

## *Ethics and Compliance Basics*

Reinforcing ethical principles and educating employees about compliance with the law are ongoing and important responsibilities. An organization is only as ethical and compliant as its officers, managers and employees. Training is helpful for encouraging appropriate behavior, setting expectations, demonstrating the organization's commitment, and informing employees of laws or regulatory principles that may not be common knowledge.

Integrity and scruples not only keep us out of court and out of prison, but they are good for business. One study found that companies making "an explicit commitment to doing business ethically" have produced profit/turnover ratios at 18% higher than those without a similar commitment. Conversely, a bad reputation can ruin a business.

### Course Summary

This 35-minute course is, in essence, a "Code of Conduct Training" course for organizations that do not have a formalized Code of Conduct. It covers the same legal/ethical/compliance principles, but without reference to a Code.

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
- Anti-competitive conduct
- Bribery and kickbacks
- Working with integrity
- Reporting violations