



## Government Contractor Required Trainings

FosterThomas shall develop and present a comprehensive training program that will satisfy your Federal acquisition Regulation (FAR) and other contract / statutory obligations for promoting compliance within the areas of:

- Business Conduct and Ethics
- Drug Free Awareness in the Workplace
- Sexual Harassment and Discrimination in the Workplace

We shall begin by reviewing and revising your Business Conduct and Ethics, Sexual Harassment and Drug Free Workplace Policies. We shall then develop a customized training program. Our training approach will be interactive with questions encouraged, participant activities and quizzes. Employees will be provided with an Employee Acknowledgement Form certifying that they have received the training and acknowledging that they will comply with the requirements set forth in the training program.

Training time is estimated to run 2-3 hours. We can also create a recorded webinar-based training for use with employees who are unable to attend the training session, as well as, for use with future employees.

### Training Overview

#### **Business Code of Ethics (FAR Required Training)**

GovConHR will inform employees about workplace ethics and their obligations under federal law and company policy to uphold the highest standards of ethics, honesty, and integrity. Topics shall include:

- Review and Affirmation of your companies Business Code of Conduct
- Appreciating the importance of ethical conduct on the job
- Understanding the requirements of the law and company policy
- Identifying ethical problems in the workplace
- Making ethical decisions
- Recognizing and carrying out ethical responsibilities

#### **Sexual Harassment in the Workplace**

GovConHR will provide employees and managers with a thorough understanding of the legal aspects of discrimination and sexual harassment in the workplace. Participants will be trained to identify and refrain from potentially discriminatory or harassing conduct and to effectively deal with situations should they occur.

#### **Sexual Harassment topics shall include:**

- Reaffirmation of The EEO, Non-Discrimination and Sexual Harassment Policies
- Why it's important to know about harassment
- Laws that prohibit harassment in the workplace
- What constitutes harassment
- Who is affected by it
- What to do about it
- How to prevent it

#### **Drug Free Awareness in the Workplace**

GovConHR will inform employees of (1) the dangers of drug abuse in the workplace; (2) the employer's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; and (4) the penalties that may be imposed on employees for drug abuse violations. Topics shall include:

- Comprehending the harmful impact of workplace substance abuse
- Understanding the requirements of the law and company policy
- Identifying ways in which alcohol and drugs impair job performance
- Recognizing signs of substance abuse
- Taking action to deal with abuse problems