**Company K Compliance Training**

**1. Purpose**

This document outlines the compliance training programs at Company K. The purpose is to ensure that employees understand and adhere to legal and regulatory requirements, company policies, and ethical standards.

**2. Scope**

This policy applies to all full-time, part-time, temporary, and contract employees of Company K, as well as contractors and third-party vendors who have access to company resources.

### **3. Compliance Training Programs**

**3.1 Overview**

Compliance training programs are designed to provide employees with the knowledge and skills needed to comply with relevant laws, regulations, and company policies. These programs include mandatory training sessions, periodic refreshers, and specialized training for specific roles.

**3.2 Types of Compliance Training**

**3.2.1 General Compliance Training**

* **Description**: Training that covers fundamental compliance topics relevant to all employees.
* **Components**:
  + *Topics*: Company policies, legal requirements, ethical standards, and code of conduct.
  + *Format*: Online modules, interactive workshops, and quizzes.
* **Example**:
  + **Module Title**: “Introduction to Company Policies and Code of Conduct”
  + **Description**: Overview of company policies, ethical behavior, and the code of conduct.
  + **Content**: Interactive e-learning module with scenario-based questions.

**3.2.2 Anti-Harassment Training**

* **Description**: Training focused on preventing harassment and ensuring a respectful workplace.
* **Components**:
  + *Topics*: Definitions of harassment, reporting procedures, and bystander intervention.
  + *Format*: Online training, role-playing exercises, and case studies.
* **Example**:
  + **Module Title**: “Preventing and Addressing Workplace Harassment”
  + **Description**: Covers types of harassment, reporting mechanisms, and creating a respectful workplace.
  + **Content**: Video presentations and interactive scenarios.

**3.2.3 Data Protection and Privacy Training**

* **Description**: Training on data protection regulations and best practices for handling personal and sensitive information.
* **Components**:
  + *Topics*: Data protection laws (e.g., GDPR, CCPA), data handling procedures, and breach response.
  + *Format*: Online courses, quizzes, and case studies.
* **Example**:
  + **Module Title**: “Data Protection and Privacy Essentials”
  + **Description**: Overview of data protection regulations and best practices for safeguarding personal information.
  + **Content**: E-learning course with case studies and assessment.

**3.2.4 Compliance for Specific Roles**

* **Description**: Role-specific compliance training tailored to the needs of certain departments or job functions.
* **Components**:
  + *Topics*: Regulatory requirements, industry standards, and job-specific compliance issues.
  + *Format*: Specialized training sessions, workshops, and certifications.
* **Example**:
  + **Role**: Finance Team
  + **Training**: “Financial Compliance and Reporting”
  + **Description**: Training on financial regulations, reporting requirements, and internal controls.
  + **Content**: Workshops and case studies relevant to financial compliance.

**3.2.5 Ethics and Integrity Training**

* **Description**: Training focused on promoting ethical behavior and integrity in the workplace.
* **Components**:
  + *Topics*: Ethical decision-making, conflict of interest, and company values.
  + *Format*: Online modules, workshops, and discussions.
* **Example**:
  + **Module Title**: “Ethics and Integrity at Work”
  + **Description**: Explores ethical dilemmas, conflict of interest scenarios, and upholding company values.
  + **Content**: Interactive e-learning and group discussions.

**3.2.6 Compliance Refresher Training**

* **Description**: Periodic refresher courses to ensure ongoing compliance awareness and understanding.
* **Components**:
  + *Topics*: Updates on compliance policies, changes in regulations, and reinforcing key concepts.
  + *Format*: Short online modules or live refresher sessions.
* **Example**:
  + **Module Title**: “Compliance Refresher: Updates and Key Reminders”
  + **Description**: Review of recent updates to compliance policies and key compliance concepts.
  + **Content**: Short e-learning module with a focus on recent changes and reminders.

### **4. Enrollment and Participation**

**4.1 Enrollment**

* **General Compliance Training**: Mandatory for all employees; enroll through the LMS or company training portal.
* **Role-Specific Compliance Training**: Required based on job function; assigned through HR or department heads.
* **Ethics and Integrity Training**: Enroll through the LMS or as part of onboarding.
* **Compliance Refresher Training**: Scheduled periodically; enrollment through the LMS or company communications.

**4.2 Support**

* **HR Department**: For questions about compliance training, contact hr-support@companyk.com.
* **Training Coordinator**: For information on specific training modules and schedules, contact training@companyk.com.
* **Compliance Officer**: For compliance-related inquiries, contact compliance@companyk.com.

### **5. Monitoring and Reporting**

**5.1 Compliance Monitoring**

* **Tracking**: Monitor employee participation and completion rates for compliance training.
* **Reports**: Generate reports on training completion and effectiveness.

**5.2 Reporting**

* **Issues**: Report any issues or concerns related to compliance training to the Compliance Officer or HR.
* **Feedback**: Provide feedback on training programs to help improve content and delivery.

### **6. Continuous Improvement**

**6.1 Feedback**

* **Surveys**: Regularly collect feedback on training effectiveness and content.
* **Suggestions**: Employees are encouraged to suggest improvements to the training programs.

**6.2 Review**

* **Updates**: Review and update compliance training programs based on regulatory changes, feedback, and organizational needs.