

My Community workplace WEBSITE

INSURED - SITE OVERVIEW

A VALUABLE RESOURCE FOR REDUCING WORKPLACE RISK

My Community Workplace (www.mycommunityworkplace.org) is available free-of-charge to organizations insured by Munich Reinsurance America. The Site provides up-to-date information, education, loss prevention and training to as many employees as you wish.

WEB-BASED TRAINING

Online training modules for managers and supervisors are provided 24/7 - at no cost - saving you thousands of dollars a year in training costs. Modules for preventing workplace wrongdoing and promoting best practices include:

- **Preventing Workplace Sexual Harassment** – includes an additional lesson written specifically for California managers to meet AB 1825 requirements
- **Preventing Workplace Discrimination**
- **Preventing Wrongful Termination**
- **Promoting Ethical Behavior**
- **Promoting Child Safe Environments** – appropriate for an adult who works with or around children

CONTROL PANEL

This is the feature that allows the Site Administrator to adapt the site to match the needs of his/her organization.

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

EXPERT-WRITTEN INFORMATION

Education and Commentary

Topics include:

- Best practices to avoid liability for sexual harassment, discrimination, retaliation, and wrongful termination
- Developing leadership and management skills
- Healthy lifestyle
- Exclusive articles written for the specialized interests, such as government entities, schools, not-for-profits, and religious organizations

KNOWLEDGE VAULT

Reference Section of the Site

Here you will find:

- **Library** of hundreds of articles covering important workplace issues, grouped according to topic, as well as self-audit checklists
- **Links** to important federal and state government web sites and major employment legislation
- **Model forms and policies** – Model policies are available in English and Spanish
- **Loss Scenarios** – Examples of situations that have caused liability for other public and not-for-profit organizations

MY WORKPLACE

This is the part of the site that can be set up to communicate information within a member organization registered on My Community Workplace. The Site Administrator has total control over what is posted in this section.

HOW TO REGISTER YOUR ORGANIZATION

The first person that registers for your organization automatically becomes your group's Site Administrator. This person can add other users to the Site and adapt the Site to meet your organization's needs.

During registration, you will choose the home page zone for your organization and create your personal user name and password.

HOW TO *Register*

1. Go to mycommunityworkplace.org
2. Click **REGISTER HERE**
Enter the Passcode / Organization Code:
15143-OHG4
Complete registration

Questions? Please contact

AHRP – 360-574-9035

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