

# HR Compliance Training Checklist

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Trainer: \_\_\_\_\_

Training Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

## Training Topics

Training Topic	Completed	Date/Initials
Workplace Code of Conduct	<input type="checkbox"/>	
Anti-Harassment & Anti-Discrimination	<input type="checkbox"/>	
Equal Employment Opportunity (EEO)	<input type="checkbox"/>	
Workplace Safety (OSHA)	<input type="checkbox"/>	
Data Protection & Privacy	<input type="checkbox"/>	
Attendance & Leave Policies	<input type="checkbox"/>	
Sexual Harassment Prevention	<input type="checkbox"/>	
Disciplinary Actions	<input type="checkbox"/>	
Diversity, Equity & Inclusion	<input type="checkbox"/>	
Other: _____	<input type="checkbox"/>	

## Notes

Add any notes, comments, or follow-up actions...

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Trainer Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_