

# Workplace Ethics: Our Code of Conduct

## Course Outline – All Employees

*Includes knowledge assessments*

| Module                                     | Learning Objectives   | # of Configurable Pages |
|--|---|-------------------------|
| <b>What's a Code of Conduct?</b>           | <ul style="list-style-type: none"><li>• Identify the key concepts of the Code of Conduct.</li><li>• Recognize employers' responsibilities regarding anti-retaliation and whistleblowers' rights.</li></ul>  | 5                       |
| <b>Conflicts of Interest</b>               | <ul style="list-style-type: none"><li>• Define the concept of conflicts of interest and its negative impact on the organization.</li><li>• Recognize different types of conflicts of interest and ways to avoid them.</li></ul>                       | 5                       |
| <b>Protecting Organization Information</b> | <ul style="list-style-type: none"><li>• Recognize ways to maintain financial integrity.</li><li>• Identify ways to protect the company's information including its data and financial books.</li><li>• Recall how to report suspect issues.</li></ul> | 5                       |

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| <b>Exports and Imports Compliance</b>  | <ul style="list-style-type: none"><li>• Identify export and trade compliance processes and regulations.</li><li>• Recognize red flags when organizing exports.</li><li>• Recall how and when to report problems.</li></ul>   | 5                       |
| <b>Bribery and Corruption</b>          | <ul style="list-style-type: none"><li>• Identify signs of corruption or bribery at work.</li><li>• State ways to prevent corruption and bribery at work.</li></ul>   | 5                       |
| <b>Gifts, Meals, and Entertainment</b> | <ul style="list-style-type: none"><li>• Identify the signs of bribery or conflict of interest when dealing with gifts, and entertainment at work.</li><li>• Recognize ways to prevent the risk of bribery or conflict of interest when dealing gifts, and entertainment at work.</li></ul> | 5                       |

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| <b>Money Laundering</b>          | <ul style="list-style-type: none"><li>• Identify different types of money laundering.</li><li>• Recognize ways to prevent and report money laundering.</li></ul>   | 5                       |
| <b>Competition and Antitrust</b> | <ul style="list-style-type: none"><li>• Identify and avoid business practices and situations that could risk antitrust violations.</li><li>• Recognize and avoid behavior that may be in violation of antitrust.</li><li>• Identify the proper reporting process for antitrust violations.</li></ul> | 5                       |
| <b>Insider Trading</b>           | <ul style="list-style-type: none"><li>• Identify the most common types of insider trading.</li><li>• Recognize penalties for insider trading.</li><li>• Explain ways to avoid different forms of illegal insider trading.</li></ul>  | 5                       |