

LEONARDO COMPLIANCE

Integration & New Hire



Access Leonardo directly from the Ciao! Optical Toolkit or [Leonardo Learning platform | EssilorLuxottica](#). **Login with EssilorLuxottica ID and Network Password.** Use this checklist to complete the mandatory compliance lessons within **30 days** of conversion or hire date. Many of the lessons will be accessible from your **To-Do List in Leonardo** or **click on the hyperlink** below to be directed to the lesson.

Category	Duration	Lesson with Link	Team Member	Doctor	Field & Corporate
Healthcare Compliance	30 min	ADA Training – North America	Yes	Yes	Yes
	20 min	2025 Medicare-Medicaid FWA	Yes	Yes	Yes
Data Privacy	30 min	HIPAA 101: What You Need to Know	Yes	Yes	Yes
	10 min	Overview of US States' Privacy Laws	Yes	Yes	Yes
Ethics Compliance	20 min	One Ethical Culture	Yes	Yes	Yes
	20 min	Anti-Corruption and Bribery Awareness	Yes	Yes	Yes
Store Operations	15 min	Asset Protection In EssilorLuxottica	Yes	Yes	Yes
	10 min	Recognizing and Avoiding Phone Scams	Yes	No	Yes
Health & Safety	15 min	The 3 Rs Of Shoplifting Prevention	Yes	Yes	Yes
	45 min	2025 Injury and Accident Prevention 1. 2025 Incident, Injury and Illness Reporting 2. 2025 Accident Prevention 3. 2025 Electrical Safety	Yes	Yes	Yes
	40 min	2025 Workplace Emergency 1. 2025 Emergency Response 2. 2025 De-Escalating Conflict 3. 2025 Active Shooter: Response and Procedures	Yes	Yes	Yes
	45 min	2025 Hazardous Materials Handling 1. 2025 Hazardous Communication in Stores 2. 2025 Dangerous Goods Shipping Awareness 3. 2025 Waste Management In Stores	Yes	No	Yes
	10 min	Wearable Technology: Safe Handling and Management	Yes	No	Yes

Additional Lessons by City or State:

Category	Duration	Lesson with Link	Team Member	Doctor	Field & Corporate
California Additional	30 min	2025 California Workplace Violence Prevention	Yes	Yes	Yes
Chicago Additional	60 min	2025 Bystander Intervention – Chicago	Yes,	Yes	Yes

It is required to take ONE of the below Workplace Harassment lessons. If you are a manager, you will complete the manager option while all non-managers will complete the employee option. Note that select states or cities have different versions that should be taken if you live or work in that state or city.

Category	Duration	Lesson with Link	Team Member	Doctor	Field & Corporate
Workplace Harassment	30-90 min	2025 Workplace Harassment: Employees	Yes, for Illinois and New York ONLY		
	30-90 min	2025 Workplace Harassment: Managers	Yes, for Illinois and New York ONLY		
	30-90 min	2025 Workplace Harassment: Employees – Chicago	Yes, for Chicago ONLY		
	30-90 min	2025 Workplace Harassment: Managers – Chicago	Yes, for Chicago ONLY		

Note: These lessons will be assigned to you and on your to-do list based on job title and geographic locations. All other States/Cities will have updated Workplace Harassment Courses in 2026.

Additional Lessons for Managers:

Category	Duration	Lesson with Link	Team Member	Doctor	Field & Corporate
Ethics Compliance	45 min	Wage And Hour Training For Managers	Yes, Managers	No	Yes, Managers
	15 min	Employee Relations For Managers Of People	Yes, Managers	No	Yes, Managers