

Workplace Ethics: Our Code of Conduct

Course Outline – All Employees

Includes knowledge assessments

Module	Learning Objectives	# of Configurable Pages
What's a Code of Conduct?	• Identify the key concepts of the Code of Conduct. • Recognize employers' responsibilities regarding anti-retaliation and whistleblowers' rights.	5
Conflicts of Interest	• Define the concept of conflicts of interest and its negative impact on the organization. • Recognize different types of conflicts of interest and ways to avoid them.	5
Protecting Organization Information	• Recognize ways to maintain financial integrity. • Identify ways to protect the company's information including its data and financial books. • Recall how to report suspect issues.	5

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Exports and Imports Compliance	• Identify export and trade compliance processes and regulations. • Recognize red flags when organizing exports. • Recall how and when to report problems.	5
Bribery and Corruption	• Identify signs of corruption or bribery at work. • State ways to prevent corruption and bribery at work.	5
Gifts, Meals, and Entertainment	• Identify the signs of bribery or conflict of interest when dealing with gifts, and entertainment at work. • Recognize ways to prevent the risk of bribery or conflict of interest when dealing gifts, and entertainment at work.	5

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Money Laundering	• Identify different types of money laundering. • Recognize ways to prevent and report money laundering.	5
Competition and Antitrust	• Identify and avoid business practices and situations that could risk antitrust violations. • Recognize and avoid behavior that may be in violation of antitrust. • Identify the proper reporting process for antitrust violations.	5
Insider Trading	• Identify the most common types of insider trading. • Recognize penalties for insider trading. • Explain ways to avoid different forms of illegal insider trading.	5