



## Human Rights Awareness Training Design Document

<b>Business Purpose</b>	<ul style="list-style-type: none"><li>● Failing to manage human rights issues in the oil and gas industry can lead to very real costs for the individuals whose rights are affected. It can also bring high costs to the companies themselves, as a result of operational delays, lawsuits, reduced employee satisfaction, lost opportunities in expansion or new investments, and reputational harm. The purpose of this course is to provide to all employees an overview of Innovative's position on human rights, its importance to their business, and their approach to managing potential human rights issues. Increasing awareness of human rights should decrease those risks to Innovative by 10% over the next year</li></ul>
<b>Target Audience</b>	<ul style="list-style-type: none"><li>● The intended audience for this training is employees in operations who may encounter human rights issues in projects.</li></ul>
<b>Training Time</b>	25 - 30 minutes eLearning course
<b>Training Recommendation</b>	<ul style="list-style-type: none"><li>● 1 Asynchronous e-Learning course</li><li>● The employee will be able to complete the training on their own or a company computer at any time. This will benefit the company to maintain staffing levels during shifts</li><li>● Course would have a storyline: Female coworker avatar is embarrassed she does not know how the oil industry impacts human rights and what exactly human rights is. Male supervisor avatar teaches her what human rights looks like, how it is impacted by their industry, how Innovative manages those issues and where to find internal and external resources.</li><li>● Knowledge checks - after 2 failed attempts, the learner will receive additional review on the current topic then prompted to proceed.</li><li>● Final evaluation</li></ul>
<b>Deliverables</b>	<ul style="list-style-type: none"><li>● 1 Design Document</li><li>● 1 Storyboard outlining the Human Rights Awareness training course</li><li>● 1 Level 2 eLearning course developed in Storyline with voice-over narration</li></ul>

<p><b>Learning Objectives</b></p>	<p>By the end of the training, the learners will be able to...</p> <ul style="list-style-type: none"> <li>● Provide a basic definition of “human rights”</li> <li>● Describe potential human rights issues facing oil and gas companies</li> <li>● Identify why this is important to you, our company and other stakeholders</li> <li>● Recognize Innovative’s processes in place to manage human rights issues</li> <li>● Locate internal and external resources available to help you identify, analyze and effectively manage human rights issues that may arise in your work</li> </ul>
<p><b>Training Outline</b></p>	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>● Welcome</li> <li>● Navigation</li> <li>● Introduction Scenario</li> <li>● Objectives</li> </ul> <p><b>Topic: What is human rights</b></p> <ul style="list-style-type: none"> <li>● What is human rights <ul style="list-style-type: none"> <li>● Civil and Political Rights</li> <li>● Workplace Rights</li> <li>● Economic, Social and Cultural Rights</li> </ul> </li> <li>● Knowledge Check: drag and drop</li> </ul> <p><b>Topic: Human rights issues in the oil and gas industry</b></p> <ul style="list-style-type: none"> <li>● What are human rights issues in the oil and gas industry <ul style="list-style-type: none"> <li>● The Government</li> <li>● The Community</li> <li>● The Workplace</li> </ul> </li> <li>● Knowledge Check: hotspots</li> </ul>

**Topic: Why do human rights matter to Innovative**

- Voiceover will discuss why human rights matter to Innovative
  - 4 Key aspects for systematically ensuring Innovative respect human rights
    - Support employee morale, recruitment and retention
    - Reduce business continuity risks
    - Protect company reputation
    - Encourage community support needed for access to resources

**Topic: Managing human rights issues at Innovative**

- How does Innovative manage human rights issues?
  - Internal and External Communication
  - Integration and Implementation
  - Policies, Position and Principles

**Topic: Where can you get help? External and Internal Resources**

- Internal Resource
  - Link provided in resources tab to Innovative Code of Business Ethic and Conduct
- External Resource
  - Link provided in resources tab to International Petroleum Industry Environmental Conservation Association (IPIECA)

**Final Assessment**

- Result Slide
  - the learner will be prompt to the next slide if he or she answers all questions correctly
  - the learner will be prompt to retake questions, if he or she answers between 0-3 questions correctly
  - The learner will have the choice to retake questions or continue if answers 4 questions correctly.

**Summary of course objectives**

**Thank you!**

***Assessment Plan***

- Final graded assessment includes 5 multiple choice questions
- Learner must score 80% to pass and complete course
- Questions will be created during alpha stage (after the storyboard / script have been fully approved)