

Workplace		DEFINITION
Americans with Disabilities Act (ADA)	- FQЦD - ĦE	U.S. act that prohibits discrimination against a qualified individual with a disability because of his/her disability.
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Workplace		DEFINITION
Annualized loss expectancy (ALE)	Г F Q Ц D I H E	Expected monetary loss for an asset due to a risk over a one-year period; calculated by multiplying single loss expectancy by annualized rate of occurrence.
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Workplace		DEFINITION
Assignees	F Q Ц D	Employees who work outside their home countries.
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Workplace		DEFINITION
Bill	F Q Ц D	A proposal presented to a legislative body for possible enactment as a statute.
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Workplace Burlington Industries, Inc. v. Ellerth		DEFINITION U.S. court ruling that distinguished between supervisor harassment that results in tangible employment action and supervisor harassment that does not.
Workplace		DEFINITION
Civil Rights Act of 1964	Г F Q Ц D H	First comprehensive U.S. law making it unlawful to discriminate on the basis of race, color, religion, sex, or national origin.
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Workplace		DEFINITION
Civil Rights Act of 1991	Г F Q Ц D H E	U.S. act that expands the possible damage awards available to victims of intentional discrimination to include compensatory and punitive damages; gives plaintiffs in cases of alleged
2017 SHRM LEARNING SYSTEM FOR SHRM-CP/SHRM-SCP		discrimination the right to a jury trial.
Workplace] !	DEFINITION
Code of conduct	- FOLD - HER	Principles of conduct within an organization that guide decision making and behavior; also known as code of ethics.
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Workplace Comparable worth	Т	DEFINITION Concept that jobs filled primarily by women that require skills, effort, responsibility, and working conditions comparable to similar jobs filled primarily by men should have the same classifications and salaries.
Workplace		DEFINITION
	ГОЦО - НЕRE	State of being in accordance with all national, federal, regional, and/or local laws, regulations, and/or other government authorities and requirements applicable to the places in which an organization operates.
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Workplace Consolidated Omnibus Budget Reconciliation Act (COBRA)	 троцо- некте	DEFINITION U.S. act that provides individuals and dependents who may lose health-care coverage with opportunity to pay to continue coverage.
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Workplace Contingency plan	Т I I FIQ L D I H E R	DEFINITION Protocol that an organization implements when an identified risk event occurs.
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Workplace Corporate social responsibility (CSR)		DEFINITION Concept that a corporation has an impact on the lives of its stakeholders and the environment, encompassing such areas as corporate governance, philanthropy, sustainability, employee rights, social change, volunteerism, corporate- sponsored community programs, and workplace safety.
Workplace		DEFINITION
Disability	F Q Ц D	Physical or mental impairment that substantially limits one's major life activities.
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Workplace		DEFINITION
Disparate impact	F Q L D	Type of discrimination that results when a neutral policy has a discriminatory effect; also known as adverse impact.
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Workplace		DEFINITION
Disparate treatment	-FQЛО - НЕК	Type of discrimination that occurs when an applicant or employee is treated differently because of his or her membership in a protected class.
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Workplace		DEFINITION
Diversity	F Q L D H E	Differences in people's characteristics (such as socioeconomic status, beliefs, personality, thought processes, work style, race, age, ethnicity, gender, religion, education, job function, etc.).
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Workplace		DEFINITION
Diversity council	Г F Q Ц D I H	Task force created to define a diversity and inclusion initiative and guide the development and implementation process.
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Workplace		DEFINITION
Drug-Free Workplace Act	F Q L D H E	U.S. law that requires federal contractors with contracts of \$100,000 or more as well as recipients of grants from federal government to certify they are maintaining a drug-free workplace.
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Workplace		DEFINITION
Duty of care	-ғоцо - неқе	Principle that organizations should take all steps that are reasonably possible to ensure the health, safety, and well-being of employees and protect them from foreseeable injury.
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Workplace Employee Polygraph Protection Act (EPPA)	Г F G L D H E K E L	DEFINITION U.S. act that prevents private employers from requiring applicants or employees to take a polygraph test for preemployment screening or during the course of employment, with certain exemptions.
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Workplace		DEFINITION Voluntary group for employees who share a particular diversity dimension
Employee resource group (ERG)	Ц D H E R	(race, religion, ethnicity, sexual orientation, etc.); also known as affinity group or network group.
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Workplace		DEFINITION
Employee Retirement Income Security Act (ERISA)	Г F G L D I H E R E	U.S. act that established uniform minimum standards to ensure that employee benefit and pension plans are set up and maintained in a fair and financially sound manner.
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Workplace		DEFINITION
Employees	ЧОЦО – НЕК	Individuals who exchange work for wages or salary; in the U.S., workers who are covered by Fair Labor Standards Act regulations as determined by the IRS.
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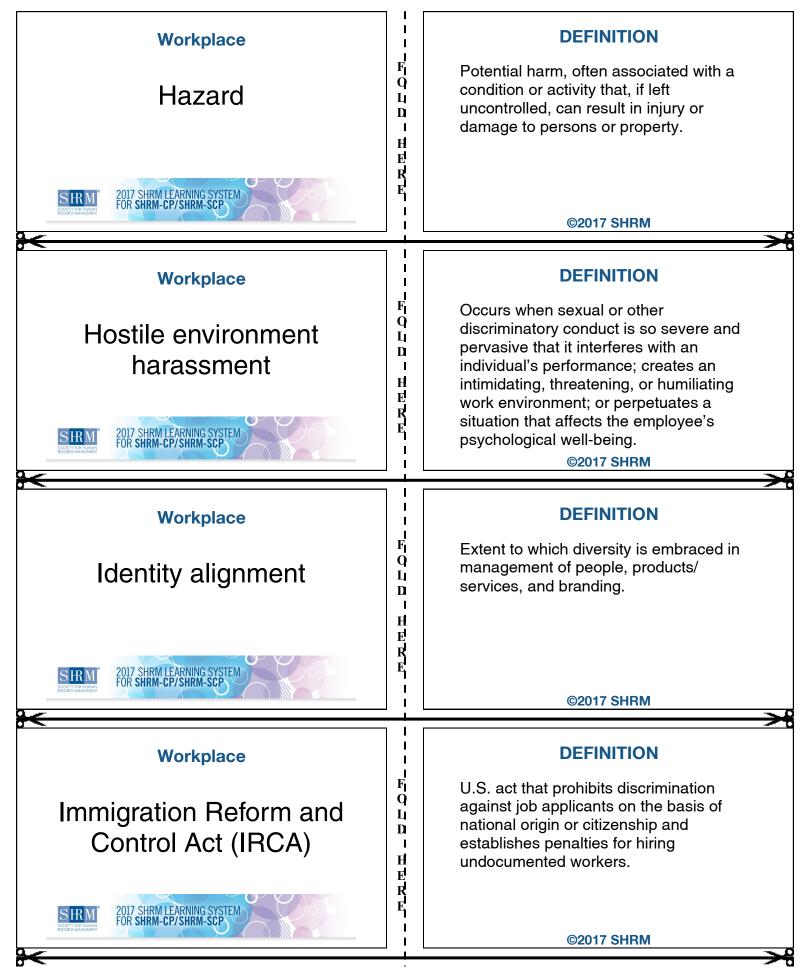
Workplace		DEFINITION
Employment practices	F Q Ц D	Type of liability insurance covering an organization against claims by employees, former employees, and
liability insurance (EPLI)	H E	employment candidates alleging that their legal rights in the employment
SIRM 2017 SHRM LEARNING SYSTEM FOR SHRM-CP/SHRM-SCP	R E	relationship have been violated.
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Workplace		DEFINITION
Equal Employment	F Q L	U.S act that amended Title VII and gave the Equal Employment Opportunity
Opportunity Act	D I H	Commission authority to implement its administrative findings and conduct its own enforcement litigation.
	E R F	own emorcement nugation.
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Workplace		DEFINITION
Equal Pay Act (EPA)	Fլ Q Lլ	U.S. act that prohibits wage discrimination by requiring equal pay for equal or "substantially equal" work.
	D I H	equal of substantially equal work.
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Workplace		DEFINITION
	F _I Q	Set of behavioral guidelines that an
Ethics	Ч Ц D	organization expects all of its directors, managers, and employees to follow, in
	I H	order to ensure appropriate moral and ethical business standards.
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Workplace		DEFINITION
Exempt employees	F Q Ц D	Employees who are excluded from U.S. Fair Labor Standards Act minimum wage and overtime pay requirements.
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Workplace		DEFINITION
Fair and Accurate Credit Transactions Act (FACT Act)	Г Г С Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц	U.S act that frees employers who use third parties to conduct workplace investigations from the consent and disclosure requirements of the Fair Credit Reporting Act in certain cases.
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Workplace		DEFINITION
Fair Credit Reporting Act (FCRA)	Ч Fl Q L D H E	U.S act that protects privacy of background information and ensures that information supplied is accurate.
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Workplace		DEFINITION
Fair Labor Standards Act (FLSA)	Г Г С Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц Ц	U.S act that establishes minimum wage, overtime pay, youth employment, and record-keeping standards affecting full- time and part-time workers in the private sector and in federal, state, and local governments.
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Workplace Family and Medical Leave Act (FMLA)		DEFINITION U.S act that provides employees with up to 12 weeks of unpaid leave to care for family members or because of a serious health condition of the employee.
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Workplace		DEFINITION
Faragher v. City of Boca Raton	-ғола-нет	U.S. court ruling that distinguished between supervisor harassment that results in tangible employment action and supervisor harassment that does not.
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Workplace		DEFINITION
Gender	F Q Ц П H	Refers to the socially constructed system that associates masculinity or femininity with certain roles, behaviors, activities, and attributes.
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Workplace		DEFINITION
Gender identity	Т F Q L D H E	Refers to one's internal, personal sense of being a man or a woman (or boy or girl), which may or may not be the same as one's sexual assignment at birth.
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Workplace General Duty Clause	I I F Q L D H E	DEFINITION Statement in U.S. Occupational Safety and Health Act that requires employers subject to OSHA to provide employees with a safe and healthy work environment.
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Workplace Genetic Information Nondiscrimination Act (GINA)		DEFINITION U.S act that prohibits discrimination against individuals on the basis of their genetic information in both employment and health insurance.
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Workplace Global integration (GI) strategy	 FQUI-HEFE	DEFINITION Globalization strategy that emphasizes consistency of approach, standardization of processes, and a common corporate culture across global operations.
RECLERE INFORMATION RECLER		©2017 SHRM
Workplace Global remittances	IIIIFOUDIHERE	DEFINITION Monies sent back home by migrants working in foreign countries.
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Workplace		DEFINITION
Globalization	Г F Q Ц D H E	Status of growing interconnectedness and interdependency among countries, people, markets, and organizations worldwide.
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Workplace		DEFINITION
"Glocalization"	F Q Ц D	Characteristic of an organization with a strong global image but an equally strong local identity.
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Workplace		DEFINITION
Governance	Г Fl Q Ц D H	System of rules and processes set up by an organization to ensure its compliance with local and international laws, accounting rules, ethical norms, internal codes of conduct, and other standards.
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Workplace		DEFINITION
Griggs v. Duke Power	F Q L D	U.S. case that set the standard for determining whether discrimination based on disparate impact exists.
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Workplace		DEFINITION
Inclusion	F Q L D	Extent to which each person in an organization feels welcomed, respected, supported, and valued as a team member.
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Workplace		DEFINITION
Key risk indicators (KRIs)	F Q Ц D	Metrics that provide an early signal of increasing risk exposures for an enterprise.
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Workplace		DEFINITION
Labor-Management Relations Act (LMRA)	F Q L D H E	U.S. act that imposed several restrictions and requirements on unions.
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Workplace		DEFINITION
Labor-Management Reporting and Disclosure Act (LMRDA)	FQUD HERE	U.S. act that imposed regulations on internal union affairs and the relationship between union officials and union members.
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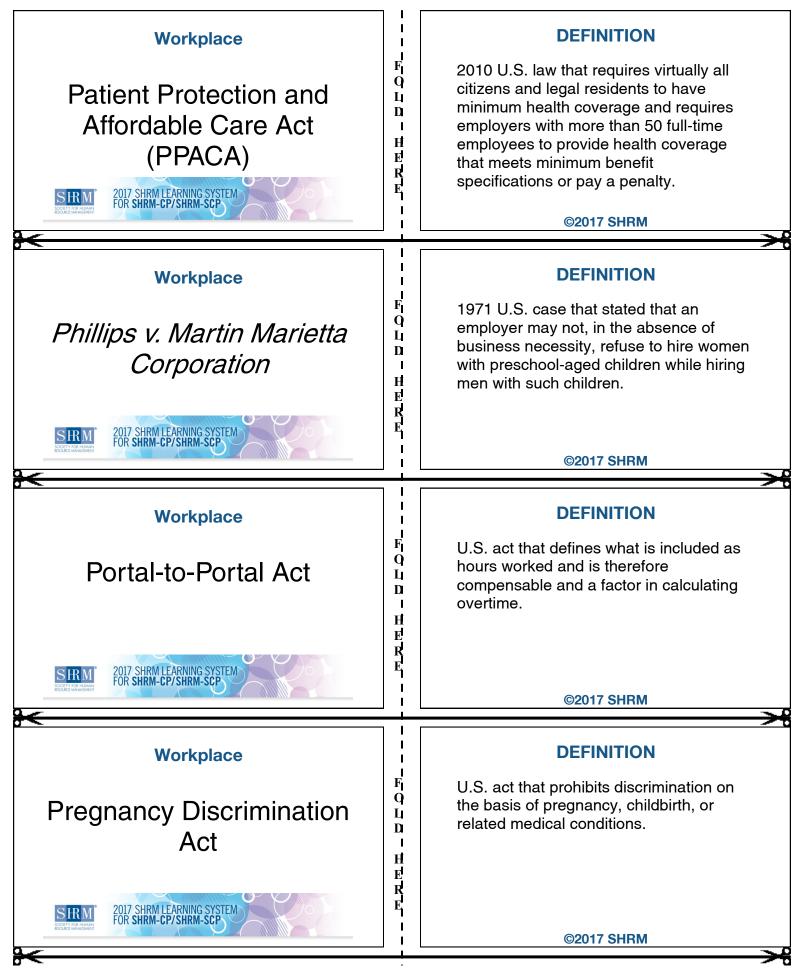


Workplace		DEFINITION
Moral hazard	Г Q Ц D H	Situation in which one party engages in risky behavior knowing that it is protected against the risk because another party will incur any resulting loss.
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Workplace		DEFINITION
Multinational enterprise (MNE)	Г F Q L D H E	Organization that owns or controls production or services facilities in one or more countries other than the home country.
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Workplace		DEFINITION
National Defense Authorization Acts (NDAA)	н Б С Ц С Ц С Ц С Ц С Ц С Ц С Ц С Ц С Ц С	U.S. acts that expanded FMLA leave for employees with family members who are covered members of the military.
		©2017 SHRM
Workplace National Federation of Independent Business v. Sebelius		DEFINITION U.S. Supreme Court ruling that Patient Protection and Affordable Care Act requirement that individuals purchase health insurance was constitutional but requirement that states expand Medicaid was not.
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Workplace National Labor Relations Act (NLRA)		DEFINITION U.S. act that protects and encourages the growth of the union movement; established workers' rights to organize and bargain collectively with employers.
Workplace National origin	Г Г Г Ц Ц Ц Ц Ц	DEFINITION Refers to the country (including those that no longer exist) of one's birth or of one's ancestors' birth.
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Workplace Near-shoring	I I F I I I I I I I I I I I I I I I I I	DEFINITION Practice of contracting a part of business processes or production to an external company in a country that is relatively close (e.g., within the same own region).
2017 SHRM LEARNING SYSTEM FOR SHRM-CP/SHRM-SCP		©2017 SHRM
Workplace NLRB v. Weingarten SIM 2017 SHRM LEARNING SYSTEM FOR SHRM-CP/SHRM-SCP	I F Q L D H E R T	DEFINITION Landmark 1975 U.S. labor relations case that dealt with the right of a unionized employee to have another person present during certain investigatory interviews.
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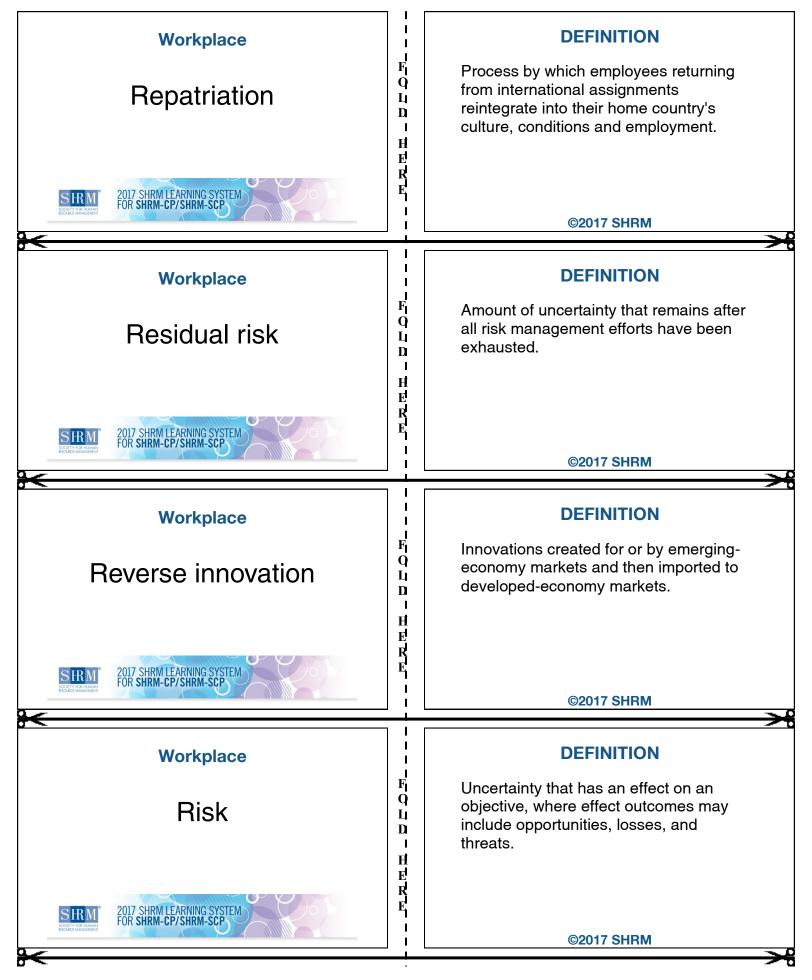
Workplace		DEFINITION
Nonexempt employees	F Q Ц D H	Employees covered under U.S.Fair Labor Standards Act regulations, including minimum wage and overtime pay requirements.
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Workplace		DEFINITION
Occupational illness	F Q L D H	Medical condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment.
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Workplace		DEFINITION
Occupational injury	Г Г Ц Д	Injury that results from a work-related accident or exposure involving a single incident in the work environment.
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Workplace		DEFINITION
Occupational Safety and Health (OSH) Act	-голо - неке	U.S. act that established the first national policy for safety and health and continues to deliver standards that employers must meet to guarantee the health and safety of their employees.
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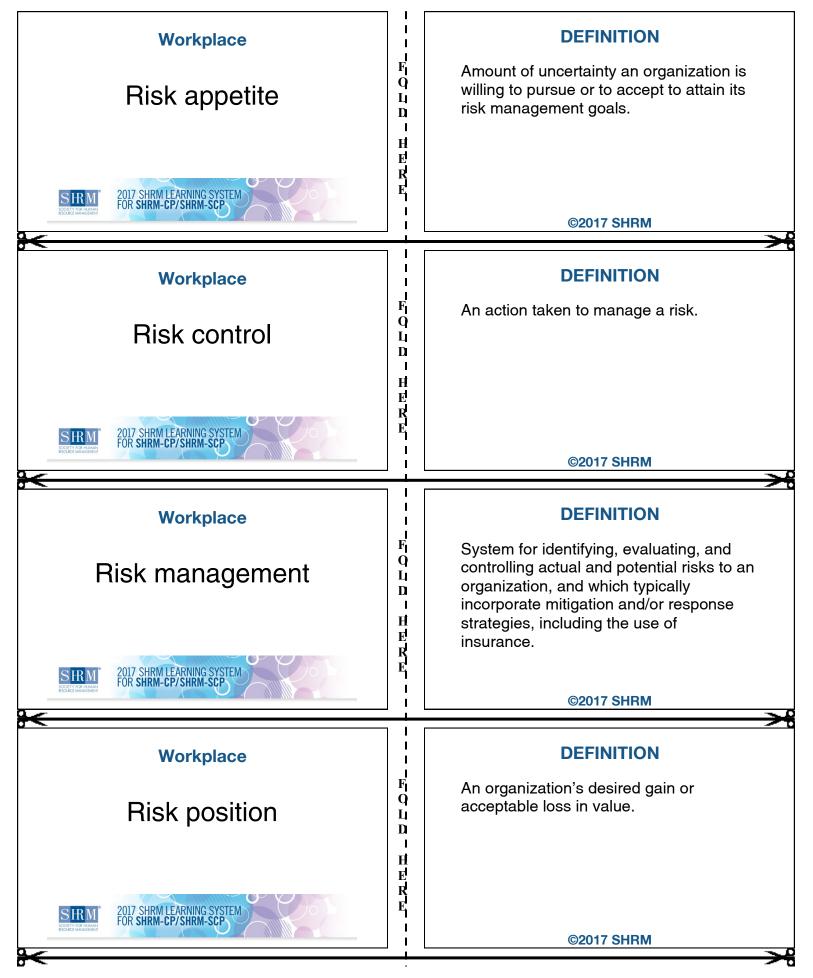
Workplace Offshoring	і І І Г О	DEFINITION Method by which an organization relocates its processes or production to
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		©2017 SHRM
Workplace		DEFINITION
Older Workers Benefit Protection Act (OWBPA)	- FOLD HER	U.S. act that amended the Age Discrimination in Employment Act to include all employee benefits; also provided standards that an employee's waiver of the right to sue for age discrimination must meet in order to be
2017 SHRM LEARNING SYSTEM FOR SHRM-CP/SHRM-SCP		upheld by a court. ©2017 SHRM
Workplace		DEFINITION
Onshoring	Г FI Q Ц D	Relocation of business processes or production to a lower-cost location inside the same country as the business.
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Workplace		DEFINITION
Overtime pay	Г Г О Ц П Н	Required for nonexempt workers under U. S Fair Labor Standards Act at 1.5 times the regular rate of pay for hours over 40 in a workweek.
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Workplace Principal-agent problem	Г Г Г С Ц П Н Е К Е	DEFINITION Situation in which an agent (e.g., an employee) makes decisions for a principal (e.g., an employer) potentially on the basis of personal incentives that may not be aligned with the principal's incentives.
SOCIETY IGH HAMAN BECKER MARKED FOR SHRM-CP/SHRM-SCP		©2017 SHRM
Workplace Process alignment	 	DEFINITION Extent to which underlying operations such as IT, finance, or HR integrate across locations.
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Workplace		DEFINITION
Protected class	F Q Ц D	People who are covered under a particular federal or state antidiscrimination law.
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Workplace		DEFINITION
Prudent person rule	FIQ FIQ ID I I I I I I I I I I I	States that a fiduciary of a plan covered by the U.S. Employee Retirement Income Security Act has legal and financial obligations not to take more risks when investing employee benefit program funds than a reasonably knowledgeable, prudent investor would under similar circumstances.

Workplace		DEFINITION
Public comment period	F Q L D H	Time allowed for the public to express its views and concerns regarding an action of an administrative agency.
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Workplace		DEFINITION
Quid pro quo harassment	-ғоцо-не	Type of sexual harassment that occurs when an employee is forced to choose between giving in to a superior's sexual demands and forfeiting an economic benefit such as a pay increase, a promotion, or continued employment.
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Workplace		DEFINITION
Redeployment	Г F Q L D H E	Process by which an organization moves an employee out of an international assignment; can involve moving back to the home country, moving to a different global location, or moving to a new
2017 SHRM LEARNING SYSTEM FOR SHRM-CP/SHRM-SCP		location or position in the current host country.
Workplace		DEFINITION
Regulation	FI Q LI D	Rule or order issued by an administrative agency of government, which usually has the force of law.
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Workplace		DEFINITION
Risk scorecard	'FQLD - HEX	Tool used to gather individual assessments of various characteristics of risk (e.g., frequency of occurrence; degree of impact, loss, or gain for the organization; degree of efficacy of current controls).
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Workplace		DEFINITION
Risk tolerance	Г FI Q Ц D	Amount of uncertainty an organization is willing to pursue or to accept to attain its risk management goals.
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Workplace		DEFINITION
Sarbanes-Oxley Act (SOX)	тгоцо I Нет	U.S. act that requires that all publicly held companies establish internal controls and procedures for financial reporting to reduce the possibility of corporate fraud.
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Workplace		DEFINITION
Sex	F Q L D	Classification of people as male or female.
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Workplace		DEFINITION
Sexual orientation	Г F O L D I H E I	Sexual, romantic, or emotional/spiritual attraction that one feels for persons of the opposite sex or gender, the same sex or gender, or both sexes and more than one gender.
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Workplace		DEFINITION
Single loss expectancy (SLE)	Г F Q L D H E	Expected monetary loss every time a risk occurs; calculated by multiplying asset value by exposure factor.
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Workplace		DEFINITION
Sustainability	Г ОЦО I Н Е К	Practice of purchasing and using resources wisely by balancing economic, social, and environmental concerns, with the goal of securing the interests of present and future generations.
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Workplace		DEFINITION
Triple bottom line	Г Г О Ц П Н	Economic, social, and environmental impact metrics used to determine an organization's success.
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Workplace Uniform Guidelines on Employee Selection Procedures	Г	DEFINITION Procedural document designed to assist employers in complying with federal regulations prohibiting discrimination.
Workplace Uniformed Services Employment and Reemployment Rights Act (USERRA)	IIIIFQUDI HEREIII	DEFINITION U.S. act that protects the employment, reemployment, and retention rights of persons who serve or have served in the uniformed services.
Workplace Vesting	FQUD HERE	DEFINITION Process by which a retirement benefit becomes nonforfeitable. ©2017 SHRM
Workplace Veto	Г F Q L D - H E R E	DEFINITION Action of rejecting a bill or statute.

Workplace Vicarious liability	Г 	DEFINITION Legal doctrine under which a party can be held liable for the wrongful actions of another party.
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Workplace		DEFINITION
Weingarten rights	F Q Ц D	Union employees' right in U.S. to have a union representative or coworker present during an investigatory.
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Workplace		DEFINITION
Worker Adjustment and Retraining Notification (WARN) Act	FOLD - HERE	U.S. act that requires some employers to give a minimum of 60 days' notice if a plant is to close or if mass layoffs will occur.
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Workplace Workweek	Г 	DEFINITION Any fixed, recurring period of 168 consecutive hours (7 days times 24 hours = 168 hours).
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