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Interactive Training You Don't Just Watch, You Experience

Our Hollywood video production team creates high-quality interactive videos with real-world scenarios and alternate endings, where viewers choose what happens. Your learners are engaged throughout the course; not just “clicking next”.

Training for the Modern Workforce

Courses are designed in an episode-based video series that incorporates best practices from recognizable news show formats. The bite-sized episodes are easy for learners

to digest and are a perfect fit for interruption-prone schedules - adapted to the way people learn today.

Fully Customizable

Off-the-shelf training is a one size fits none approach. Training that isn't tailored to your organization often turns learners off when it isn't designed for their needs or interests. We can quickly and affordably modify or add to any portion of the training program, incorporating video, content, and images to be unique to your organization's needs.

Multiple Delivery Formats

Courses are available in a variety of formats, including; desktop, mobile, and interactive classroom. Mobile-optimized courses powered by our smart technology allows a learner to pick up right where they left off, on any connected device.

Global Language Support

Courses are supported in more than 100 languages with timed voice over dubbing synchronized to match the speaker's lips, meaning, actions, and intonations so it's not distracting for learners. All onscreen text and closed-captioning is also translated to the desired language.

Episode-Based Assessments

Each episode includes a comprehensive assessment, which allows employees to absorb the material in bite-sized lengths of just five to eight minutes each. Integrating the testing into the learning material serves to better reinforce the learning rather than simply "bolting on" the assessment at the end of the course.

Personalized Course Progress

Compliance training that simply gives employees an unlimited number of chances to complete the assessment encourages random and rapid clicking; employees quickly figure out the correct responses to

receive the desired passing score. Our approach is to reward correct answers with shortened courses. Right answers move employees along to the next topic while wrong answers are followed with "teachable moments" and additional testing.

Teachable Moments

Trailiant assessments never say, "Incorrect. Try again!" When an incorrect answer is provided, there is a detailed explanation of why the answer is incorrect, and then another question on the same topic is provided to ensure thorough comprehension.

Earn Points Through Engaging Challenges

We incorporate gamification into learning with challenges, scores and leaderboards to encourage a competitive spirit, motivate learners, maintain their attention, clarify difficult concepts and provide a fun way to practice what is learned. Your learners can compete for the highest score when they earn points for correct answers, with additional bonus points awarded through our newly added attention-based scoring.

Additional Features of Preventing Discrimination & Harassment Training

A New Season Every Year

We focus our resources into revamping our sexual harassment prevention courses every year with new videos, actors, images, and content. Even the best course loses its effectiveness if learners see the same thing year after year.

Continuously Updated to Remain Compliant with the Law

In the wake of #MeToo, a number of states have passed or have pending legislation on mandatory training requirements for preventing sexual harassment in the workplace. Keeping

- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)

Including Bite-Sized Trailant Sparks

- Social Media Behavior - Bad Influencer
- Personal Liability - Crossing Lines
- Civility in the Workplace - It's Elementary
- Political Discussions at Work - Civics & Civility

HOTELS COURSE LIBRARY

- Preventing Discrimination & Harassment for Hotels
- Recognizing & Preventing Human Trafficking for Hotels
- Interview Compliance & Fair Hiring
- Active Shooter Response
- Data Privacy, GDPR & Information Security
- Bloodborne Pathogens

OFFICE COURSE LIBRARY

- Preventing Discrimination & Harassment for Office
- Interview Compliance & Fair Hiring
- Active Shooter Response
- Data Privacy, GDPR & Information Security
- Bloodborne Pathogens
- Export Controls
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)

Including Bite-Sized Trailant Sparks

- Bystander Intervention - We're in this Together
- Protection from Retaliation - Doing the Right Thing
- Unconscious Bias - Superstar Search (MGR)
- Political Discussions at Work - Civics & Civility

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- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)

Including Bite-Sized Traliant Sparks

- Bystander Intervention - We're in this Together
- Protection from Retaliation - Doing the Right Thing
- Civility in the Workplace - It's Elementary
- Political Discussions at Work - Civics & Civility

HEALTHCARE COURSE LIBRARY • Preventing Discrimination & Harassment for Healthcare • Interview Compliance & Fair Hiring

- Active Shooter Response
- Data Privacy, GDPR & Information Security • Bloodborne Pathogens
- HIPAA for Covered Entities
- HIPAA for Business Associates

RESTAURANTS COURSE LIBRARY • Preventing

Discrimination & Harassment for Restaurants • Interview Compliance & Fair Hiring

- Active Shooter Response
- Data Privacy, GDPR & Information Security • Bloodborne Pathogens
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)

Including Bite-Sized Traliant Sparks

- Unwanted Touching - The Lunch Rush
- Social Media Behavior - Bad Influencer
- Pregnancy Discrimination - Misguided Decision (MGR) • Political Discussions at Work - Civics & Civility

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- Americans with Disabilities Act (ADA)

Including Bite-Sized Traliant Sparks

- Inappropriate Jokes - Off Limits
- Respectful Communications - Breathe
- Facilitation Payments - What's the Hold Up? (MGR)
- Political Discussions at Work - Civics & Civility

INDUSTRIAL COURSE LIBRARY

- Preventing Discrimination & Harassment in Industrial/Manufacturing
- Interview Compliance & Fair Hiring
- Active Shooter Response
- Data Privacy, GDPR & Information Security • Bloodborne Pathogens
- Export Controls
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
 - Americans with Disabilities Act (ADA) **Including Bite-Sized Traliant Sparks** • Inappropriate Jokes - Off Limits
 - Respectful Communications - Breathe • Inclusion - The Table
- Political Discussions at Work - Civics & Civility

CONSTRUCTION COURSE LIBRARY • Preventing

Discrimination & Harassment in Construction •

Interview Compliance & Fair Hiring

- Active Shooter Response
- Data Privacy, GDPR & Information Security • Bloodborne Pathogens
- Export Controls
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)

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- Data Privacy, GDPR & Information Security
- Bloodborne Pathogens
- HIPAA for Business Associates
- Drug & Alcohol Awareness on Campus

Including Bite-Sized Trailant Sparks:

- Bystander Intervention - We're in this Together
- Personal Liability - Crossing Lines
- Civility in the Workplace - It's Elementary
- Political Discussions at Work - Civics & Civility

HIGHER EDUCATION COURSE LIBRARY • Title IX:

Preventing Sexual Misconduct for Students • Title IX:
Preventing Sexual Misconduct for Faculty & Staff • Title IX:
Preventing Sexual Misconduct for Faculty & Staff -
"Responsible Employee"

- Preventing Discrimination & Harassment for Office • Clery Act
- Family Educational Rights & Privacy Act (FERPA) • Active Shooter Response

RETAIL COURSE LIBRARY

- Preventing Discrimination & Harassment for Retail • Interview Compliance & Fair Hiring
- Active Shooter Response
- Data Privacy, GDPR & Information Security • Bloodborne Pathogens
- Export Controls
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)

Including Bite-Sized Trailant Sparks

- Bystander Intervention - We're in this Together
- Socializing with Coworkers
- Protecting Customer Information - No Compromises
- Political Discussions at Work - Civics & Civility

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COMPLIANCE COURSE LIBRARY

- Code of Conduct: Enterprise Edition
- Code of Conduct: Essentials
- Anti-Bribery & Anti-Corruption
- Active Shooter Response
- Data Privacy, GDPR & Information Security
- Bloodborne Pathogens

WHAT OUR CUSTOMERS ARE

SAYING:

- Export Controls
- HIPAA for Covered Entities • HIPAA for

“We have been blown away by Traliant; from start to finish. Look no further than Traliant if you are seeking engaging, applicable content for your workforce. Their curriculum is the best we’ve seen, by far! The hesitation our employees felt at the prospect of having to take online compliance courses was quickly assuaged by the engaging, applicable, and relevant content that Traliant has put together. You won’t believe me when I say this...but our employees asked for more. Additionally, Traliant’s support team has been nothing but helpful and responsive for our every question, concern, and need throughout the entire process. Traliant is hands down one of the best partners we’ve ever been able to work with. Thank you, Traliant, for your support, care, and consideration for our employees and for us as a partner.” -Ali Tankiewicz, HR Associate, Apex Clean Energy

HUMAN

- Bystander Intervention
- Workplace Diversity, Inclusion & Sensitivity • Avoiding Retaliation
- Unconscious Bias
- Interview Compliance & Fair Hiring
- Employment Law Essentials for Managers **WHAT**
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)
- Microaggressions in the Workplace
- Maintaining a Positive Work Environment - **Coming Soon**
- Managing Difficult Employees - **Coming Soon**

OUR CUSTOMERS ARE SAYING:

“I wanted to share how impressed I was by the clarity and thorough approach to this important subject. The use of adult learning principles through the various quizzes, reporter reviews, Q&A and summaries of lessons learned as well as others were layered very nicely and paced appropriately, supporting a high level of retention. Thank you for bringing this quality learning and certification module to our team. Respect in the workplace is a very important topic that deserves this level of quality focus.”

-Mike Mobley, Director of People, Front Burner Brands



Over the past few months, we have all been faced with major disruptions caused by the Coronavirus, and many organizations have employees on leave or working from home. Now, as the planning for employees to return to work begins, organizations face a new challenge: ensuring a smooth transition back to a changing workplace.

Prepare your employees physically and psychologically to transition back to work with Traliant's **COVID-19: Returning to the Workplace**, a 20-minute interactive e-learning course focused on: raising awareness of the behaviors necessary to keep the workplace safe, explaining new or changed protocols and policies, minimizing and eliminating confusion, reassuring returning staff that their organization is taking steps to protect them, and preparing employees to be flexible with an evolving environment.

policies or return to work guidelines, introductory video, and images.

ENGAGING & EFFECTIVE FORMAT

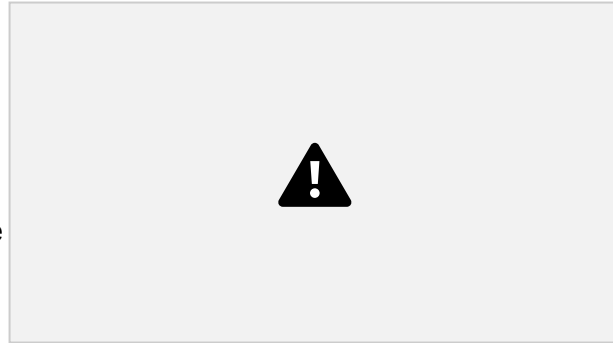
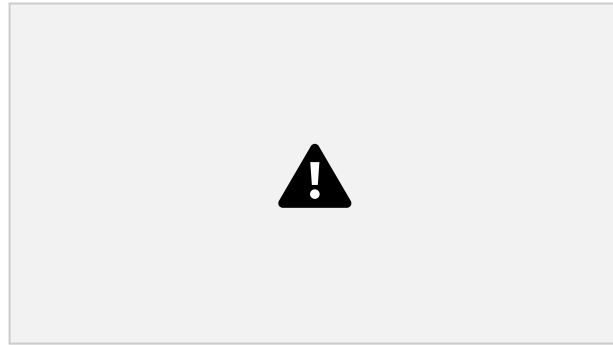
COURSE INFORMATION

The course covers the following topics:

- Protecting yourself & others
- Adjusting to a “new normal”
- Preparing to return
- Arriving at the building
- Physical distancing
- Navigating common areas
- Dealing with rule breakers
- Guidance for managers
- Resources

This course is intended for employees to complete before they return to work and includes state-specific requirements. The course will be regularly updated as new guidelines and information are released.

Customize the course by adding your organization’s



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Training employees on how to recognize and respond to situations that can lead to sexual harassment – from the obvious to the subtle – is one of the most effective ways to foster a positive, respectful workplace.

Traliant’s award-winning Preventing Discrimination & Harassment course explains the behaviors that are expected of individuals to create a workplace that is free of discrimination, harassment, and bullying. This course, presented in a familiar news show format, features interactive videos and gamification to enrich the learning experience. The course is divided into brief, bite-sized episodes covering; Sexual Harassment, Discrimination, Bystander Intervention, and Diversity and Inclusion.

FEDERAL & STATE COMPLIANT

Traliant's Preventing Discrimination & Harassment training complies with all Federal & State regulations, including; California, Connecticut, Delaware, Illinois, Maine and New York City and State. It is available in separate versions for Employees and Managers, who have additional responsibilities to prevent and report workplace misconduct.

- Employees (40 min)
- Managers (55 min)
- California Managers (120 min)
- Connecticut Employees (120 min)
- Illinois Healthcare Employees IDFPR CEC (60 min)
- Illinois Healthcare Managers IDFPR CEC (60 min)
- California Employees (60 min)
- Illinois Employees IDFPR CEC (60 min)
- Illinois Managers (60 min)
- Connecticut Managers (120 min)
- Delaware Employees (45 min)
- Delaware Managers (55 min)
- Illinois Employees (50 min)
- Maine Employees (45 min)
- Maine Managers (55 min)
- Illinois Managers IDFPR CEC (60 min)
- New York Employees (50 min)
- New York Managers (60 min)

FEDERAL & STATE COMPLIANT

INDUSTRY-SPECIFIC GLOBAL VERSIONS AVAILABLE

The above versions are available with industry-specific videos, images, and other content for learners in the following workplaces:

- Construction
- Corporate Office
- Healthcare
- Higher Education
- Hotel
- Manufacturing/Industrial
- Restaurant
- Retail
- Global Employees (30 min)
- Global Managers (45 min)
- Global UK Employees (40 min)
- Global UK Managers (55 min)
- Canadian Employees (40 min)
- Canadian Managers (55 min)
- Canadian Restaurant Employees (40 min)
- Canadian Restaurant Managers (55 min)

The training is available in multiple languages and in mobile, desktop, or classroom format.

AMERICANS WITH DISABILITIES ACT 20 MINUTES The Americans with Disabilities Act (ADA) is a federal law that prohibits discrimination based on disabilities and provides protections including requiring employers to provide reasonable accommodations in certain situations. This 15-minute training provides employees with an overview of the ADA, an explanation of their rights, and an understanding of how the ADA applies in their workplace.

AVOIDING RETALIATION 15 MINUTES Retaliation training is one of several positive steps that organizations can take to prevent workplace discrimination and harassment and reduce the risk of retaliation incidents and claims. This course is intended for employees in supervisory roles, who may deal with complaints of discrimination and harassment. Avoiding Retaliation reinforces the importance of keeping all forms of retaliation out of the workplace and responding promptly and effectively to complaints.

BYSTANDER INTERVENTION 25 MINUTES Bystander intervention training is one of the most effective ways to empower employees to address and prevent harassment and discrimination in the workplace. This course raises awareness of the importance of being an active bystander and provides employees with practical steps for protecting targets of abusive behavior and preventing future misconduct. *Also available in a customized version for Industrial/Manufacturing organizations.*

EMPLOYMENT LAW ESSENTIALS FOR MANAGERS 30 MINUTES This 30-minute training covers the basics of several laws that are related to your management responsibilities and includes sections on: Interviewing and Hiring, Wage and Hour Laws, Preventing Retaliation, FMLA Basics, The Families First Coronavirus Response Act (the FFCRA), Handling Harassment Complaints, and Reasonable Accommodations. This course will help you recognize situations where these laws apply, respond appropriately in those situations, and seek additional guidance as needed.

FAIR LABOR STANDARDS ACT (FLSA) 20 MINUTES The FLSA is a federal law which establishes standards for such aspects of employment as minimum wage, overtime pay, recordkeeping and child labor. It also defines which types of work must be paid on an hourly basis and the types of work where a salary without overtime is permitted. This 20-minute course will explain key rules of the FLSA, and give you an understanding of how they apply to your job responsibilities and workplace.

FAMILY MEDICAL LEAVE ACT (FMLA) 20 MINUTES The FMLA is a federal law that was created to help employees balance the responsibilities of their jobs and families by allowing them to take a reasonable unpaid leave of absence for certain family and medical reasons. This 20-minute course teaches managers to recognize FMLA situations and gives them an understanding of their role in helping their organization comply with the law.

INTERVIEW COMPLIANCE & FAIR HIRING 20 MINUTES Job applicants are protected from illegal discrimination during the hiring process. This course explains how discrimination can occur in recruiting, interviewing, and hiring -- and provides guidelines for handling your hiring-related responsibilities in a fair and legal manner.

MANAGING DIFFICULT EMPLOYEES 20 MINUTES Employees who demonstrate disruptive behaviors can have a negative impact on the workplace and therefore need to be managed. This course prepares managers to identify, address and appropriately document problem behaviors, so they feel confident handling difficult-employee situations should they encounter them.

MICROAGGRESSIONS IN THE WORKPLACE 15 MINUTES Microaggressions are subtle or unintentional comments or actions that can have a negative impact on others and the workplace. This 15-minute training, designed for all employees, explains microaggressions and the effect they can have on others, examines why certain remarks are considered microaggressions, and provides guidance for responding to microaggressions in a positive and effective manner.

UNCONSCIOUS BIAS 20 MINUTES Unconscious bias training is a positive step to help organizations recognize and address hidden biases that can influence workplace decisions. This course explains what unconscious bias is,

describes how biases can influence workplace decisions, and provides suggestions to help individuals reach a higher level of awareness so they are better able to prevent personal biases from affecting their actions at work.

WORKPLACEDIVERSITY,INCLUSIONANDSENSITIVITY 35 MINUTES This 35-minute course explains racial identity and racism alongside core D&I concepts and provides practical steps to help individuals choose inclusive actions, improve cultural competency and address unconscious bias. The course further emphasizes the role civility and workplace sensitivity play in promoting a respectful culture.

WHAT OUR CUSTOMERS ARE SAYING:

“We searched quite a bit to find a training that would be fresh, engaging and inclusive. Traliant provided that for us and was a clear leader in the field. Our team has enjoyed the training (not a small feat) and has come away with a better understanding of respectful and supportive behavior in the workplace. That alone is worth the price of admission but combine it with stellar customer service from the Traliant Team and you have a winning formula. I highly recommend their services and product.”

-Michael Wade, People Operations Manager, Trove

“I researched several companies that offered similar services and Traliant was the best by far. They are responsive and walked me through their training courses, which we were able to customize to represent our company. They also send you emails and updates to keep you posted on state laws, so that we can be in compliance in all the states where we have employees. The Traliant LMS is very easy to use and I love the dashboard, where you can keep track and progress of your employees training.”

-Marta Martinez-Hargis PHR-CP, Associate Director, HR, Integer

ACTIVE SHOOTER RESPONSE 20 MINUTES Active shooter training strengthens and reinforces an organization's

emergency action plan and can help reduce the risk of an incident occurring. This course explains how to prepare for, and respond appropriately to, an active shooter situation. The course will also teach you how to recognize indicators of potential violence so you may help reduce the likelihood of an active shooter incident.

ANTI-BRIBERY & ANTI-CORRUPTION 25 MINUTES Staying compliant with anti-bribery and anti-corruption laws such as the FCPA and the UK Bribery Act is more than simply memorizing laws. Employees need to understand not just what the laws are, but why they matter, and how to handle the grey area situations they might encounter in real life that could lead to potential violations. This course explains the behaviors that are expected of individuals to create a workplace free of bribery and corruption. It defines bribery, explains the applicable laws and regulations, and covers concepts such as “anything of value,” dealing with “public officials “ and “facilitation payments.”

ANTITRUST & COMPETITION LAW 20 MINUTES Antitrust laws keep the market competitive and protect consumers from unfair business practices. This training, designed for employees and managers in sales and purchasing roles, provides an overview of key antitrust laws and prohibited practices. The training includes several examples of questionable and illegal business practices so the learner will be able to recognize and avoid these situations, and respond appropriately should they encounter them.

AVOIDING INSIDER TRADING 20 MINUTES Insider trading is a serious crime with serious consequences for individuals and companies. This course is for anyone working in either a public or private organization that needs to be aware and respect the laws governing insider trading. It defines insider trading and the use of MNPI.

BLOODBORNE PATHOGENS 30 MINUTES Bloodborne Pathogens are infectious microorganisms contained in blood that can cause disease in humans. People working in virtually any occupation can accidentally be exposed to bloodborne pathogens. This training program was designed to provide employees who do not have “occupational exposure” to bloodborne pathogens with some basic safety information and common-sense rules for handling an unexpected situation. The course covers ways to prevent exposure, procedures to follow after an exposure, and other important guidelines on the subject.

CODE OF CONDUCT – ENTERPRISE EDITION VARIES This comprehensive course is tailored to align with a client’s Code of Conduct. Over 25 compliance topics to choose from, including: Anti-Bribery/Anti-Corruption, Anti-Money Laundering, Antitrust & Anti-Competition, Appropriate Use of Electronics, Conflicts of Interest, Data Privacy, Discrimination, Harassment & Bullying, Diversity & Inclusion, Environment Stewardship & Sustainability, Fair Dealing, Gifts & Entertainment, Government Audits, Health & Safety, Human Trafficking, Information Security, Insider Trading, International Trade Laws, Political Activities, Protection of Assets, Public Communications, Recordkeeping, Relationships at Work, Respectful Workplace, Social Media, Substance Abuse, Third Party Due Diligence.

CODE OF CONDUCT – ESSENTIALS 45 MINUTES This Code of Conduct training focuses on teaching employees how to make the right decisions when facing ethical and legal dilemmas in the workplace. The course is divided into bite-sized episodes covering a selection of core topics, including: Anti Bribery, Conflicts of Interest, Gifts & Entertainment, Antitrust, Fair Dealing, Recordkeeping, Diversity & Inclusion, Discrimination, Harassment & Bullying, Social Media, Data Privacy, and Information Security.

CODE OF CONDUCT - FEDERAL ACQUISITION REGULATION (FAR) 30 MINUTES This Code of Conduct training is tailored for 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, keeping accurate records and reporting violations.

CODE OF CONDUCT - HEALTHCARE 60 MINUTES This Code of Conduct training is tailored for the healthcare industry and explains the behaviors needed to make the right ethical choice in a number of challenging situations. This course is divided into brief episodes covering topics such as elements of a successful compliance program; healthcare laws and regulations related to fraud, waste and abuse; gifts and entertainment; politics at work; third party due diligence;

record keeping; data privacy; information security and respectful workplace.

DATA PRIVACY, GDPR AND INFORMATION SECURITY 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 is the employee's lack of knowledge or awareness and the subsequent actions that opens firms to security risks. In this course we will discuss a range of concepts regarding data privacy, general data protection regulation (GDPR), 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.

EXPORT CONTROLS 30 MINUTES Federal laws, known as Export Controls, restrict the shipment and transfer of certain items, services, and technology. This training explains the basics of these laws and will prepare employees to recognize situations where these rules apply and respond appropriately. After taking this course, employees will have an understanding of situations covered by Export Controls, be familiar with the ITAR, EAR and OFAC, and know how to determine whether Export Controls apply and respond accordingly.

HIPAA 35-40 MINUTES Ensuring that health and medical records are kept private and secure is a concern of both industry professionals and private citizens. The Health Insurance Portability and Accountability Act, commonly known as HIPAA, sets standards for the protection of individuals' medical records and other personal health information. The training is available in two versions. **HIPAA for Covered Entities** is appropriate for businesses such as medical practices, hospitals, dental practices, nursing homes, pharmacies, and health plans. **HIPAA for Business Associates** is tailored to businesses such as medical device companies, accountants, lawyers, consultants, data processors and others. Both versions cover the essential HIPAA topics, but each was designed to contain practical information and relevant examples that provide learners with an understanding of how HIPAA applies to their types of job responsibilities and workplace.

RECOGNIZING AND PREVENTING HUMAN TRAFFICKING FOR HOTELS 20-30 MINUTES Human trafficking is a multibillion-dollar criminal industry that affects millions of men, women and children around the world. The illegal exploitation of individuals takes many different forms and occurs in many different places, including hotels and motels. This course addresses the issues surrounding human trafficking. It teaches the definitions of human trafficking and related terms while providing guidance on how to identify at-risk individuals. This course also includes strategies on how to identify human trafficking specific to the following roles: hotel and motel staff, housekeeping, maintenance and room staff, concierge, bellman, front desk, security and valet staff, and food and beverage staff.

CLERY ACT 25 MINUTES The Clery Act requires schools receiving federal funds to collect and report statistics on campus crime. This training will explain what the Clery Act is, how it relates to your job responsibilities, and what

conduct is expected of you to help your school comply.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 20 MINUTES The Family Educational Rights and Privacy Act is a federal law that keeps student education records confidential. This training will review the rights of students and parents under FERPA, include basic definitions surrounding the law, and set the standards for the acceptable release of student records.

TITLE IX: PREVENTING SEXUAL MISCONDUCT FOR FACULTY AND STAFF 30 MINUTES This course explains sexual misconduct and the rights and responsibilities of faculty and staff under Title IX and related laws. It offers practical information for preventing and responding to inappropriate behavior, and promoting a safe and respectful learning environment.

TITLE IX: PREVENTING SEXUAL MISCONDUCT FOR FACULTY

AND STAFF – “RESPONSIBLE EMPLOYEES” 30 MINUTES This course explains sexual misconduct and the rights and obligations of individuals designated as “responsible employees” under Title IX. It offers practical information for preventing and responding to inappropriate behavior, and promoting a safe and respectful learning environment.

TITLE IX: PREVENTING SEXUAL MISCONDUCT FOR STUDENTS 30 MINUTES This course explains sexual misconduct and the rights of students under Title IX and related laws. It offers practical information for preventing and responding to inappropriate behavior, and shows how students can promote a safe and respectful learning environment.

DRUG AND ALCOHOL AWARENESS ON CAMPUS 20 MINUTES This course provides students with general awareness training and practical information for making safer choices related to drugs and alcohol. It also encourages students to step up and take appropriate action when they recognize potentially dangerous situations.

WHAT OUR CUSTOMERS ARE SAYING:

“I administered the Title IX Responsible Employees course for 1700 employees and got nothing but positive feedback. People loved it, which is amazing given that it was a mandated training requirement. With Traliant, there were no tech problems. It was a day and night difference from our previous training vendor. It was a breeze. Their service team responds quickly and always with patience. What a pleasure!” - Natalie Potts, HR Generalist, Northeastern Illinois University



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.

CONSENSUAL RELATIONSHIPS

“Love Happens” – Chloe discovers a coworker is dating their new boss, which brings up a lot of questions about how the relationship can affect the work dynamic. Chloe wonders what the company dating policy is and decides to review it.



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.



DATING AT WORK

“Only Ask Once” – This episode deals with a persistent employee, who keeps asking out a coworker despite being turned down repeatedly. Chloe shares some of the increasingly hilarious excuses he gets, along with a workplace dating tip: You get to ask someone out once. If the answer isn’t yes, don’t ask again.



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.

PERSONAL LIABILITY “Crossing Lines” – Chloe describes what happened to a supervisor, who didn’t heed her advice that his off-color comments and jokes might be making people uncomfortable. While it’s good to enjoy a laugh with coworkers, creating a hostile work environment is no joke.

A series of bite-sized videos to raise awareness and spark conversations about workplace issues



CIVILITY IN THE WORKPLACE

“It’s Elementary” – Chloe shares some practical tips on keeping calm when situations heat up at work. Sure things can get tense sometimes, but attacking a



coworker’s idea, making rude remarks and yelling can create a toxic work culture and take a toll on employee health.

BEING AN ALLY

“A Tough Transition” – Chloe shares her thoughts on being an



ally to a good friend at work, who is transitioning from male to female. While it is the role of HR and management to provide guidance on how to address work-issues related to the transition, everyone can step up to be an ally by showing respect

and compassion.

UNCONSCIOUS BIAS

“Superstar Search” – When a supervisor has trouble hiring a replacement for a “superstar” who

left the company, Chloe notices a pattern. The supervisor is only interviewing candidates with the same background as the superstar. Unconscious bias is

something we all have, however, if we aren’t aware of our personal biases, they can pose a problem when they interfere with decisions at work.



CLIQUEES

“Circle Expansion” – Cliques are not just a high school thing. In this episode, Chloe shares her elevator encounter with a coworker, who confesses she’s caught in a clique trap, all because she wanted to be part of the group. Wanting to fit in is fine, but cliques are not. They can hurt morale, teamwork and productivity. Chloe suggests that, instead of keeping people

out, employees can expand their circle at work by thinking and acting inclusively.

SOCIALIZING WITH COWORKERS

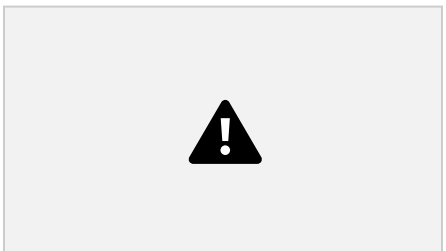
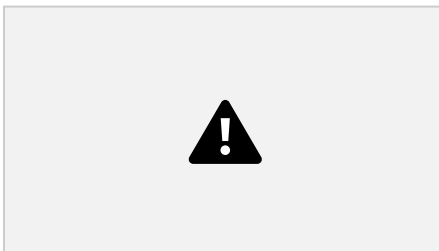
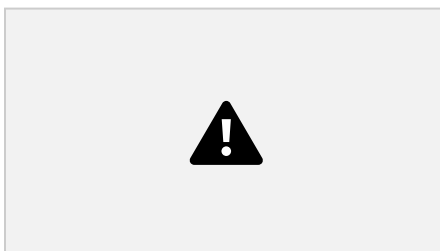
“Busy Season” – Chloe describes some unusual behavior occurring at work, and how it escalated when the team went out for drinks together. Chloe worries about the effect some inappropriate behavior from a manager will have on a coworker

and the workplace.

THE IMPORTANCE OF 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.

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MICROAGGRESSIONS

“Mindful Speaking” – After participating in a training

session on microaggressions, Chloe ponders some hurtful comments that have been made

in her workplace. She explains that microaggression training isn’t designed to make people feel

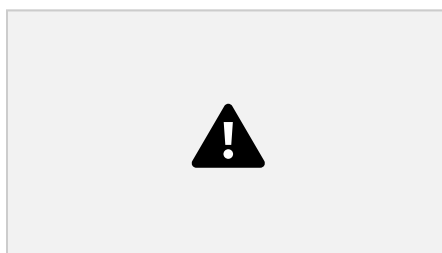
bad, but rather to encourage people to be more mindful about what they say and do. She then challenges viewers to think about some of their past comments that may have been microaggressions.

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.

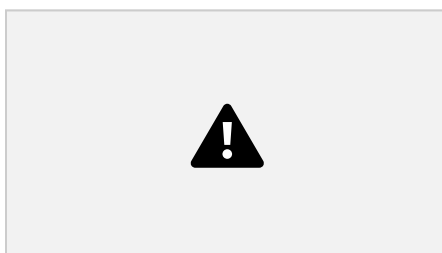
FACILITATION PAYMENTS “What’s the Holdup?” – When John

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.



PROTECTING CUSTOMER INFORMATION

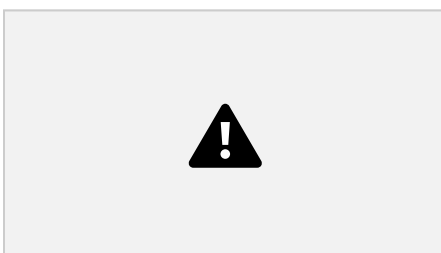
“No Compromises” – John is disappointed that, despite a recent workshop on data security, several colleagues are still being careless with customer credit card information. John gives a brief refresher of credit card no-nos, and explains why it’s important to take precautions, even if it



means extra work.

UNWANTED TOUCHING “The Lunch Rush” – Two employees discuss how uncomfortable it is working with someone who consistently gets “handsy” when he’s in a hurry, sparking a conversation about how to keep the workplace respectful, even in a crowded, hectic environment.

PREGNANCY DISCRIMINATION



“Misguided Decision” – A manager rejects a job applicant outright just because she is pregnant, which is not only unfair, it’s a form of discrimination and illegal. This episode sparks a conversation about pregnancy discrimination and the importance of following fair employment practices when recruiting, interviewing and hiring.

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SOCIAL MEDIA BEHAVIOR “Bad Influencer” – An employee mocks a coworker’s accent and national origin on social media, sparking a conversation about what is appropriate social media conduct when it involves colleagues and the workplace.

**R E S P E C T F U L
C O M M U N I C A T I O N S**



“Breathe” – Dan talks about a stressful situation that’s resulting in some improper behavior at work. He offers tips for ensuring spoken and electronic interactions remain civil even in heated situations, which sparks a conversation about respectful communications.

I N A P P R O P R I A T E J O K E S “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.



I N C L U S I O N

“The Table” – When Dan notices the array of food on the breakroom table, he is reminded of how diverse his organization is. A talk on inclusion follows, which sparks a conversation about how involving people from different backgrounds makes a team stronger, and a workplace more engaging.

A P P R O P R I A T E B E H A V I O R



R F O R W O R K P A R T I E S

“Party Time” – When a colleague has the wrong idea about the nature of an upcoming work party, Sarah decides to bring her up-to-date. She explains that while the atmosphere may be different from the usual work setting, the expectations of respectful behavior remain the same.

P O L I T I C A L D I S C U S S I O N S



N S A T W O R K

“Civics & Civility” – Sarah discusses a recent barrage of political messages and its negative impact on the work environment. Sarah reminds viewers that while it’s okay to be politically active on their own time, they should refrain from discussing politics and other divisive topics in the workplace.



STAYING SAFE AND RESPECTFUL IN THE FIELD “Find a Job You Love” – Chloe shares how much she enjoys her job in the field, and acknowledges that at times it’s easy to forget about workplace policies. She stresses the importance of acting professionally and following conduct and safety guidelines even when work doesn’t feel like work.

RUMORS AND GOSSIP

“Gossip, Gossip, Gossip!” –



After a co-worker tried to engage her in gossip, Chloe explains that gossip and rumors are bad for the work environment. She points out that avoiding these behaviors is not enough, and then encourages viewers to go out of their comfort zone to help shut down any workplace gossip or rumors they hear.

AN INTERGENERATIONAL WORKFORCE

“The Blender” – After one co



worker made an inappropriate comment pertaining to another’s age, Chloe discusses the dynamics of an intergenerational workforce. She explains that when people from different age groups are respectful and open-minded, in addition to fostering a pleasant work environment, they also create opportunities to blend their strengths together and accomplish even more as a team.



AVOIDING COVID-19 BIAS “Slowing the Spread...of Rumors” – Chloe observes co-workers spreading rumors based on some false assumptions about another co-worker’s COVID-19 situation. She explains that people should show empathy rather than allow fear based bias to impact the way they treat others.

KEEPING POLITICAL



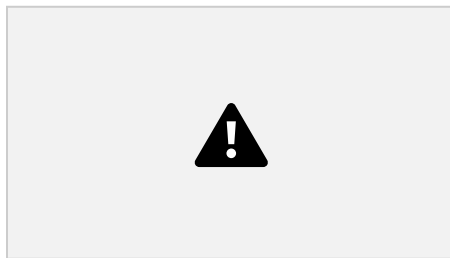
DISCOURSE CIVIL “Double Foul” – When a conversation between co-workers turns political, and becomes uncivil, Chloe steps in to change the mood. She explains that sharing differing opinions and ideas, with empathy and in a respectful manner, can lead to problem solving.

SOCIAL ISSUES AND



D SOCIAL MEDIA “Empathy Check” – When Chloe observes that a co-worker is feeling down, she finds out that a current social issue is having an impact close to home. Chloe explains how charged content on social media can lead to people feeling excluded, and she encourages people to take an empathy check before posting.

A series of bite-sized videos to raise awareness and spark conversations about workplace issues



AVOIDING PERSONAL CHOICE BIAS

“Math Superhero” – Chloe shares a story of how her work team almost passed on a great contributor -- because of bias against the individual’s personal choice. Chloe explains how such bias can lead to misguided assumptions and gives insight on how to avoid this.

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