



## COMPLY WITH ORGANISATIONAL ETHICS (2 DAYS)

### THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Comply with organisational ethics
Unit Standard ID:	10022
NQF Level:	4
Credit Value:	4

### INTRODUCTION

This unit standard is a core standard and forms part of the qualification, National Certificate and is registered at Level 4 on the National Qualifications Framework (NQF). Learners working towards this standard will be learning towards the full qualification, or will be working within a Marketing Environment, specialising in either Marketing Communication, Marketing Management, Market Research or Customer Management, where the acquisition of competence against this standard will add value to one's job.

This standard will also add value to learners who are starting their own business and recognises that Marketing forms an integral component of any business.

The qualifying learner is capable of:

- Describing the code of conduct and ethical issues
- Adhering to code of conduct
- Identifying and understanding the ethical issues in the organisation

### COURSE CONTENT

#### Describe the Code of Conduct and Ethical Issues

Code of conduct and ethical issues

- Ethics and the SA Constitution
- The Constitution as a source of a Code of Ethics
- Ethics and the Law
- The Kings Report

The purpose of the code of conduct

The principles of a code of conduct

The relationship between the code of conduct and successful business operation(s)

- The need for different codes of conduct

The implications of the code of conduct and ethics on an organisation

- The role of the code of conduct
- The role of ethics

### **Adhere to Code of Conduct**

Source and explain a code of conduct

Apply and implement a code of conduct

Identify deviations from the code and take remedial action to comply

### **Identify and Understand the Ethical Issues in the Organisation**

- A broad understanding of the ethics which apply to business operation issues
- Identify ethical issues
  - Societal ethics
  - Professional ethics
  - Individual ethics
  - Being ethical
- Explain ethical issues
  - Personal values and ethics
  - Conflict of interest
- Apply ethical issues
  - The Utilitarian Approach
  - The Moral Rights Approach
  - The Social Justice Approach
- Identify deviations from ethical issues and take remedial action to comply

### **Explain How Stereotyping Affects Relationships**

- The concept of stereotyping
- Stereotypes in the workplace
  - Gender discrimination
  - Sexual orientation discrimination
  - Age discrimination
  - Obesity and size discrimination
  - Disability
- Reasons why people label groups
  - Upbringing
  - Socio-economic environment

### **Personal Accountability & Commitment Plan**

## TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role plays
- Break-away sessions
- Relevant business exercises
- Presentation
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

## POST COURSE ASSISTANCE

### “Contact the Coach” – Bridging Learning for Business Results



We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.

### Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

## On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



### OUR COMMITMENT TO YOU ...

#### *Kwelanga Training's Commitment*

*To develop and inspire each individual to be the best that they can be.  
To assist clients in the transfer of skills and positive behaviour change.*

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