

Course Name

Work Ethics and Code of Conduct

Sector Name

Interpersonal Skills and Self Development

Document Type

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Work Ethics and Code of Conduct

Course Introduction

Every day, key decisions are made about how resources are used and consumed in the enterprise. The ethical imperative is to ensure that resources are used in the most appropriate way within the context of the organization and the broader context of the organization in the community.

Ethics should maintain a positive effect on the employees' surroundings, creating an atmosphere of decision-making that fosters help and not harm. This course will pose a series of questions that will form the basis of a practical ethical framework.

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Target Audience

- ✓ Executive Secretaries
- ✓ Executive Personal Secretaries
- ✓ Personal Secretaries
- ✓ Executive Assistants
- ✓ Personal Assistants
- ✓ Office Managers
- ✓ Administration Managers
- ✓ Management Secretaries
- ✓ Senior Assistants

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Learning Objectives

- ✓ Understand what 'business ethics' is
- ✓ Define a code of conduct and a code of ethics
- ✓ Learn how to make ethical decisions
- ✓ Receive practical tools to implement ethics in the workplace
- ✓ Understand employee rights to enable and create privacy, harassment & technology policies
- ✓ Understand your business & social responsibilities
- ✓ Learn how to balance personal and organizational ethics
- ✓ Learn when to "blow the whistle."
- ✓ Be able to identify unethical behaviors

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Course Outline

✓ 01 Day One

What Is Ethics And Code Of Conduct?

- ✓ What Is Business Ethics?
- ✓ What is the Code of Conduct
- ✓ The need for a code of conduct in the workplace
- ✓ 10 Benefits of Managing Ethics

Implementing Ethics In The Workplace

- ✓ Benefits
- ✓ Guidelines for Managing Ethics in the Workplace
- ✓ Roles and Responsibilities

Employer/Employee Rights

- ✓ Privacy Policies
- ✓ Harassment Issues
- ✓ Technology

Business & Social Responsibilities

- ✓ Identifying Types of Responsibilities
- ✓ Handling Conflicting Social and Business Responsibilities

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Course Outline

✓ 02 Day Two

Ethical Decisions

- ✓ The Basics
- ✓ Balancing Personal and Organisational Ethics
- ✓ Common Dilemmas
- ✓ Making Ethical Decisions
- ✓ Overcoming Obstacles

Whistle Blowing

- ✓ Criteria and Risk
- ✓ The Process
- ✓ When You Should “Blow the Whistle”

Code Of Conduct

- ✓ Retaliation
- ✓ Privacy and confidentiality
- ✓ Records and reporting
- ✓ Proper use of company information and assets
- ✓ Gratuities and gifts
- ✓ Vendor and contractor relationships
- ✓ Safety

- ✓ Diversity, harassment, and discrimination
- ✓ Gossip

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Course Outline

✓ **03 Day Three**

Managerial Ethics

- ✓ Ethical Management
- ✓ Identifying the Characteristics
- ✓ Ensuring Ethical Behavior

Unethical Behaviour

- ✓ Recognize & Identify
- ✓ Preventing
- ✓ Addressing
- ✓ Interventions

Ethics In Business

- ✓ Organization Basics
- ✓ Addressing the Needs
- ✓ Ethical Principles
- ✓ Ethical Safeguards
- ✓ Developing a Code of Ethics
- ✓ Performing an Internal Ethics Audit
- ✓ Upholding the Ethics Program

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 24, 2027	May 26, 2027	3 days	3250.00 \$	UAE , Dubai
Aug. 16, 2027	Aug. 18, 2027	3 days	3950.00 \$	South Africa , Cape Town
Dec. 7, 2026	Dec. 9, 2026	3 days	3250.00 \$	UAE , Dubai
Jan. 11, 2027	Jan. 13, 2027	3 days	3250.00 \$	UAE , Dubai

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