

Code of Conduct Training

It's widely agreed that every company needs to have a policy statement on legal and ethical conduct. The Organizational Sentencing Guidelines require that a company "must have taken steps to communicate effectively its standards and procedures to all employees and other agents, e.g., by requiring participation in training courses or by disseminating publications that explain in a practical manner what is required." Thus, if a company hopes to qualify for more lenient treatment under the Guidelines in the event of employee or corporate misconduct, having, disseminating and enforcing a Code of Conduct are essential.

Think about it — in most companies, a new employee is given a copy of the Code on his or her first day of work, signs the acknowledgment page, and puts the Code in a bottom desk drawer, never to be opened again. But if legal or ethical issues arise down the road, what standard of conduct will the company be held to? The Code of Conduct. Code of Conduct training lifts your company's Code out of employees' bottom drawers and makes it a resource for dealing with important issues that arise in the workplace.

Course Summary

This 40-minute course provides basic training on the most important topics found in almost every company's Code of Conduct. The topics covered in the course include —

- Honesty and fairness
- Diversity and respect
- Conflicts of interest
- Information security
- Business records
- Electronic communications
- Health, safety and the environment
- Alcohol and drug abuse
- Workplace violence
- Political activity
- Insider trading
- Fair disclosure
- Anti-competitive conduct
- Bribery and kickbacks
- Sanctions and trade embargoes
- Working with integrity
- Reporting violations
- Acknowledgment