

Compliance Plus

Content Catalog

KnowBe4



An Introduction to Diversity, Equity, and Inclusion in the Workplace

This course will provide all employees with a foundational knowledge of diversity, equity, and inclusion (or DEI) in the workplace and why it matters.

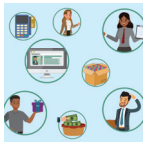
(15 min)



An Introduction to Personal Protective Equipment

This course provides an overview of personal protective equipment, or PPE, for employees. In this course, employees will understand why personal protective equipment is required in the workplace and the benefits it provides. Employees will learn about the different types of PPE and the varying protections they offer, OSHA workplace standards, as well as employer and employee responsibilities to ensure proper use.

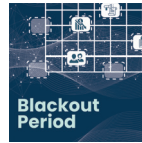
(18 min)



Avoiding Bribery in the Workplace

In this course, employees will learn how to differentiate between a gift and a bribe. In addition, employees will learn about types and examples of bribery, the laws enacted to prevent bribes and corrupt behavior, as well as potential penalties for violating these laws.

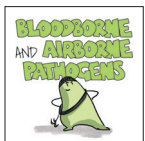
(10 min)



Blackout Period

In this course, employees will learn about the legal restrictions for trading company stock during a company-imposed blackout period. This course will explain what is prohibited in a blackout period, who is subject to these restrictions, and the penalties for noncompliance.

(9 min)



Bloodborne and Airborne Pathogens

In this course, employees will gain an understanding of the dangers of pathogens and how infectious diseases can be transmitted. Employees will recognize typical workplace precautions to limit or eliminate exposure or transmission of pathogens and identify precautions to take if exposure to potential pathogens occurs.

(15 min)



CPRA Changes to the California Consumer Privacy Act

This course is designed to provide learners with an understanding of the primary rights and responsibilities under the California Consumer Privacy Act (CCPA), and how those rights will change under the California Privacy Rights Act (CPRA). Additionally, this course will describe how the CCPA and CPRA are enforced and the penalties associated with them.

(15 min)



= New Content for October



Discovering Diversity Mobile First Module

This module will help employees learn about the value of diversity in the workplace. Through this module, employees will learn about the visible and invisible aspects that comprise diversity.

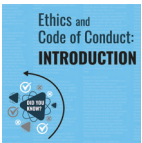
(3 min)



Establishing Trust with Diverse Teams

This course is intended for team leaders to learn how to best support their diverse teams by creating common ground, exploring connections, and establishing trust. Leaders can apply these best practices with their team for both work and personal matters and acknowledge adverse events or other challenging circumstances.

(10min)



Ethics & Code of Conduct

This series provides an introduction to ethical behavior in the workplace and an organization's Code of Conduct. They will also learn how an organization's Code of Conduct provides guidelines for ethical decision making and potential penalties for lack of compliance.

- Introduction (5 min)
- Handling Company Resources (15 min)
- Managing Company Relationships (15 min)
- Navigating the Work Environment (15 min)



External Communications

In this course, all employees gain an understanding of the legal restrictions surrounding the types of information they can and cannot share with other individuals outside of an organization. This course will provide information about material nonpublic information and ways to prevent disclosing such information, especially when a company is in the process of becoming publicly traded.

(12 min)



Facemasks at Work: 8 Essential Tips (COVID-19)

Training dedicated to prepare team members in returning to the office from working from home due to Covid-19 by educating about Personal Protective equipment, specifically face masks.

(5 min)



FERPA and HIPAA

This series is designed to familiarize faculty and staff in schools with the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

- Faculty and Staff (15 min)
- Faculty and Staff K-12 (15 min)



Insider Trading

In this course, all employees will gain an understanding of the legal restrictions surrounding the types of information they can and cannot share with other individuals outside of an organization. This course will provide information about material nonpublic information and ways to prevent disclosing such information, especially during the period of time when a company is in the process of becoming publicly traded.

(14 min)



Microaggressions

In this series, learn what a microaggression is and the different forms they can take. Learners will gain a better understanding of the bias microaggressions reflect and the impacts they can have on individuals and the organization.

- Introduction (8 min)
- Taking Action (10 min)
- Taking Responsibility (10 min)



Office Ergonomics

This course provides an introduction to office ergonomics, explaining what it is and how ergonomics contributes to a safer work environment. By the end of this course, learners will be able to recognize ergonomic risk factors that could lead to work-related injuries.

- Office Ergonomics Made Easy: Introduction (7 min)
- Office Ergonomics Made Easy: Optimal Conditions (15 min)
- Office Ergonomics Made Easy: Impactful Changes (10 min)



Protected Classes for Managers

In this series, managers will learn the definitions of protected classes and employment discrimination and the types of employment decisions impacted by discrimination.

- Avoiding Discrimination in Employment Decisions (14 min)
- Preventing and Stopping Harassment (14 min)
- Handling Harassment Complaints & Investigations (15 min)



Protected Classes

Employees will learn the definition of protected classes and the importance of anti-discrimination laws. The four different categories of employment discrimination are illustrated through scenarios, with special emphasis given to harassment since employees play a key role in preventing it.

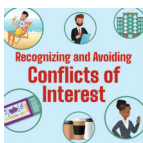
- Introduction (12 min)
- Recognizing Workplace Harassment (13 min)
- Taking Action Against Harassment (15 min)
- High Standards for Workplace Behavior (12 min)



Publication 1075: Safeguarding Federal Tax Information

This course is designed for all federal, state, or local agency employees, agents, or contractors that handle federal tax information (FTI). This course provides detailed information about what constitutes FTI, the process for making correct disclosure decisions, and eight areas of focus to help keep FTI confidential, as outlined in Publication 1075.

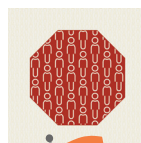
(15 min)



Recognizing and Avoiding Conflicts of Interest

This course is designed to provide learners with an understanding of conflicts of interest. The course will describe ways to avoid and manage conflicts of interest through examples.

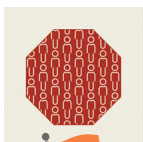
(11 min)



Sexual Harassment Prevention for Managers

In this course, managers learn how to recognize, prevent, and stop sexual harassment in the workplace. Throughout the course, managers are reminded that the ultimate goal is to create a workplace of respect where everyone feels valued.

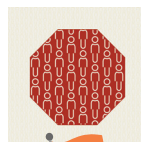
(80 min)



California Sexual Harassment Prevention for Managers

In this course, managers learn how to recognize, prevent, and stop sexual harassment in the workplace. Throughout the course, managers are reminded that the ultimate goal is to create a workplace of respect where everyone feels valued. This content covers harassment training requirements for managers and supervisors as outlined in California AB 1825 and SB 1343.

(120 min)



Illinois Sexual Harassment Prevention for Managers

In this course, managers learn how to recognize, prevent, and stop sexual harassment in the workplace. Throughout the course, managers are reminded that the ultimate goal is to create a workplace of respect where everyone feels valued. This content covers harassment training requirements for managers and supervisors as outlined in Illinois SB 75.

(80 min)



New York Sexual Harassment Prevention for Managers

In this course, managers learn how to recognize, prevent, and stop sexual harassment in the workplace. This content covers harassment training requirements for managers and supervisors as outlined in New York Labor Law § 201-G. Additionally, it covers the New York City requirement as outlined in the “Stop Sexual Harassment in NYC Act” (New York City Admin. Code § 8-107(30)).

(80 min)



Title IX

This course is designed to provide faculty and staff who work in higher educational institutions with foundational knowledge of Title IX, a federal law prohibiting discrimination on the basis of sex in most higher educational institutions.

- Requirements and Responsibilities (8 min)
- Recognizing Misconduct (11 min)
- Reporting and Response (14 min)



Virginia Consumer Data Protection Act

This course will provide learners with an understanding of the Virginia Consumer Data Privacy Act (CDPA) and who must comply with it. In addition to listing the primary rights of consumers, this course will also explain the obligations of businesses. The course will also describe how the CDPA is enforced as well as the penalties associated with it.

(12 min)



Workplace Assailant

This series is designed to provide all employees with an understanding of the potential for violence and dangerous assaults in the workplace.

- Manager Preparation (7 min)
- Awareness (9 min)
- Preparation (10 min)
- Action and Recovery (10 min)



Be Aware Stay Alert

Be alert and make a plan in the event of a workplace assault. This poster complements information learned in the Workplace Assailant course.

Poster & Artwork



Compliance Doc: Face Masks at Work: 8 Essential Tips

This document provides helpful information regarding face mask use, reuse and care. With 8 essential tips, learners will be more prepared to help prevent the spread of infectious diseases, such as COVID-19, and protect themselves and others when returning to the office.

Newsletters and Documents



Compliance Plus Newsletter Volume 1

This is the first issue of KnowBe4's Compliance Newsletter. This newsletter will be provided on a quarterly basis and is designed to provide helpful and current information about the world of compliance to program administrators and end-users.

Newsletters and Documents



Compliance Plus Newsletter Volume 2

This is the second issue of KnowBe4's Compliance Newsletter. The newsletter provides helpful information for managers and employees on the transition back to the office after working from home, tips to establish an open-door policy in a remote environment, and suggestions for making compliance training resonate with your employees.

Newsletters and Documents



Compliance Plus Newsletter Volume 3

This is the third issue of KnowBe4's Compliance Newsletter. This issue provides information for employees and managers to consider regarding remote workplace harassment, bring your own device policies, and avoiding bribery.

Newsletters and Documents



Don't Speak

Not an authorized spokesperson? Don't speak on behalf of the company or share confidential company information with others outside of the organization. This poster complements the information learned in the External Communications course.

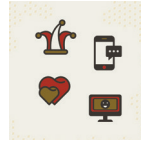
Poster & Artwork



In a Blackout?

In a Blackout? This poster provides helpful information to employees about sharing information and trading stocks when in a company-enforced blackout period. This poster complements the information learned in the Blackout Period course.

Poster & Artwork



Is It Harassment?

Is it harassment? This document provides helpful information to determine if your actions might be considered harassment and, therefore, illegal.

Newsletters and Documents



Keep Insider Information on the Inside

This document provides helpful information about ways to avoid trading on inside information and share inside information. This document complements the information learned in the Insider Trading course.

Newsletters and Documents



Open Door Policy

It's about more than an open door. It means your leadership will be available. You will actively Listen. You will address any and all concerns.

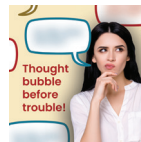
Poster & Artwork



Safety Tips From Pathogen Pete

This document provides helpful tips to prevent and exposure to pathogens in the workplace. This document compliments information learned in the Bloodborne and Airborne Pathogen course.

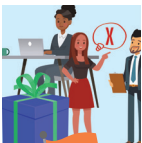
Poster & Artwork



Thought Bubble Before Trouble!

Think before you speak! This poster helps employees remember the importance of taking a moment to think before speaking to prevent saying something offensive.

Poster & Artwork



Tips to Avoid Conflicts of Interest

This document provides helpful information about ways to avoid engaging in a conflict of interest. This document compliments the information learned in the Recognizing and Avoiding Conflicts of Interest course.

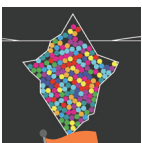
Newsletters and Documents



Wash Your Hands

In this fun poster, Pathogen Pete implores everyone to wash their hands.

Poster & Artwork



What is DEI

In this poster, diversity, equity, and inclusion are defined using simple and memorable terminology.

Poster & Artwork



Zero Tolerance Policy

Warning! Zero tolerance for discrimination and harassment in the workplace. This document reminds all employees to promote a safe and respectful work environment for everyone.

Poster & Artwork



Anti-Harassment

This series uses interactions and scenarios to teach employees about workplace culture, power, gender and LGBTQ realities, how to identify and report harassing behaviors, what it means to speak up and be supportive, guidelines for preventing sexual harassment in the workplace, what it means to have an inclusive and tolerant workplace, and about spotting and preventing workplace abuse.

- Workplace Abuse Training (46 min)
- Workplace Abuse Training for Managers (35 min)
- It's Time to End Sexual Harassment (48 min)
- It's Time to End Sexual Harassment for Managers (65 min)
- Anti-Harassment (120 min)
- Anti-Harassment for Managers (130 min)
- Anti-Harassment (California Compliance) (130 min)
- Anti-Harassment for Managers (California Compliance) (130 min)



Fraud, Waste, and Abuse (FWA)

In this course, employees will learn how fraud, waste, and abuse are a significant problem in healthcare today and how it impacts healthcare, organizations, and individuals.

(3 min)



Foreign Corrupt Practices Act

In this course, employees will learn how to identify and avoid violations of the Foreign Corrupt Practices Act (FCPA). Employees will learn the anti-bribery and accounting provisions of the FCPA, actions that could violate those provisions, and actions that are acceptable under the law.

(30 min)



Getting to Know the GDPR Mobile First Module

This mobile-first training module teaches employees the basics about the law, how the GDPR treats personal data, ways to process the data ethically, and how to honor people's rights.

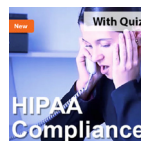
(11 min)



Global Privacy Laws

In this training module, employees will learn how nations address Global Privacy differently. This module discusses ways to respect the privacy laws and regulations of your customers' data and avoid penalties for noncompliance.

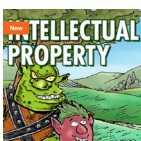
- Global Privacy Laws (2 min)
- Global Privacy Laws with Quiz (2 min)



HIPAA Compliance

In this training module, employees will learn how the Health Insurance Portability and Accountability Act (HIPAA) sets standards and responsibilities for protecting customers' Personal Health Information (PHI). This module discusses what constitutes PHI and potential consequences if that information is exploited.

- HIPAA Compliance (2 min)
- HIPAA Compliance with Quiz (2 min)



Intellectual Property

In this training module, employees will learn what constitutes intellectual property (IP). This module provides information on how to protect IP using smart computing practices and avoid inadvertent sharing of information with others.

- Intellectual Property (2 min)
- Intellectual Property with Quiz (2 min)



Intro to the PCI DSS Mobile First Module

This mobile-first training module teaches employees the importance of payment card data, about the Payment Card Industry Data Security Standard (PCI DSS), our PCI DSS requirements, and how to protect cardholder data.

(8 min)



= New Content for October



It's About Trust Mobile First Module

This mobile-first training module teaches employees what we mean when we say “privacy,” the importance of getting privacy right, uses and consequences of personal data, and their privacy responsibilities.

(8 min)



Payments, Cards, and Information Mobile First Module

This mobile-first training module teaches employees about the lifecycle of payment card transactions, information on and about payment cards, and where fraud can occur.

(5 min)



PCI

In this series, employees will learn about the importance of protecting cardholder data. This video shares PCI best practices for handling customer information and how to be aware of red flags.

- Best Practices (2 min)
- Tips for Handling Card Not Present Payments (2 min)
- Tips for Handling Cards at Point of Sale (2 min)
- PCI Best Practices with Quiz (3 min)
- PCI Tips for Handling Card Not Present Payments with Quiz • PCI Best Practices with Quiz (3 min)
- PCI Tips for Handling Cards at the Point of Sale with Quiz (3 min)



PCI at the Point of Sale Mobile First Module

This mobile-first training module teaches employees how to process a secure transaction, protect cardholder data at the point of sale, identify common scams at the point of sale, inspect equipment, and report an incident.

(8 min)



Putting the GDPR Into Practice Mobile First Module

This mobile-first training module teaches employees how we stay accountable, how and when we can process data, the standards for data security, how to work with third parties, and about our notification obligations.

(10 min)



Recognizing Corruption

In this training module, employees will learn how corruption can exist in the workplace. This course provides information on how to avoid corruption and properly manage gifts, entertainment, and favors.

- Recognizing Corruption (2 min)
- Recognizing Corruption with Quiz (2 min)



The GDPR

In this training module, employees will learn how the General Data Protection Regulation (GDPR) provides standards and responsibilities for protecting the data of European Union Citizens.

- The GDPR (2 min)
- The GDPR with Quiz (2 min)
- GDPR is Not a Four-Letter Word (3 min)



Truth About Trust

This video module establishes ways to maintain trust and ensure data privacy. Employees will learn about types of personal information, how to handle the information and what to do if there is a problem.

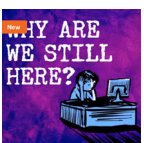
(2 min)



When the Card is Absent Mobile First Module

This mobile-first training module teaches employees how to handle card-absent situations, how to spot common scams, and when to report incidents.

(9 min)



Why Are We Still Here?

This video module establishes the importance of sexual harassment for all in establishing a safe and supportive work environment and eliminating the harmful effects sexual harassment can have on an individual and organizational level.

(3 min)



Avoiding Identity Theft

This information document highlights best practices for avoiding identity theft.

Newsletters and Documents



Bystander Intervention

Posters are a great way to remind your employees of the ways they can step up and help end harassment in the workplace.

Posters & Artwork



GDPR Check Up

Regular checkups are a good thing when it comes to personal health, and that also applies to something like the General Data Protection Regulation (GDPR). This information document provides a quick review of essential elements of the GDPR.

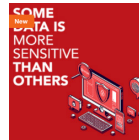
Newsletters and Documents



How to Decode Privacy Policies

Have you ever read the “Privacy Policy” when downloading an app or creating a new account? This information document can help you understand what’s in that privacy policy before you click “Accept” without even knowing what we just agreed to.

Newsletters and Documents



Some Data is More Sensitive Than Others

This information document provides an overview of the different kinds of data and how some data is more sensitive than others and must be treated differently.

Newsletters and Documents



The Truth About Gender Diversity

Posters are a great way to remind your employees of the importance of practicing tolerance and inclusion in the workplace. Knowing some of the truths about gender diversity is a great place to start.

Posters & Artwork



The PCI Auditor's Eye View

This information document provides an overview of what Payment Card Industry Data Security Standard (PCI DSS) auditors are looking for when they are checking on compliance.

Newsletters and Documents



When a Social Media Button Isn't a Button

This information document highlights how hackers are using images that look like social media buttons to steal information and gain access to personal accounts.

Newsletters and Documents