



## **Food Safety and Inspection Service Civil Rights Division**

### **Video Library Directory**

This directory provides a list of available civil rights videos. Categories include sexual harassment, diversity, disability, and special emphasis. Each title includes a brief description of the content, and most titles have an approximate running time.

The Civil Rights Division welcomes FSIS employees and employees of the 28 Federally Assisted State Meat and Poultry programs to borrow videos for your training needs. Due to a limited number of copies, availability may be limited. A waiting list is available to accommodate your future requests.

You may borrow two videos at a time. Upon your receipt of the videos from FedEx, please note that an accompanying letter from us specifies when the videos are expected for return. For insurance purposes, please return all videos via FedEx at your expense.

E-mail your video requests to [mila.cook@fsis.usda.gov](mailto:mila.cook@fsis.usda.gov). If you do not have email access, please fax the request to Ms. Cook at (301) 504-2141. We can be reached at (301) 504-7755 (voice and TDD) or (800) 269-6912.

# *Sexual Harassment*

**“Sexual Harassment: Is it or isn't it?”** This video provides the viewer with the legal definition of quid pro quo and hostile work environment sexual harassment types, and raises awareness through numerous and varied examples of potential/actual subtle and non-subtle forms of sexual harassment in the workplace. Viewers determine if the scenarios present situations which could reasonably result in allegations of sexual harassment. The video provides guidance on ways to avoid such behaviors and what to do if one becomes a victim of such behaviors. *17 minutes*

**“Sexual Harassment (Not Government Approved)”** This video uses a combination of live action character interplay and a mock supervisory training session to educate viewers about hostile environment sexual harassment. It underscores the illegality of such conduct, and the detrimental effect on those in the work environment and on productivity when management fails to act upon it. It also suggests preventative and corrective measures. *Suggested for new supervisors.*

**“Sexual Harassment (Not FSIS Approved)”** An FSIS video designed to support the Administrator’s policy on the prevention of sexual harassment. It sets forth three major requirements for FSIS managers, supervisors and employees to recognize sexual harassment situations, to respond in a timely manner, and to respect the rights of others. *27 minutes*

**“Sexual Harassment-New Roles New Rules”** The primary theme is the reality of today’s work environment - jobs are performed by people of both genders. It explores and defines forms of harassment including “quid pro quo” (this for that), and a hostile work environment. It also explains that it is not so much the INTENT of unwelcomed behavior, but the resulting IMPACT the behavior has on others, and that it is important employees be very aware of how others may react to a specific behavior, comment, display, etc. by sharing five rules to follow: 1) *DON'T TOUCH*; 2) *DON'T LOOK*; 3) *DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU OR YOUR LOVED ONES*; 4) *HARASSMENT IS IN THE EYE OF THE BEHOLDER*; AND 5) *COMMON COURTESY*.

**“Sexual Harassment: You Decide”** This video presents 16 brief but real life work place vignettes to illustrate borderline situations of sexual harassment. Assists the viewer in understanding both the legal definitions of sexual harassment and how to recognize it in the real world. Challenges the viewer to distinguish inappropriate/unprofessional behavior from sexual harassment, and to identify circumstances in which inappropriate behavior could become sexual harassment. This video has both a narrated version intended for use with a facilitator, and a vignette- only version for self study. It also includes participant and facilitator guides and a self-study workbook. *22 minutes*

**“The Workplace Hustle”** This video is designed to show that sexual harassment on the job is a serious and widespread problem. Emphasizes that sexual harassment is against the law, violates the rights of its victims, and undermines organizations through reduced productivity, staff turnover, and lost working hours. **30 minutes**

**“Sexual Harassment In The Workplace: It’s Not Enough To Know Better”** *It’s Not Enough To Know Better* leads viewers through the newly defined legal parameters of sexual harassment. *It’s Not Enough To Know Better*, both the **Employee’s** and **Manager’s** Versions, feature 12 vignettes of work-based scenarios that are – or could become – sexual harassment. Two men catcall a woman in the company lunchroom, a female employee is transferred after reporting another employee’s harassing behavior, two coworkers share potentially offensive jokes. . .these scenarios and more are depicted to help viewers recognize sexually harassing behavior and know what to do about it. An authoritative explanation follows each vignette to provide a legal point of view. **56 minutes**

**It’s Up to You: Stopping Sexual Harassment for Employees:** Join our host as she introduces 14 real-world scenarios including inappropriate touching, slurs, jokes, computer-related materials, and much more. Clear, concise, and thorough, this version teaches employees how to recognize and stop sexual harassment in their work environment. **23 minutes**

**It’s Up to You: Stopping Sexual Harassment for Managers:** Building on the content of the employee version, this program delves deeper into the issues that confront supervisors and managers. Each real-world scenario is followed by comprehensive discussions about tools and techniques for their responsibilities. **27 minutes**

# **Harassment/Discrimination**

**“Harassment: Keeping it out of the work place”** This video depicts role playing vignettes of improper workplace harassment as well as sexual harassment, including harassment through face to face contact, e-mail, the internet, and the telephone.

***18 minutes***

**“Resolving EEO Conflicts”** This video demonstrates a mock mediation and provides a useful overview of the mediation process, the respective roles of the mediator and participants, and tips on behaviors which participants should use or avoid in order to achieve a successful outcome. Explains how participants can interpret events of an incident without sounding confrontational, and highlights six ways to help a mediation run smoothly. ***12.5 minutes***

**“A Class Divided”** At a small town class reunion, an adult group discusses the impact of an experimental program conducted when they were in the third grade. The color of their eyes or the use of colored neck collars identified each person to a specific group. This dramatic lesson in discrimination and human relations was filmed for Front Line, a Public Broadcasting Network TV show. ***55 minutes***

**“Managing and Leading Effectively: How to Achieve a Discrimination Free Workplace”** Intended for managers and supervisors. This video depicts an informal training session between an EO/CR specialist and a new supervisor seeking guidance on how to avoid workplace complaints. The specialist and supervisor role-play several scenarios involving situational misperceptions having the potential to become complaints followed by an explanatory discussion. ***14 minutes***

**“Respect on the Job”** This video displays five case scenarios depicting illegal acts of discrimination in the workplace. Highlighted are acts of discrimination based on gender, national origin, age, race, and disability. It raises the issue of stereo-typing as a major catalyst for discrimination. In an effort to reinforce the video’s objective, the narrator makes a point to remind the audience of the illegality of discrimination following each scenario. It also warns of the ramifications associated with discrimination, such as law suits, punitive and compensatory damages, attorneys’ fees etc., and makes it clear that reparations cost employers billions of dollars.

**“Simple Justice – Program Discrimination Complaints in USDA”** This video is included in mandatory USDA civil rights training. It contains several vignettes depicting USDA employees engaged in delivery of program services to the public, including the distribution of park service permits and applications for farm loans. It demonstrates how USDA employees must conduct themselves in a nondiscriminatory manner when delivering program services, and how to provide information to the public on filing complaints.

**“Without Regard. . .To Race, Religion, Sex, National Origin, Age, or Disability”**

Participants also learn that by following six simple and unarguable principles – Respect, Integrity, Honesty, Trust, Responsibility and Citizenship, discrimination can be stopped. The legal viewpoint is discussed after each vignette along with the principles that can successfully guide employees through this issue. The law says that all employees will work in an environment that provides equal opportunities. All employees should be hired, rewarded or reprimanded strictly based on job qualifications and job performance, without regard to race, sex, disability, religion, or national origin. But the reality is that discrimination – especially subtle discriminations and harassment – continues to thrive in our workplace. It’s everyday stereotypes and assumptions about our differences that are the basis for most discrimination claims. And don’t be mistaken about the impact that this still frequent and subtle discrimination can have on both organizations and individuals. The cost is high! Organizations not only face costly legal proceedings and high judgments, but low employee morale, lost productivity, and lost talent. Employees face personal and professional risks such as undue stress, lack of career advancement, emotional pain, and untapped talent. *25 minutes*

**Harassment: The Real Scene** provides an assortment of realistic scenarios depicting the various forms of harassment that occur in the workplace. Using footage from a wide variety of award-winning programs, an engaging host leads the viewer through the scenes and shares his practical insights and cautionary advice. Sometimes subtle and sometimes blatant, participants are provided with clear examples of the potential pitfalls and harassing behaviors to avoid. This video will raise awareness and leave no doubt in the minds of employees about the importance of avoiding harassing behaviors in the workplace. Your organization will be better prepared to ensure a comfortable, productive environment and avoid the potential of costly lawsuits.

**In This Together** This training tool takes harassment prevention training to a new level. The interactive film encourages thought and discussion about issues of respect and disrespect, while defining harassment and company policy. Although the film is the foundation of the training, the Employee Handbook is a powerful tool in its own right.

**It’s Not Just About Sex Anymore:** Now - more than ever - employees must understand that there's far more to workplace harassment and discrimination than just sex. Is your organization prepared for this changing world? It seems as if, every day, The EEO and The courts expand The definition of harassment and discrimination. In this changing environment it's difficult to know - or understand - what's allowed and what's not allowed at work. This brand new video training program breaks ground by dramatically illustrating the following concepts.

Using dramatic examples in white and blue collar, hospitality, health care, and retail settings, this video will protect your organization by communicating everyone's legal responsibilities and is for training on diversity as well.

**It's All About Respect: Avoid Discrimination in Your Workplace:** We're not supposed to talk about certain sensitive subjects on the job--race, religion, sex, age, physical appearance, physical limitations and ethnicity. But in the 21st century almost every workplace has a diverse workforce so the risk of narrow mindedness can occur. It's your responsibility to be certain your workplace is free of prejudice and is in compliance with regulations under the Civil Rights Act, Equal Pay Act, Age Discrimination in Employment Act and the Americans with Disabilities Act. Talking about respect is the way you can make sure it exists in your workplace.

**Respect vs. Harassment:** Employers who solely focus on sexual harassment prevention leave themselves and their diverse workers at risk for other serious behaviors that lead to conflict and liability. This important EEO/diversity program/workshop teaches employees, managers and resource personnel how to resolve all forms of harassment and other disrespectful behaviors such as male bashing and "horseplay" before they negatively impact on morale and productivity. This integrated visual and print curriculum's four separately available instructional units provide meaningful learning in one to six-hour skill-based sessions.

**The Conflict Resolution Package:** Conflict...while it's often blamed for the breakdown of a team's unity, it's usually just a symptom of a larger problem. This BRAND-NEW program is designed to teach managers and team leaders how to deal with the symptoms and the cure. The Unified Team provides team leaders with step-by-step examples of how to solve team conflict on three levels:

- Backstabbing & Blaming
- Teasing & Belittling
- Open Feuding

After resolving the negative conflict, team leaders will learn how to focus team members and promote the positive feelings of unity within their team. Seven front line employees from a variety of businesses speak directly to their peers as they lay out the issues of respect and harassment head on.

**You Be The Judge II:** This Law & Order-style video will add drama to your training session as viewers watch Virginia, a job applicant who suspects she has been unlawfully discriminated against because of her gender. Her interviewer, Mr. Coleman, asks if she has children and therefore assumes that she wouldn't be fully committed to the job. Realizing that this question based on her personal life was unlawful, Virginia takes her case to court. During the lawsuit, it is discovered Mr. Coleman acted with bias even while taking notes throughout the interview, jotting down that she was "attractive" and "wouldn't fit in here." Mr. Coleman's lack of knowledge on how to conduct a legally defensible interview resulted in a costly expense for his company.

# *Disability Awareness*

**“Enable”** “Life is a juggling act. We are constantly juggling the activities of work, home, and family to keep the rhythm of our lives in harmony. But what happens when you have a disability? Do you just let the pins drop, or do you pick them up and juggle a different way? Join The Flying Karamazov Brothers as they introduce you to people who are using the personal computer to allow them to get back into the rhythm of life. You will see that with the help of the personal computer, people with disabilities are working, creating, communicating, and juggling the activities of life.” *45 minutes*

**“Look Who’s Laughing”** “A funny and compelling documentary about lives, experiences and humor of six working comedians who have various types of disabilities. Shot at comedy clubs across the country, *Look Who’s Laughing* spotlights some of the most talented and truly funny comics working today.” *56 minutes*

**“The Americans with Disabilities Act (New Access to the Workplace)”** “Although called ‘disabled’, people with disabilities are ready, willing and able to work. Yet many are denied the opportunity to contribute to our society, and employers are missing a very valuable human resource. Recently enacted civil rights legislation is changing the way employers view the disabled. In 1990, President Bush signed into law the Americans with Disabilities Act (ADA), which bans discrimination against people with disabilities by private sector employers. This comprehensive program explains this law, shows how it will affect employers, and outlines the steps required to implement it. The program also dispels some of the myths surrounding people with disabilities and shows how this untapped human resource can benefit your organization.”

**“The Ten Commandments of Communicating with People with Disabilities”** In a light-hearted yet educational fashion, this video uses the “Ten Commandments” as a backdrop to share 10 scenarios regarding communicating with people with disabilities. Its message conveys simply showing equal respect and courtesy to all people. Though impulse may guide one to treat people with disabilities as lesser individuals or as children, one must counter those urges and treat a person with a disability as an adult, and with dignity and respect; i.e., “a person with a disability; not a disabled person,” keeping in mind, no one is perfect and everyone is different than everyone else. *26 minutes*

**Making the ADA work for you:** This video introduces the primary components of the Americans With Disabilities Act and can be used for both group-training and for self-instruction. Modules cover: Overview, Employment, Definitions of Disability, Transportation, Public Accommodations, and Remedies. Graphics throughout emphasize critical points and provide reinforcement. Common questions and answers follow the modules to provide additional information. Comprehensive fact sheets and resource lists, which can be reproduced for use with groups, are included.

# *Diversity*

**A Tale of “O”** This video is an innovative presentation that explores common issues facing any individual who works with people who are different. Using universal symbols, A Tale of “O” creates awareness of and encourages sensitivity to these situations.

**“Harness the Rainbow: Diversity and Change In The Workplace (General Audience)”**

This video presentation is in a workshop setting with a very motivational speaker who articulates and discusses dealing with diversity and ethnic stereotypes. The speaker also gives examples on some of his personal feelings as a child; and how he had to learn to embrace his own cultural background. The message is to harness the rainbow of diversity and capitalize on the different views and perspectives that a diverse organization offers; to go beyond the golden rule of doing unto others as you would have them do unto you by treating people the way **THEY** want to be treated. This video is geared for a general audience. *35 minutes*

**“Harness the Rainbow: Diversity and the Bottom Line (Management)”**

This video presentation is in a workshop setting with a very motivational speaker who articulates and discusses dealing with diversity and stereotypes with regard to ethnicity. The speaker also gives examples on some of his personal feelings as a child; and how he had to learn to embrace his own cultural background. The message is to harness the rainbow of diversity and capitalize on the different views and perspectives that a diverse organization offers; to go beyond the golden rule of doing unto others as you would have them do unto you by treating people the way **THEY** want to be treated. This video is geared for managers with special instructions on dealing with diversity in the workplace. *35 minutes*

**“True Colors”** “In the 1960’s, Black Americans were promised that this country would no longer judge an individual solely on the basis of his skin color. Thirty years later, does ‘equal opportunity’ really exist? How much closer are we to this democratic ideal? In this provocative edition of ABC’s ‘Prime Time’ host Diane Sawyer follows two college educated men in their mid-thirties, one black, one white, as they involve themselves in a variety of everyday situations to test levels of prejudice based on skin color. The startling results are unsettling, shameful. Discussion with two experts on the social economic consequences of race in America helps to reveal why, three decades after proclaiming equality for all Americans, the reality escapes us.” *20 minutes*

**“Valuing Diversity 3 Communicating Across Cultures”** This video dramatically depicts how misunderstandings result from different styles of communication. It also addresses the discomfort people feel when dealing with issues of race and gender, and suggests ways to communicate more effectively. *40 minutes*



**“The War Between the Classes”** This video highlights prejudice and discrimination. Its goal is to show to what extent the social class dictates our perception, outlook, and life experience. It explores how we feel about ourselves, and how group identification can influence our associations.

Through a “color game,” high school students are arbitrarily assigned to one of three social classes required to act out their class status twenty four hours a day, seven days a week. Some take their role playing to the extreme, leading to major difficulties with relationships and interactions, ultimately leading to events which closely mirror those that occurred prior to the passage of the Civil Rights Act of 1964. The production does an excellent job of sharing the perceptions of the players as they use and abuse their virtual status. **32 minutes**

**“Top 20 Questions on Diversity Management with Dr. R. Roosevelt Thomas”** “As founder of The American Institute for Managing Diversity, Dr. R. Roosevelt Thomas shares his insight and directs balance toward managers and employees for working together in an all-encompassing environment. He delivers powerful material on empowering your employees to respond appropriately to diversity and further educates managers on managing differences and similarities more effectively. Plus, in a special bonus section, Dr. Thomas incorporates his infamous ‘Jellybean’ and ‘The Giraffe and the Elephant’ analogies for adapting your workplace to diverse employees.” **25 minutes**

***This video is suggested for use by EEO Advisory Committee Members; EEO Coordinators; EEO Liaisons and Equal Employment Specialists.***

**50 activities for Diversity Training:** The 50 activities in this resource book have been tested with hundreds of participants to ensure their appropriateness and effectiveness for a variety of diversity training needs. Employees at all levels will be stimulated by interactively learning about cultural and gender differences, and mastering new skills for communicating more effectively in our diverse workplaces.

**A real world Guide to Diversity in the Workplace:** This video covers the basics of promoting the value of Diversity in the Workplace. It is designed for all employees including non-supervisory personnel, supervisors and managers. It is ideally suited for new employee orientation, and refresher training for all other personnel.

Topics covered in the video include:

Defining Workplace Diversity: Primary Dimensions, Secondary, and Functional Dimensions. Appreciating Workplace Diversity: Improve Perspectives, Reflect Reality, and Enhance Adaptation.

Deploying Workplace Diversity: Match Stakeholder Characteristics, Meet Business and Societal Goals, Comply with Legal Expectations, Overcome Stereotypes, and Encourage Change Agents.

**Cross-Cultural Communication:** A lively, engaging dramatization in which you'll observe a manager failing to understand her employees and their culture.

**Benefits** of this training program include:

- learning techniques for accurate, effective communication
- discovering the importance of body language
- finding out why some cultures might withhold important information
- realizing how stereotyping can lead to ineffective communication
- understanding that awareness is a “two-way street”: all cultures need to adapt
- learning how to bridge differences and create a balanced approach

**Let's Get Together: Communicating Respect In a Diverse Workplace:** A unique and comprehensive approach to the issues of communication, diversity, conflict-management and teamwork.

Let's Get Together uses cues, verbal and non-verbal signals, as a jumping off point to discuss four easy-to-remember tools--**Compassion, Unity, Empathy** and **Sharing**. Friendly hosts guide viewers through four illustrative scenarios that offer before-and-after looks at how these four principles can help solve workplace problems and create a positive and productive workplace!

This unique approach is a must-have for any organization looking for a synergistic and comprehensive way to explore communication, diversity, conflict management, and teamwork!

**Winning Workforce: Raising Your Employees' Awareness:** Helps you train your employees on sensitive issues that may affect productivity, create a hostile work environment, or pose a legal threat to your organization. As part of the Winning Workforce series, Diversity and Discrimination focuses on different forms of discrimination and how to avoid it. Employees will also learn how to work with different people and why a diverse work environment is important.

**Gender and Sexual Orientation Workplace Issues:** This presentation begins by dispelling many of the popular stereotypes about men and women, gays and lesbians. We discuss what is acceptable workplace behavior and the fears and concerns that challenge mutual respect and lead to conflict.

**Invisible Rules: Men, Women and Teams:** Men and women inhabit different cultures, and this natural divide can create unnecessary friction in the workplace. This program reveals the more important differences and how they can be overcome in the workplace for greater cooperation and less conflict.

**The X Factor: Managing & Motivating Generation X:** America's primary labor supply for the next decade, Generation X, people mostly in their teens or twenties, represents the smallest population group in U.S. history and the thinnest pool of entry-level workers in modern times. There simply are not enough of them to go around, particularly in the service industries. Every time a business loses an employee, the high cost of attracting, hiring and training a replacement cuts into the profit margin. Claire Raines, the nation's leading expert on Generation X, gives you new information about Generation X workers -- who they are, what makes them different, and how to manage and motivate them.

## **Special Emphasis Program**

**"She's Nobody's Baby"** Uses historical footage and narration by Alan Alda and Marlo Thomas to provide a chronological overview of the progress of women in the United States during the 20th century. This video highlights women's contributions as turn of the century housewives, leaders in the movements for labor reform/voting rights and political/social reform, contributors to the WWII labor pool, and in advances in aviation, science, sports, cinema, fashion, and the women's movement. A highly recommended video to show during Women's History Month.

**"The Promotable Woman"** A seven tape video series which focuses on women in the professional workplace. Although the videos list and explore strategies that have made a difference for women, they apply to both genders. They present solid relationship skills used to overcome career obstacles and stereotypes and to get ahead in today's working world. These videos provide guidance to find the appropriate level of firmness, friendliness, and assertiveness to maintain a successful life inside and outside the workplace. In addition to dividing the series into seven phases addressing major topics that include Skills, Prosperity Thinking, Positioning, Prescriptions for Comfort Management, and Patterns for Power, it relates that wealth and opportunity are available in abundance from many sources, and how to go about making a strong effort to replace negative thoughts and posture with those of a positive nature.

**"Call the Roll – Heroes in Black History"** This video presents a quick but thorough overview of the history of Blacks in America beginning in 1619 with Africans coming to America through the 1988 Jesse Jackson era. **20 minutes**

**"The Black Eagles"** A four part documentary series hosted by Tony Brown, tells the untold story of the World War II 'social experiment' of the Tuskegee Airmen, also known as the 'Black Eagles. The U.S. military used the Tuskegee Airmen as a test to assess the role of Blacks in the military, and to determine the combat performance and capability of Blacks to fly aircraft during wartime. Episodes include 'Clipped Wings', 'The Enemy Within', 'Jim Crow's Graveyard', and 'Red Tails and Black Aces' Each tapes runs approximately **28 minutes**. 1983

**"I Have A Dream Speech: Dr. Martin Luther King, Jr."**  
**17:45 minutes**

**"Montgomery To Memphis: Dr. Martin Luther King, Jr. Part 1 & 2"**  
**1 hour 43 minutes**

# *Training and Educational*

**“To Your Health! Food Safety for Seniors”** “Good food, like good friends, is one of life’s great joys. But when it’s handled improperly, food can make you ill. Millions of Americans get sick from unsafe food each year, and in some cases, older adults are much more likely to suffer severe effects. This 14 minute video is designed to: Explain why seniors may be more susceptible to food borne illness; Learn four simple steps to handling food safely at home; Provide tips on how to ‘eat out’ safely. Jointly produced by the U. S. Department of Agriculture and the Food and Drug Administration, the video uses colorful vignettes of seniors to illustrate the concept, ‘An ounce of prevention is worth a pound of cure.’ *14 minutes*

**“I wish my manager would just...” (Management Meeting Opener)”** “Looking for a way to improve your management skills? Tired of all the books, audios, and videos with great concepts that seem almost impossible to implement into your daily life as a manager? This video entitled ‘*I wish my manager would just...*’ provides valuable ideas that can be easily implemented immediately after viewing. And, best of all, the advice on how to be a better manager comes directly from those who should know best, your employees.” Intended to be used as an ice breaker to help stimulate group discussion. *4 minutes*

**“Invisible Rules: Men, Women, and Teams”** In an entertaining and lively discussion, psychologist Dr. Pat Heim explores and uncovers the ‘invisible’ differences between men and women in their roles as team leaders and team players. By uncovering the differences in gender behavior learned from growing up in different ‘cultures’ (e.g. linguistic expression, nonverbal communication, ideas about what it means to be a team player) Dr. Heim offers thoughtful insight into making these ‘invisible’ rules visible to further understanding, communication, and teamwork among men and women. *34 minutes. 1996*

**“Painless Performance Improvement”** Real change only happens when the decision to change comes from the person doing the changing. *Painless Performance Improvement* provides managers with a simple and proven technique to help team members improve their own poor performance without the drama, pain or conflict often associated with performance issues.

A training comedy, *Painless Performance Improvement* combines highly entertaining hosts with dramatic and realistic coaching moments. Supervisors will relate to scenes of management gone awry as well as employee’s favorite excuses and sidetracks. Used with the accompanying 85 page **Managers Reference Guide**, leaders will find this package an indispensable resource for improving the performance of their team.

*23 minutes*

**Legal Peril: 8 Management Pitfalls to Avoid:** Statistics show one in FIVE managers or supervisors will find themselves in litigation or part of an employment related claim or charge. This hard-hitting film featuring Harry Hamlin of LA Law fame explores the Eight Management Pitfalls – pitfalls which could end up costing you and your associates valuable time and your company millions of dollars. You will learn through example and discussion what they are, how to avoid this costly exposure and how to stay out of court.