



A Safer Workplace Through EducationSM

COMPLIANCE

Ethics Management for Employees: Professionalism in the Workplace

Course Length: 1.0 Hours

Course Description

Ethics Management for Employees is an introductory course designed for entry-level employees and provides a foundation for the key elements of Ethics training and professionalism in the workplace.

This course will help you develop your ability to recognize and promote ethical decisions in the workplace, and act in a professional manner.

Many employees entering the workforce wonder, *“How do I interact with co-workers and customers? What is expected of me in the workplace?”*

Throughout our careers, most of us will have many different jobs requiring different sets of skills. No matter what the industry, they have one thing in common: in order to succeed and advance, we need to demonstrate professionalism. Being a professional means acting ethically, demonstrating integrity, treating everyone with dignity and respect, showing poise, and owning up to mistakes.

Join us as we review practical examples of ethical and unethical decisions as well as recent real-world examples of professional and unprofessional behavior.

This course is designed for **Employees**.

Course Table of Contents

- Section 1: Defining Business Ethics
- Section 2: Factors that Influence Ethical Behavior
- Section 3: Ethical & Unethical Practices
- Section 4: Recognizing Unethical Behavior
- Section 5: Best Practices for Ethical Decision Making

Discusses Federal statutory requirements as outlined by:

-Sarbanes-Oxley Act of 2002

Course Learning Objectives

- Define Ethics in the Workplace
- Identify why an Organization needs Ethics Training
- Assess Common Workplace Ethics Codes of Conduct
- Weigh Social Responsibility Factors that Influence Business Ethics
- Compare Examples of Ethical & Unethical Actions
- Review Reporting Procedures & Determine When to Report
- Evaluate the Causes of Ethical Dilemmas
- Establish Ethical Best Practices

Course Topics

Abusive Conduct

Access Control

Amoral Management of Ethics

Anti-Corruption Program

Bribery

Bystander Effect

Code of Conduct

Code of Ethics

Confidentiality

Conflicts of Interest

Customary in Industry Test

Decision making model

Dishonesty

Do Unto Others Test

Duty-based ethics

Employee Handbook

Employee Manual

Ethical Best Practices

Ethical Dilemmas

Ethical Practices

Ethical Quandaries

Ethical Values

Ethical Workplace

Ethics

Ethical workplace

Greed

Honesty

Immoral Management of Ethics

Legal Compliance

Light of Day Test

Moral Management of Ethics

Morale

Morals

Policies

Procedures

Professionalism

Quality and Productivity

Reporting Process

Retaliation

Self-Talk

Sensitive Information

Time Theft

Transparency

Unethical Practices

Ventilation Test

Workplace Ethics