

Tools for an Ethical Workplace

Course Outline – All Employees

Module	Learning Objectives	# of Customizable Pages
Introduction	<ul style="list-style-type: none">Identify the topics covered in this course.Navigate the course.	2
Our Behaviors Matter	<ul style="list-style-type: none">Establish the importance of considering ethical behavior.Identify the role of values in shaping our perception of what is or is not ethical.Analyze whether or not workplace behaviors are ethical.	1
Barriers to Acting Ethically	<ul style="list-style-type: none">Identify common hurdles to ethical behavior.Identify red flags that may indicate pressure to behave unethically.Explain the process of developing confidence to intervene.	1

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Ethics in Business	<ul style="list-style-type: none">• Establish the impact of ethical behavior on maintaining positive workplace conduct.• Identify appropriate behaviors when working with confidential information.• Explain organizational policy related to whistleblowing and retaliation.• Identify conflicts of interest and how to ethically respond.• Apply strategies to maintain accurate and fair records.	2
Conclusion	<ul style="list-style-type: none">• Receive a summary of the course content.	8