



ETHICAL EXPECTATIONS: CODE OF CONDUCT AND COMPLIANCE TRAINING

Course No: ETH101

Course Length: 1 Hour

Description: This course provides basic business ethical decision-making strategies and code of conduct information. It functions as a foundational, general ethics course targeted to all employees. This course introduces participants to various ethical decision-making models and then expands to cover common code of conduct topics. The emphasis of this course is to help employees develop solid ethical decision-making skills in the context of learning specific codes of conduct.

Objectives:

- Understand a working definition of business ethics and apply it to everyday situations.
- Know how to approach and solve various kinds of ethical dilemmas using specific ethical tests and problem-solving strategies.
- Understand the purpose, components, and scope of a code of conduct.
- Know the ethical principles for caring for company assets.
- Know the ethical principles for avoiding conflicts of interest.
- Know the ethical principles for handling confidential information and intellectual property.
- Know the ethical principles for dealing with business gifts and hospitality.
- Know the ethical principles for handling electronic communications.
- Know the ethical principles surrounding antitrust and fair completion conflicts.
- Understand the ethical responsibilities and obligations for employees and managers.
- Learn how to report unethical behavior and how to get assistance.

Course Outline



Part 1: Ethics Fundamentals

- What is a code of conduct?
- Why is a code of conduct important?
- What is ethics?
- What is business ethics?
- Your ethical expectations
- Your professional perspective
- Ethical pillars
- Ethical dilemmas of conscience
- Dilemmas from outside your influence
- Company/organizational values

Part 2: Assets and Conflicts of Interest

- What are company assets?
- Ethical principles for using company assets
- Responsibility principles for using company assets
- Responsibility for physical property
- Responsibility for funds
- Responsibility for intangible property
- Responsibility for company records
- What are conflicts of interest?
- Outside employment conflicts
- Financial conflicts
- Conflicts of time and resources
- Family conflicts
- Personal volunteering/selling conflicts
- Why should you avoid conflicts of interest?

Part 3: Confidential Information & IP and Business Gifts

- What is confidential information?
- What are trade secrets?
- Intellectual property
- How do you know what is confidential?



- Protecting confidential information
- What are business gifts and hospitality?
- What do gifts communicate?
- Reasons for rejecting inappropriate gifts
- Bad intentions
- Six considerations for accepting a gift

Part 4: Technology and Communications

- Company hardware
- Company software
- Company computer networks
- Company network ethical issues
- Responsibility and respect
- Occasional use

Part 5: Antitrust/Fair Competition, Ethical Responsibilities, and Reporting & Assistance

- What are antitrust laws?
- Rationale for having antitrust laws
- Common antitrust behaviors
- Antitrust laws
- Exchanging information with competitors
- Accuracy and honesty in communications
- Your employee responsibilities
- Manager/supervisor responsibilities
- Company responsibilities
- Myths of reporting
- Documentation
- Reporting and assistance
- Retaliation
- Survival tips