

# Tools for an Ethical Workplace

## Course Outline – All Employees

Module	Learning Objectives	# of Configurable Pages
<b>Introduction</b>	<ul style="list-style-type: none"><li>• Identify the topics covered in this course.</li><li>• Navigate the course.</li></ul>	2
<b>Our Behaviors Matter</b>	<ul style="list-style-type: none"><li>• Establish the importance of considering ethical behavior.</li><li>• Identify the role of values in shaping our perception of what is or is not ethical.</li><li>• Analyze whether or not workplace behaviors are ethical.</li></ul>	1
<b>Barriers to Acting Ethically</b>	<ul style="list-style-type: none"><li>• Identify common hurdles to ethical behavior.</li><li>• Identify red flags that may indicate pressure to behave unethically.</li><li>• Explain the process of developing confidence to intervene.</li></ul>	1

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## Course Outline – All Employees

Module	Learning Objectives	# of Configurable Pages
<b>Ethics in Business</b>	<ul style="list-style-type: none"><li>• Establish the impact of ethical behavior on maintaining positive workplace conduct.</li><li>• Identify appropriate behaviors when working with confidential information.</li><li>• Explain organizational policy related to whistleblowing and retaliation.</li><li>• Identify conflicts of interest and how to ethically respond.</li><li>• Apply strategies to maintain accurate and fair records.</li></ul>	2
<b>Conclusion</b>	<ul style="list-style-type: none"><li>• Receive a summary of the course content.</li></ul>	8