



INFORMATIONAL ARTICLES

Four articles published weekly on issues vital to the workplace. Topics include:

- Best practices to avoid liability for sexual harassment, discrimination, retaliation, and wrongful termination
- Developing leadership and management skills
- Healthy lifestyle

ONLINE MANAGEMENT TRAINING

Saves you time and money. Training modules provided free of charge to registered organizations:

- *Preventing Workplace Sexual Harassment*, includes specific lesson for managers of California employees
- *Preventing Workplace Discrimination*
- *Preventing Wrongful Termination*
- *Promoting Ethical Behavior*

KNOWLEDGE VAULT

Reference section of the Site provides you:

- Hundreds of articles covering important workplace issues as well as self-audit checklists.
- *Links* sub-section provides links to important federal and state government web sites and major employment legislation.
- Model forms, including *Incident Report, Reprimand, and Commendation*.
- Entire Model Handbook – Policies can be downloaded and adapted to meet the needs of your organization. Eleven key policies are also available in Spanish.

BEST PRACTICE HELP LINE

Opportunity to schedule consultation with an employment expert on areas of risk, such as hiring and termination, responding to reports of wrongdoing, and crisis management.

MY WORKPLACE

Restricted section of the Site where you can post information for your employees only, such as your employee handbook.

CONTROL PANEL

This is the feature that allows you to adapt the site to match the needs of your organization.

You can:

- Add or recruit additional users;
- Change the default training settings;
- Upload your employee policies into training modules; and
- Monitor the training progress of your organization's registered users and download training reports

REGISTER ON THE SITE TO VIEW THE BENEFITS OF THE SITE

1. Go to **www.UBIProtect.com**;
2. Click **Register Here** above the login box;
3. Enter **Your UBI Policy Number** as your Passcode / Organization code ; and
4. Complete registration.

If you would like a telephone walk-through of the Site, you can request one during registration or by using the **Contact Us** link on the Site.