



A Safer Workplace Through
EducationSM

COMPLIANCE

Ethics Management for Supervisors: Professionalism in the Workplace

Discusses Federal statutory requirements as outlined by:

Course Length: 1.5 Hours

-Sarbanes-Oxley Act of 2002

Course Description

Ethics Management for Supervisors is an intermediate course designed to refresh you with the foundational elements of Ethics training and reinforce the tenets of professionalism in the workplace.

This course will help you develop your ability to recognize and promote ethical decisions in the workplace, and identify ethical and unethical decisions and behaviors.

Ethics represent a set of standards and values that define how a business will manage itself and how it will promote the greater good. An organization's policies guide its employees on what is acceptable behavior. As a supervisor, you are responsible for guiding employees with principles of confidentiality, honesty, and transparency in business dealings and conduct toward others. Our *Ethics Management for Supervisors* course will reintroduce and reinforce principles that positively affect your organization's public image, ensures the best use of resources, and assists in legal compliance. Our ethics training also provides guidelines for managing ethical behavior, promoting professionalism, and creating a Code of Conduct for your organization. Review practical examples of ethical and unethical actions and familiarize yourself with an Ethical Decision Making Model that can aid you and your employees in navigating ethical dilemmas.

This course is designed for **Supervisors** and **Managers**.

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: Ethical Decision Making
- Section 6: Ethical Best Practices

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
- Analyze the Characteristics of an Ethical Organization
- Evaluate the Causes of Ethical Dilemmas
- Establish 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

Ethics Board

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

Sarbanes-Oxley Act (SOX)

Self-Talk

Sensitive Information

Time Theft

Transparency

Unethical Practices

Ventilation Test

Workplace Ethics