

WILL 

Compliance Catalog

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Overview of Compliance Requirements by State

- **Six states (CA, CT, DE, IL, ME, NY)** mandate sexual harassment prevention training with distinct content requirements for all businesses meeting threshold size requirements.
- **Two states (CA, NY)** mandate programs and training to prevent workplace violence.
- **Chicago and NYC** mandate additional requirements. Two jurisdictions (DC, WA) have limited mandates for specific industries.
- Many states have expressed a policy and legislative priority in the prevention of sexual harassment (without a mandate) by adopting a lower standard for supporting harassment claims and encouraging businesses to adopt prevention programs and training.
- **All states (except Arkansas)** have enforcement agencies that serve as Fair Employment Practice Agencies (FEPA) to apply the federal standards under Title VII of the 1964 Civil Rights Act, Supreme Court decisions, and EEOC Guidance. The ongoing discussion about EEOC priorities and leadership has introduced uncertainty concerning which standards to maintain.
- All businesses nationwide with 15 or more employees are subject to the Federal EEOC jurisdiction for employment discrimination claims.
- Due to virtual processes and reporting chains distributed across state lines, business units face increased uncertainty about the applicable standards.

Best Practices

- Train employees and supervisors/managers with content appropriate for their duties
- Train supervisors/managers who have interactions with employees in other jurisdictions
- Train employees on the standards of their respective jurisdictions
- Recognize business responsibilities and potential liabilities in states without explicit mandates

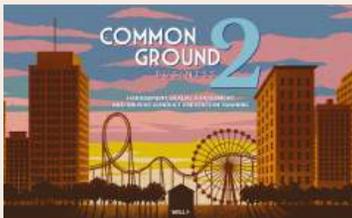
Harassment Prevention Courses

We offer a robust group of harassment prevention courses. Complete coverage for your entire team tailored to your location's requirements. Multi-year options are available for users who want new content each year.



Common Ground Business 1

Our original, award-winning Common Ground Business 1 set a new standard for harassment and abusive conduct prevention training. Engaging, effective, and compliant in all 50 states and Canada.



Common Ground Business 2

The next evolution in training, Common Ground Business 2, is an award-winning, streaming-quality program, perfect for multi-year licenses. Includes an AI instructional coach and full compliance across all 50 states and Canada.



Common Ground Industrial

Common Ground Industrial equips workers and supervisors in industrial settings to recognize and report misconduct, support coworkers, and take action as proactive bystanders. Built for real-world environments where safety, respect, and teamwork matter most. Fully compliant in all 50 states.



Respectful Teamwork Series

Respectful Teamwork Series uses sitcom-style, choose-your-own-journey modules to teach harassment prevention. It can be delivered all at once or rolled out in a cadence, offering flexible training through diverse, relatable workplace scenarios.



Common Ground Healthcare

Common Ground Healthcare is an award-winning, interactive training tailored to the unique challenges of healthcare environments. Fully compliant in all 50 states and Canada. Common Ground Healthcare is approved by the AAFP for elective credit from 02/05/2025 to 02/05/2026. Employees can earn up to 1.00 credit; supervisors can earn up to 2.00, based on participation.

States with Harassment Prevention Compliance Requirements

California	
FEPA	California Civil Rights Department
Law	CA Government Code section 12950.1, amended by Senate Bill No. 1343
Size Threshold	Five or more employees
Initial	Within six months of hiring or assuming supervisor position
Frequency	Biennial
Length	Nonsupervisory employees: At least one hour, Supervisory employees: At least two hours
Specified Content	Information on federal and state laws on prohibition and prevention of sexual harassment, remedies available to victims, harassment based on gender identity, gender expression, and sexual orientation, practical examples

Connecticut	
FEPA	Connecticut Commission on Human Rights and Opportunities
Law	Connecticut "Times Up Act" amends Public Acts 19-16 and 19-93 (2019)
Size Threshold	Three or more employees train all employees; all employers regardless of size train supervisors
Frequency	"Periodic supplemental training" every ten years (every three years recommended by CT Title 432a 54-204 (d))
Initial	Within six months of hiring
Length	All employees and supervisors must complete two hours of training
Specified Content	Information regarding the federal and state statutory provisions on sexual harassment and remedies available to victims

Delaware	
FEPA	Delaware Office of Anti-Discrimination-Division of Industrial Affairs
Law	Discrimination in Employment Act
Size Threshold	50 or more employees
Initial	Within one year of hiring and assumption of supervisory duties
Frequency	Biennial
Length	None specified, but required content corresponds to one hour for non-supervisory employees and two hours for supervisors
Specified Content	Illegality of sexual harassment, definition of sexual harassment with practical examples, remedies available to victims, complaint process, legal prohibition against retaliation, how to contact Delaware's Department of Labor

Illinois	
FEPA	Illinois Department of Human Rights
Law	<ul style="list-style-type: none"> • Illinois Human Rights Act (IHRA) Section 2-109(B) as amended by Workplace Transparency Act (Public Act 101-0221) • IL IHRA Section 2-110 requires restaurants and bars to train employees annually with conduct related to the restaurant or bar industry, and manager liability and responsibility
Size Threshold	One or more employees
Initial	Upon hiring
Frequency	Once every calendar year
Length	Unspecified, but required content corresponds to one hour
Specified Content	<ul style="list-style-type: none"> • Explanation of sexual harassment consistent with IHRA, examples of unlawful sexual harassment conduct, summary of federal and state laws, remedies available to victims, summary of employer responsibilities in the prevention, investigation, and corrective measures of sexual harassment • The law does not specify distinct training requirements for employees and supervisors, but additional training for supervisory employees is the best practice

	<ul style="list-style-type: none"> Supervisors based outside Illinois who supervise employees in Illinois should be trained
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Maine	
FEPA	Maine Human Rights Commission
Law	ME Sexual Harassment Law Title 26 Sec. 807
Size Threshold	15 or more employees
Initial	Within one year of hiring, supervisors within one year of assuming duties
Frequency	No refresher mandated
Length	None specified, but required content corresponds to one hour for non-supervisory employees and two hours for supervisors
Specified Content	Illegality and definition of sexual harassment under state and federal laws and federal regulations, examples, internal complaint process, legal recourse through the ME Human Rights Commission, protection from retaliation, additional content for supervisory roles

New York	
FEPA	New York Division on Human Rights
Law	<ul style="list-style-type: none"> New York State Human Rights Law (NY Executive Law, art. 15, § 296 1.(h)) and New York Consolidated Laws, Labor Law § 201-g NY State Human Rights Law specifically excludes the federal “severe or pervasive” standard and defines harassing conduct as rising above what a reasonable victim with the same protected characteristics would consider petty slights or trivial inconveniences
Size Threshold	One or more employees
Initial	Upon hiring
Frequency	Annual
Length	None specified, but required content corresponds to one hour for non-supervisory employees and two hours for supervisors

Specified Content	For all employees, an explanation of sexual harassment, examples, federal and state statutory provisions, remedies, rights of redress, complaint process, and for supervisors an explanation of their additional responsibilities
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Washington	
FEPA	Washington State Human Rights Commission
Law	<ul style="list-style-type: none"> Revised Code of Washington RCS 49.60.515 requires hotels, motels, retail, security guard entities, and property services contractors to provide training on sexual harassment prevention Executive Order 89-01 requires state agencies to conduct training to prevent and eliminate sexual harassment
Initial	Within six months of hiring
Frequency	Not specified for private employers, state employees every five years
Length	None specified, but required content corresponds to one hour for non-supervisory employees and two hours for supervisors

All Courses Have 3 Versions



Fundamentals

✓ Compliant ✓ Multi-language ✓ 1 Hour

This course is for all employees and covers basic definitions and concepts.



Advanced

✓ Compliant ✓ Multi-language ✓ 2 Hours

This course, for managers/supervisors and other leaders, includes and expands on the Fundamentals content, offering deeper insights into essential concepts and additional instruction in handling challenges in ways that protect the organization and promote a healthy culture.



Full Program

✓ Multi-language ✓ 1-2 Hour

Organizations that aren't required by law to train on this subject can tailor the full course to meet their unique needs: use the first or second hour, or select modules from both—we will work with you to create the perfect fit.

Topics Covered in Harassment Prevention

Fundamentals Courses

What is Sexual Harassment?

- Define sexual harassment
- Illegality of sexual harassment
- Equal Opportunity Commission (EEOC), harassment, and discrimination
- Types of sexual harassment
 - Hostile, or poisoned, work environment defined
 - Quid pro quo harassment defined
- Technology and sexual harassment
 - Examples of online harassment
 - Using email, digital platforms, social media, and personal devices and accounts

Hostile Work Environment

- Hostile work environment defined
- Reasonable person standard
- Verbal, visual, and physical harassment defined
- Examples of verbal, visual, and physical harassment

Quid Pro Quo

- Quid pro quo harassment defined
- Who can be involved in sexual harassment?
 - Examples of quid pro quo harassment

Complaints & Responsibilities

- What are an employee's responsibilities?
- Responsibilities of third parties (bystanders, witnesses)
- Complaint procedures and confidentiality
- Illegality of retaliation
- Retaliation and protected activities

Investigations, Liability, & Remedies

- Employer liability
- Supervisor responsibility
- Remedies, or awards

Abusive Conduct

- Abusive conduct defined
- Examples of bullying
- Facts about bullying
- Abusive conduct vs. bullying
- Negative impacts of bullying

Topics Covered in Harassment Prevention Advanced Courses

Prevention

- Who is protected against harassment?
- Identifying sexual harassment and abusive conduct
- Direct and indirect costs
- Prevention and best practices
 - Sexual harassment policy
 - Supervisors and their role in training
 - Promoting a professional work environment

Reporting

- Harassment and reporting data
- Worker rights
- Employer responsibility
- Investigation process

Non-retaliation

- Retaliation defined
 - Facts about retaliation
 - Illegality of retaliation
- Adverse actions defined
 - Examples of adverse actions

Receiving Complaints

- Supervisor responsibility
- Complaint procedures
 - Confidentiality
 - Recommended practices for documenting complaints
- Facts about non-retaliation

Investigations & Resolutions

- Supervisor's role during an investigation
- What do if you are accused
- Resolutions & Remedies
- Technology & Harassment

Workplace Safety Courses

We offer a comprehensive suite of workplace violence prevention courses tailored to meet location-specific requirements. We offer targeted training for retail and white-collar environments and our specialized Active Threat Response program to help every team member stay informed, prepared, and safe.



Workplace Violence Prevention (currently four versions: *De-Escalation Through Active Listening/Safety in the Retail Workplace/Non-Employees & Workplace Violence/Emotional Health*)

This interactive program helps employees identify red flags, de-escalate potential threats, and respond effectively to workplace violence. Users gain practical skills in a safe, scenario-based environment. Compliant with California Workplace Violence Prevention Law (SB 553).



Workplace Violence Prevention: Retail/NY Retail

Built for the retail environment, this training teaches public-facing employees to spot warning signs, defuse high-stress situations, and respond to threats safely. It includes frontline and back-of-the-house scenarios and complies with the New York Retail Worker Safety Act (S-8358B).



Active Threat Response

This immersive training prepares your workforce to respond effectively before, during, and after an active threat. Using a simplified decision-making model and real lessons from past events, it teaches the basics of active threat prevention and response, including warning sign recognition, situational awareness, threat zones, run-hide-fight, and emergency response skills. Compliant with California Workplace Violence Prevention Law (SB 553).

States with Workplace Violence Prevention Compliance Requirements

California	
FEPA	California Civil Rights Department, Enforced by Cal/OSHA (California Occupational Safety and Health Admin)
Law	CA Labor Code section 6401.9 (Senate Bill 553)
Size Threshold	One employee and larger
Frequency	Annual WVPP review and annual training
Specified Content	Site-specific Workplace Violence Prevention Plan (WVPP), violence prevention training, incident investigation, violent incident log

New York (Retail Industry-Specific)	
FEPA	New York Division on Human Rights, Enforced by NY Department of Labor
Law	NY Retail Workers Safety Act (Assembly Bill A8947C 2024)
Size Threshold	Retail employer with ten or more employees
Initial	Upon hiring
Frequency	Annual Workplace Violence Prevention Plan (WVPP) review and annual training
Specified Content	Site-specific WVPP, violence prevention training including emergency exits and meeting places, emergency procedures, self protection measures, de-escalation tactics, active shooter drills, use of security alarms

Topics Covered in Workplace Violence Prevention and Workplace Violence Prevention Retail

Intro to Workplace Violence Prevention

- Definitions and Basic Concepts

De-Escalation Through Active Listening

- Dealing with Emotional Individuals
- Essential Active Listening Skills
- Advanced Active Listening Skills
- Addressing Emotional Health

Recognizing Signs of Emotional Distress/Mental Health Crisis

- Intervening with The Troubled Individual
- Resources for Those in Emotional Distress
- Workplace Conflict and Bystander Intervention

Non-Employees and Workplace Violence

- Dealing with An Angry Non-Employee
- Becoming an Upstander to Prevent Violence
- Domestic Abuse
- Resources and Rights

During & After an Event

- Tips for Protecting Yourself
- Appropriate Employer Response and Support
- Caring for Victims
- Resources for Affected Individuals

Topics Covered in Active Threat Response

MODULE I: Responding to Active Threats

- Basic definitions/concepts
- Lessons learned from past events
- Shift in law enforcement protocols: move directly to the threat
- The power of ordinary people to protect themselves and others

MODULE II: Situational Awareness and Threat Recognition

- Situational Awareness: observing surroundings
- Situational Understanding: interpreting what you see
- Situational Safety: taking informed action to prevent/respond to violence
- Common warning signs in perpetrators (personal and social breakdowns)
- Steps to report concerns: coworkers, managers, HR, tip lines, law enforcement

MODULE III: Threat Zones and Survival Mindset

- Direct Threat Zone: visible threat, close–run or fight
- Indirect Threat Zone: out of sight – run, hide, or barricade and call 911
- Out of Range Zone: not visible or close – evacuate and call 911
- Developing a survival mindset: visualization, expectation, motivation
- Managing stress responses: tunnel vision, time distortion, and coping tools

MODULE IV: Emergency Medical Response

- Stop the bleed: apply direct pressure first
- Proper tourniquet use: high placement on limbs
- Wound care basics: Tourniquet the Limbs / Seal the Junctions / Pack the Box
- Interacting with first responders: empty hands, follow commands
- Assisting first responders when possible: shooter info, navigation, aid

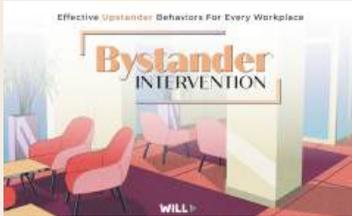
Additional Tools to Keep You Compliant

WILL Interactive makes compliance simple with a complete set of tools designed to take the guesswork out of Workplace Violence Prevention. In addition to our interactive training program, we provide everything you need to build and maintain a compliant plan with confidence and ease.

- **Free Workplace Violence Prevention Plan Development Tool:** An easy-to-use platform that guides you through key questions and provides examples of threats and mitigation strategies. Upload your name, logo, and brand colors to automatically generate a customized plan that's integrated into your training program.
- **Free Violent Incident Log Template:** A branded, printable template to help you track and document incidents, with unlimited printing for your organization's use.
- **Free Custom Workplace Poster:** A downloadable Workplace Violence Prevention poster personalized with your branding and key contact details. While not required, it's a helpful and visible reinforcement of your commitment to safety.

Bystander Intervention Course

This culture-shifting course empowers learners to speak up and actively promote organizational values. It is fully compliant in New York City, Chicago, and all other jurisdictions requiring bystander intervention training.



Bystander Intervention

Representing a variety of workplaces and a range of situations, Bystander Intervention explores the topic not just in the context of sexual harassment, but also in situations involving abusive conduct, diversity and inclusion, interacting with the public, workplace integrity, and emotional resilience.

States with Bystander Intervention Compliance Requirements

Chicago, Illinois	
FEPA	Illinois Department of Human Rights
Law	Chicago Human Rights Ordinance (Chicago Municipal Code 6-10)
Size Threshold	One or more employees
Initial	Upon hiring (supervisors upon assumption of duties)
Frequency	Annually between July 1 - June 30
Length	Two hours for all employees (sexual harassment prevention and bystander intervention training) and an additional hour of sexual harassment prevention for supervisors
Specified Content	Chicago's definition of sexual harassment includes "sexual misconduct" and omits the federal "severe or pervasive" standard, potentially increasing employer liability for harassment claims

Topics Covered in Bystander Intervention

Introduction & Definitions

- Bystander Intervention defined
- Situational Awareness defined
- Tact defined
- Bystander Effect defined
- Why do people fear hesitating to intervene

Basic Bystander Decisions

- Why is it important to be an Upstander?
- The four intervention techniques

Awareness & Red Flags

- How to know that an intervention is needed?
- Physical and Non-Verbal Cues:
 - Potential Aggressor
 - Potential Victims
- Red Flags for Sexual Harassment/Assault

Bystander Support: Post-Event

- Reporting procedures
- Good judgment

Upstanding in Non-Sexual Harassment Situations

- Abusive Conduct
- Emotional Well-Being
- Potential Workplace Violence

Organizational Integrity

- Talking about Biases
- How should you respond if someone points out your behavior is inappropriate, unprofessional, and/or unwanted?