

Absences from the Workplace

This lesson provides awareness training in the federal laws that cover employee absences from the workplace for family and medical leave, military leave, and jury duty leave.

AIDS in the Workplace

This lesson covers the legal requirements for working with others who may be HIV-positive or have AIDS.

Computer Security

This lesson defines measures employees can take to ensure the security of computer systems, respond to potential security violations, recognize essential and sensitive data and its associated protections, and identify authorized computer uses.

Disability in the Workplace

Disability covers a wide range of physical and mental conditions. Some disabilities are visible, while others are entirely invisible. This lesson explains how the Americans with Disabilities Act (ADA) protects individuals with disabilities. You will learn how the ADA affects employment practices and public accommodation, and how to recognize situations that meet or violate the ADA.

Discrimination-Free Workplace

This lesson provides employers and managers an awareness of issues relating to discrimination in the workplace and practical considerations for avoiding discriminatory practices, associated with race, color, religion, sex, national origin, age, and physical or mental disability.

Drug-Free Workplace

Substance abuse is a problem that affects the safety of all employees and the workplace. This lesson details ways to recognize possible substance abuse, how to get help, and the appropriate reporting procedures.

Employee Concerns

This lesson covers the purpose, scope, and elements of an Employee Concerns Program, the preferred process for resolving workplace concerns, and identifies the rights and responsibilities of employees and management. It also details the key steps that occur when a concern is raised.

Ethics

This lesson explains the purpose of an ethics program, identifies specific ethics standards, helps employees to recognize their responsibility to comply with these standards, identifies disciplinary actions that can result from noncompliance, and identifies how to properly raise ethical concerns and seek additional counsel. The application of ethics principles is applied through the use of case studies.

Hiring and Lawful Termination

This lesson helps employers and managers to identify the laws that provide protection against discrimination, apply them legally when asking interview questions, meet legal requirements and take appropriate actions prior to, during, and after an employment termination.

Sexual Harassment for Employees

This lesson reviews definitions and responsibilities of staff in dealing with peer-to-peer and other potentially problematic situations.

Sexual Harassment for Managers

This lesson trains supervisors and managers to recognize, prevent, and correct harassment, respond to complaints, and identify retaliation.

Violence in the Workplace

This lesson covers best practices for keeping the work place free from violence, and how to respond if an incident does occur.