

Code of Conduct e-learning

When is a gift considered a goodwill gesture and when does it become a bribe? How do we deal with a workplace situation that oversteps the boundaries of decency? Can you use information about a client that you obtained confidentially from one of their employees to secure a mandate? These are typically situations where employees have a right to know where they stand. A Code of Conduct reflects the organisation's core values and provides a practical set of guiding principles to help employees make decisions in their day to day work. The Code is supported by more detailed policies that form part of the organisation's Conduct and Ethics Policy Framework and is a valuable contributor to clarity and organisational integrity.

Course Overview

The Code of Conduct course has especially been designed to provide all staff with guidance regarding the organisation's ethical business principles and to help them align their actions accordingly. As there is no such thing as a 'standard' Code of Conduct, the e-learning will be tailored to your organisation's culture, identity and corporate values.

Target Audience

This course is designed as a general integrity training and is appropriate for all staff and the organisation's designated stakeholders.

Objectives

After completing the e-learning a participant will be able to:

- Describe the organisation's core values, ethical standards and culture;
- Confidently apply organisationally desired behaviour in all aspects of working life;
- Know the consequences of misconduct;

Duration

This e-learning course will take approximately 45 -60 minutes to complete including taking the knowledge check.

Training Methodology

The course has been developed using the latest e-learning authoring tools and is informative, interactive and engaging. At the end of the training there is a learning assessment to test what the participant has learned. The results of the test can be saved or printed and can serve as an audit trail for evidence towards the regulator.