



ETHICAL EXPECTATIONS: CODE OF CONDUCT AND COMPLIANCE TRAINING

Instructor: Mark S. Putnam, M.Ed.

Course Length: 2 hrs.

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.

Outline:

- Part 1: Ethical Concepts and Principles
- Part 2: Understand the Code of Conduct
- Part 3: Caring for Company Assets
- Part 4: Avoiding Conflicts of Interest
- Part 5: Confidential Information and Intellectual Property
- Part 6: Business Gifts and Hospitality
- Part 7: Electronic Communications
- Part 8: Antitrust and Fair Completion
- Part 9: Responsibilities
- Part 10: Reporting and Assistance