and Medical Leave Act (FMLA) request and how to help their organization comply with the law. After completing this course, managers will understand when FMLA and other protected leave may be taken, and which employees may be eligible for FMLA and other protected leave. Managers will also learn what to do when they are informed about a qualifying leave and when to contact HR for guidance.

Drugs and Alcohol in the Workplace

Audience: All Employees
Length: 15 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: 35 minutes

This interactive course provides training on the code of business ethics and conduct that most federal contractors are required to implement. The course instructs employees on how to identify and report concerns related to conflicts of interest, gifts, bribery, asset and information protection, and accurate record keeping, among other issues. The course can be customized to fit your organization’s code by adding policy-specific content and customized scenarios. Customization helps reinforce your organization’s values and standards while making the training more relevant to employees.



Cybersecurity Awareness

Audience: All Employees
Length: 45 minutes

This course examines your employees’ cybersecurity obligations. By the end of the course, they will understand how to apply cybersecurity hygiene to protect an organization’s digital infrastructure while ensuring compliance with relevant laws, industry standards, and company policies.

AI in the Workplace

Audience: All Employees
Length: 30 minutes

This interactive course introduces employees to how AI works, explains the ethical principles of AI, and explores several everyday examples and realistic workplace scenarios. They’ll think through practical, real-world ethical dilemmas related to AI tool use in the workplace, and understand what is considered acceptable and responsible AI tool use in that context. The course also covers current AI laws, developing AI laws, and laws of general applicability as applied to AI tool use.

Global Data Privacy Awareness

Audience: All Employees
Length: 35 minutes

This course will introduce employees to key data use principles and explore how those principles are reflected in data privacy policies and laws. By the end of the course, they’ll have a good understanding of U.S. state-based data privacy laws, U.S. Federal sector-specific privacy laws, and national-level comprehensive data privacy laws globally. The course will deepen employee knowledge with practice scenarios about various data privacy concerns, including the usage of AI tools.

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 coworker 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”

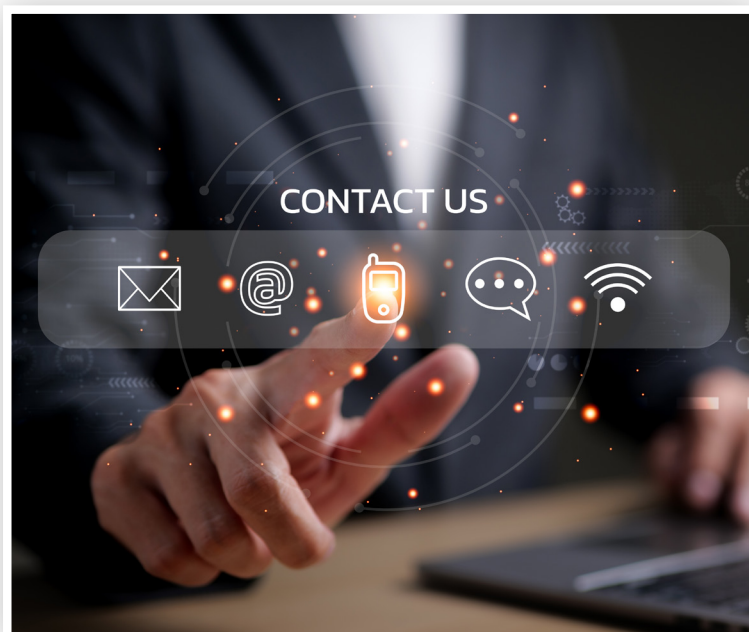
When a vendor makes a last-minute change to the game plan, John realizes that the new circumstances may have turned a legitimate business courtesy into something different—and possibly inappropriate. After reviewing his organization’s policy, he decides to get guidance.

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, or call toll-free at [+1 800-782-1818](tel:+18007821818).



About Affirmity

Affirmity provides a robust portfolio of software, consulting services, and digital learning solutions that help global enterprise and mid-market companies foster a positive workforce culture through non-discrimination and merit-based employment practices. All solutions align with legal standards while minimizing workforce compliance risk.

Drawing on 50 years of experience, Affirmity guides HR and workforce compliance teams to easily analyze and benchmark workforce data. These critical data-driven insights ensure employee selection and compensation processes are fair, equitable, and compliant.

A part of [Learning Technologies Group](#) (LTG), Affirmity serves 25% of all Fortune 100 companies and has an average client base tenure of 12+ years.

For more, visit affirmity.com.