

Compliance, Diversity and Ethics Training Policy

Effective February 2018

All George Mason University (Mason) employees, *defined as anyone who receives a paycheck from Mason*, is required to complete three CDE trainings: *Title IX Overview and Sexual Harassment Prevention, Equal Opportunity: A Fair Shake and Ethics*.

NEW EMPLOYEES

All Mason NEW HIRES are required to complete these trainings within their first 30 days of employment:

1. *Title IX Overview and Sexual Harassment Prevention* (In-Person training)
2. *Equal Opportunity: A Fair Shake** (In-Person training)
3. *Ethics* (Online or In-Person training)

*The *Equal Opportunity: A Fair Shake* is part of Mason's new employee Classified Staff or Administrative Professional Faculty Orientation.

ALL EMPLOYEES

All Mason employees are required to complete **one ANNUAL AND two BIENNIAL** trainings on a pre-set scheduled basis:

Annual Training and Schedule

1. *Title IX Overview and Sexual Harassment Prevention* (Year 1: In-Person, Year 2: Online; repeat)

Biennial Training and Schedule

2. *Equal Opportunity: A Fair Shake* (Year 1: Online or In-Person, Year 3: Online or In-Person; repeat)
3. *Ethics* (Year 1: Online or In-Person, Year 3: Online or In-Person; repeat)*

* Departments or units may require their employees to take Ethics training more frequently depending on the employees' responsibilities.

ONLINE TRAINING PROGRAM

The Online Training program can be found at <https://shibboleth.gmu.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https%3A%2F%2Fgmu.csod.com>. Please note that some of these trainings correspond to an In-Person training:

- 418: **Bridges: Building a Supportive Community** (*substitutes for Title IX Overview and SH Prevention training*)
- 101: **Intersections: Preventing Discrimination and Harassment** (*substitutes for Equal Opportunity: A Fair Shake training*)
- 127: **Tools for an Ethical Workplace** (*substitutes for Ethics training*)
- 419: **Managing Bias** (optional)
- 109: **Diversity: Inclusion in the Modern Workplace** (optional)

Adjunct Faculty and employees who work remotely may satisfy the In-Person training requirement with a corresponding Online training.

IN-PERSON TRAINING

All employees may elect to attend an In-person training session in place of an Online training session at any time.

The In-Person Training Schedule can be found at <https://diversity.gmu.edu/training-schedule> .