



To: California Store Managers

From: Human Resources

Date: August 28, 2007

SUBJECT: Required Training Programs

Mandatory Sexual Harassment Prevention Training for all California Managers and Supervisors

California Law (AB1825) requires that all associates in California who supervise others (or regularly direct the activities of others) complete 2 hours of training every two years on avoiding sexual harassment. This law became effective July 1, 2005 and all associates that may supervise or direct the activities of others on or after that require training every 2 years. Associates hired or promoted into such a position need to complete the training within 6 months of the date they enter the supervisory role unless they previously held a position that received the training within the last 2 years. All store positions in California that must comply with this requirement are listed below:

- Store Manager
- 1st Asst Manager
- Assistant Manager
- Sr. Commercial Manager
- Commercial Manager
- Commercial Assistant Manager
- Depot Manager
- Depot First Assistant Manager
- Depot Assistant Manager
- Manager in Training

Since it has been 2 years since the initial training program, many associates are now required to recertify. **Anyone in the above positions who completed the initial training in 2005 or who has not yet completed the training will be required to complete it by November 1, 2007.** All other associates in the above positions will be required to recertify within two years of their initial completion date. You will be sent specific names of associates in your store with their due dates for completing the course via email.

To complete this training in a timely and efficient manner, CSK has contracted with an online learning company (Corpedia) to provide the training online. The interactive program is self-directed and typically takes from 2 to 2 ½ hours to complete. This will be paid time for hourly associates that choose this option. Store associates may complete the course from any computer with high speed internet access* (personal computer, public library, etc). This training will not be available through store systems. See detailed system requirements and instructions for accessing the course, enclosed.

CSK is offering associates the opportunity to complete the training online for several reasons:

- The learning is interactive and engaging so, for most people, they will actually learn the material better than in a classroom environment.
- The learning can be started and stopped (book-marked) so it doesn't have to be completed all in one session. After an associate starts the online training, they must complete it within one pay period (2 weeks).
- Travel to and from a training location is not necessary, which saves both time and money.

Store Manager Instructions:

The following steps must be completed when an associate in a position listed above (including the Store Manager) is ready to complete the program:

- Give them a copy of the enclosed instructions and system requirements.
- Confirm that they have high speed internet access* with a computer that meets the minimum requirements listed.
- Let them know that the training will typically take between 2 and 2 ½ hours to complete. Adjust the work schedule appropriately to allow the associate to be paid for the training at home or another non-store location without incurring overtime. The maximum time allowed for the program is 3 hours, and we want to keep the time spent on the course below that limit. However, associates must still be paid for all training hours, even if they exceed that limit. If it appears that the training may take significantly more than 3 hours to complete, associates must immediately inform you and you should contact your HR manager for further instructions.
- Direct the associate to record the date(s) and start and stop time(s) that they took the training on the voucher at the bottom of the attached instructions. After the associate completes the training, a member of management must key those hours as "Training Hours" on the appropriate day(s).

Corpedia will track all training courses completed and HR Managers will be able to verify that associates have successfully completed the course.

To the degree possible, we want the associates required to complete this training to take advantage of the online course. If you or one of your associates does not have access to a computer that meets the enclosed requirements, please contact your HR Manager, who will do his or her best to help you find a location where you can complete the training. Only when circumstances require it will classroom training be offered.

We hope that you find the course helpful. We also appreciate you doing your part to create an atmosphere of professionalism and mutual respect at CSK Auto.

***Important Note**

The online training program can be completed using a dial-up connection. However, it may take more than 3 hours to complete, so it is not recommended.

Cc: District Managers
HR Managers
Regional VPs

Online Training Instructions

Getting Started

Before entering the course, *be sure to turn off any pop-up blockers* that you may have installed on your computer. Pop-up blockers can interfere with the proper operation of the course. It also is a good idea to close any other programs that you have open. To enter the course, open your Internet browser and enter this link:

<http://www.corpedia.com>

1. Click on the blue "Client Login" button at the upper right hand side of the screen, and enter your login info:

Username: 6 digit Employee ID Number

Password: train

Company: csk

2. The system will check your browser for compliance with technical requirements. If your browser does not meet the requirements, you will be automatically guided in adjusting the settings and/or downloading and installing the latest Flash plug-in.

3. Enter the Edit Profile Page (under the 'User Options' menu) to check your information and make any necessary changes. We recommend recording your personal email address in your profile, so that you can have your password emailed to you in case you forget it. Click the "save" button when finished. You will be returned to the Training Menu.

4. You may choose a new password by accessing the Change Password page (under the 'User Options' menu). Please remember your password, as you will need it to login in the future. Click the "Change Password" button when finished. If you forget your password, you can have it emailed to you if you provided an address when setting up your profile in step 3, above. To request your password, submit your username and company at the following URL: <http://www.corpedia.com/welcome/forgotpass.asp>. If you did not provide an email address in your profile, you must contact Corpedia at (602) 712-9919 or support@corpedia.com.

5. Enter your Training Menu. The course, CSK - Sexual and Other Workplace Harassment: California Manager's Edition, will appear in the "Courses you are registered for" column.

6. Select the "start" button to the left of the course title to begin training.

Entering and Exiting the Course

We encourage you to take the course straight through. If necessary, however, you can exit the course and your place will be saved. If you do exit the course before you finish, *be sure to use the "Exit" button at the bottom left side of the screen*. When you re-enter the course, you will be taken to the page that you were previously on.

At any time you can see where you are in the course by viewing the "menu" on the left side of the screen. Folders in green are sections you have already completed. The course follows a linear flow and you cannot skip ahead to a section you have not already seen. You can, however, return to any section you have already viewed by clicking that module in the menu. To see the text for the current scene, click the "captions" button on the left side of the screen.

Completion

At the end of the course there is a 16 question test. You will not be marked as completed until you have passed this examination. You must answer every question correctly to pass. Upon completion, if you have entered your e-mail address into your profile, you will be e-mailed confirmation of your completion.

Training Voucher

I _____ [print name], employee ID # _____, have successfully completed the Corpedia, Inc. web-based training program titled "CSK - Sexual and Other Workplace Harassment: California Manager's Edition" The training was completed on the following days at the times listed:

Date	Start Time	End Time

Please give this voucher to a member of store management upon completion of the training program. They must enter the time(s) shown above as training hours in eTIME and file this voucher in your personnel file.

Corpedia System Requirements

Minimum System Requirements

Microsoft Windows 95/98/NT/2000/XP:

- Pentium II
- 64 MB RAM (later versions of Windows may require more system memory)
- 800 x 600 256 color display
- Connection to the Internet at 56K or better*
- Sound card and speakers or headphone jack
- Version 4 or above of Netscape, Internet Explorer, or AOL (with exception to Netscape 6) and Macromedia Flash 5 or better

Recommended System Requirements

Microsoft Windows 95/98/NT/2000/XP or Better:

- Pentium III or better
- 128 MB RAM or better
- 16 bit (thousands of colors) display with 800 x 600 resolution or better
- High speed internet connection (i.e. cable, DSL, or T1)
- Sound card and speakers or headphone jack
- Internet Explorer 5.5 or above with Macromedia Flash 6 or better

Corpedia uses auto-detection routines to check your browser for the Flash 5 or better plug-in, JavaScript and cookies. If any of these is neither present nor active, the system will redirect you to an error page and offer specific instructions.

In rare instances, Corpedia is unable to support computer systems that require certain programs which interfere with the normal operation of the Macromedia Flash plug-in and the Internet Explorer browser.

MAC System Requirements:

- Mac OSX 10.4 or greater
- Safari 1 and 2 browsers
- Firefox production version 1 or greater (beta versions may work, but are not supported)
- Macromedia Flash 5 plug-in or greater

Note: Microsoft IE for Mac OSX is NOT supported. Any browsers on the Mac OSX platform not listed above are not supported, and may present problems that do not allow for successful completion of Corpedia courseware.

***Important Note!** *You can complete the program using a dial-up connection. However, it may take more than 3 hours to complete, so it is not recommended.*

If your computer meets the above technical requirements, and you continue to experience difficulties accessing the site or the course, please contact support@corpedia.com.

As with any application delivered over the Internet, you may experience performance interruptions when you are in the course. If you come to a screen that will not load or you are not able to advance, you may wish to exit the course, clear your cache, and log back in. If you continue to have the same issue, wait for a period of time and try again. If this problem is persistent, contact support@corpedia.com.