



STEWARDSHIP OF COMPANY ASSETS

Course No: ETH103

Course Length: 1 Hour

Description: This course provides practical information to help employees protect the company's assets from theft, abuse, waste, and fraud.

Background: Effective use of company assets is critical to the bottom line. Assets can be the tangible equipment, physical property, funds, or intangible things such as intellectual property and patents. Whether an employee drives a company car or manages a large budget, he or she has a responsibility to take good care of what has been entrusted to him/her. The fewer assets the company has to replace or repair, the more profitable it will be. The resources saved provide stability, job growth, and a healthy future. It is a win-win situation for everyone. This course provides the helpful information that employees need to know about in order to protect the company's assets from theft, abuse, waste, and fraud.

Objectives:

- Foster a sense of responsibility for protecting company assets.
- Define and identify types of company assets.
- Know basic ethical principles for using company assets.
- Understand the ways one shows responsibility for physical property.
- Understand the ways one shows responsibility for company funds.
- Understand the ways one shows responsibility for company intellectual property.
- Learn the proper care for protecting company records.

Course Outline

Part 1: Ethical Issues and Problems

- Company assets
- Kinds of assets
- Ethical principles for using company assets

Part 2: Connecting character

- Respect for Personal Property
- Personal property rights
- Problems and myths of property rights
- Character connection

Part 3: What you need to know

- Responsibility for Physical Property



- Responsibility for funds
- Responsibility for intangible property
- Responsibility for company records

Part 4: Actions for success

- Occasional use
- Employee theft
- Ethical actions for success