



PrimeLearning.com™

An eLearning Curriculum Overview

PrimeCompliance™ Code of Conduct

Maximize Legal Awareness

Executive Summary

The **PrimeCompliance™ Code of Conduct** curriculum provides organizations with a wide-ranging awareness program covering all core compliance areas. Designed for both new hires and as a refresher program for long-term employees, these courses help learners appreciate the core compliance issues governing the workplace and how we do business.

Written from the point of view of your organization, *PrimeCompliance Code of Conduct* has been designed to replace or complement your organization's own code of conduct.

These courses have been created under a codevelopment license between WeComply Inc., a leading provider of organizational compliance training, and PrimeLearning.com, a leading provider of eLearning solutions for professionals in the workplace.

Our Unique Approach

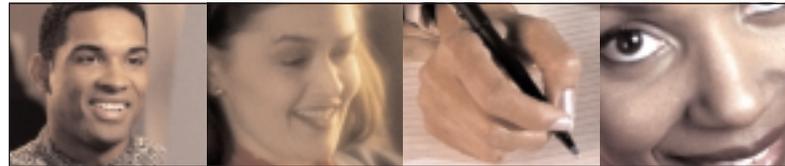
At *PrimeLearning.com*, we strive to improve the skill level of individuals within your organization, as well as the business performance of your entire organization. That aim forms the foundation of our instructional design philosophy.

Objectives are at the very core of all *PrimeLearning.com* courses. Each course topic focuses on the accomplishment of specific performance objectives and the development of valuable new skills. The *PrimeFinance* curriculum is both practical and relevant, using examples and case studies to present real-world work situations. Content areas are comprehensive, and depth of coverage is an important characteristic of each course.

Our PrimePath™ capability uses an initial learner assessment to recommend an individualized learning path based on demonstrated competencies. The mastery module provides the learner with measurable and documented evidence of improvement.

PrimeLearning.com courses employ an unprecedented number and variety of interactions to stimulate learning. These interactions extend beyond simple knowledge recall to invoke high-level thinking and problem solving. Optional live virtual classes and collaborative events further enhance the total Web-based learning experience.

To facilitate continuous learning and performance improvement, course participants have convenient access to job and performance support aids that summarize key steps, processes, and guidelines. Resources such as Internet links, recommended reading lists, glossaries and company-specific documents enable learners to tap into a continually updated archive of quick reference and on-the-job support materials.



Two courses present an effective route to enhanced legal awareness

1. The Workplace
2. Doing Business

The *PrimeCompliance Code of Conduct* curriculum provides wide-ranging awareness training across the areas of discrimination and harassment, EEO, violence, safety and health, environmental safety, political activities, quality communications, crisis management, honesty and fairness, anticompetitive conduct, insider trading, conflicts of interest, sanctions and trade embargoes, bribery, trade secrets, e-mail and Internet use, consumer data privacy, and record retention.

For organizations who want to dig a little deeper into the issues covered here, a more detailed treatment is available through a set of high quality products in the *PrimeCompliance* series:

- PrimeCompliance™ Workplace
- PrimeCompliance™ Business Ethics
- PrimeCompliance™ Safety
- PrimeCompliance™ Data Security

We recognize that not all organizations have exactly the same needs and priorities when it comes to specific compliance focus areas. If your company needs something just a little different, we'll be happy to tailor these products to suit your own unique requirements.



The *PrimeCompliance Code of Conduct* curriculum leverage Internet technology to create an individualized and highly interactive learning environment. From presenting concepts, to detailing processes, to depicting relevant scenarios, to testing learner understanding, this entire curriculum engages professionals in a top-down roll-out of proven techniques.

Each Internet-based course is broken down into multiple topics, enabling the learner to focus easily on areas where improved proficiency is required. Supplemental virtual classroom sessions can incorporate a live-instruction component, while job aids, topical links, and other resources further the learning experience.

The PrimeCompliance™ Code of Conduct Curriculum

Course: **The Workplace**
Duration: 1-1.5 hours
Prerequisites: None

This course enables you to identify guidelines for working in a secure and healthy environment and to recognize the importance of clear boundaries and effective communication both internal and external to the company. Compliance areas covered include discrimination and harassment, EEO, violence, safety and health, environmental safety, political activities, quality communications, and crisis management.

Course: **Doing Business**
Duration: 1-1.5 hours
Prerequisites: None

This course enables you to identify areas of importance in business ethics and identify the topics of importance in data security. Compliance areas covered include honesty and fairness, anticompetitive conduct, insider trading, conflicts of interest, sanctions and trade embargoes, bribery, trade secrets, e-mail and Internet use, consumer data privacy, and record retention.

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