



## **APPLY THE ORGANISATION'S CODE OF CONDUCT (2 DAYS)**

### **THIS COURSE IS ACCREDITED TO UNIT STANDARD:**

Title:	Apply the organisation's code of conduct in a work environment
Unit Standard ID:	242815
NQF Level:	4
Credit Value:	5

### **INTRODUCTION**

Business ethics have become a subject which is causing rising concern in South Africa. Reports of corruption, white-collar crime and poor ethical standards are a regular occurrence. Millions of Rands are lost through crimes like theft, fraud and corruption. Fraud is known to have increased in organisations and corruption in certain areas is rife. The awareness of the importance of business ethics is on the rise as businesses come to the realisation that business ethics is the most cost-effective way to run an organisation successfully.

Organisations desire to attract employees who have high ethics and stand firm against fraudulent activities. Unfortunately, this is not always the result. Individuals come from different backgrounds and as such have different drivers, morals and values.

Honourable ethics and corruption are on opposite sides of the pole. This programme is designed to raise moral standards as a counter to potential or real corruption within a work environment. The focus is on ethics and not corporate governance.

Unethical behaviour in organisations is dangerous. Ethics is about consistency.

### **WHAT THIS COURSE CAN DO FOR YOU...**

- Explain the concept of personal ethics in relation to the moral compass.  
Understand the role of a code of conduct in a work environment, according to ethical principles and integrity.
- Explore potential conflict between personal value systems and an organisational code of conduct.
- Assist employees to uphold the code of conduct within a work team.
- Consequences of non-compliance are identified.

## TARGET AUDIENCE

This programme is intended for all persons who need to implement, apply or improve an organisation's code of conduct in a work environment. It is also aimed at all individuals who need greater understanding around ethics, integrity, fraud, corruption and how to better identify and manage deviations from a code of conduct (behaviour).

## COURSE CONTENT

### **The Concept of Ethics in Relation to the 'Moral Compass'**

- Red lights flashing for business ethics
- Components of the 'moral compass'
  - Individual vs Collective
  - Behaviour vs Outcome
  - Generally accepted standards of right and wrong
  - Integrity, Forgiveness, Compassion, Responsibility
  - Morality and the organisation
  - Morality and accountability
- Identify team members' positions on the 'moral compass'
  - Behaviours and practices
- Relationship between ethics and the constitution
  - The constitution as a source of an organisation's code of ethics
  - Where does business fit in?
  - Societal, professional and individual ethics
  - Group and individual rights and responsibilities

### **The Role of a Code of Conduct in a Work Environment According to Ethical Principles**

- Ethical Principles
  - The six imperatives – moral, legal, reputation, pragmatic, change, global
  - Codes of conduct cover a wide range of behaviours
  - The role of a code of conduct in a business environment
  - Corporate credos, compliance codes, management philosophy statements
  - Code of conduct content outline
- Compare the code of conduct to the principles in the constitution and the 'moral compass'

### **Uphold the Code of Conduct within the Work Team**

- Unethical behaviour
- Potential conflict between a personal value system and an organisational code of conduct
- Consequences of non-compliance with a code
  - Guidelines for non-compliance, misinterpretation, different applications
  - Misconduct – minor, serious, gross
- Apply the aspects of the code of conduct
- Identify examples of deviations from the code of conduct
  - Judgements and individual points of view
  - Prevention and Combating of Corruption Act
  - Fraud defined
    - Workplace situations that facilitate fraudulent activities
    - Fraud perpetrator profile
    - Common forms of fraud
    - Common indicators of embezzlement
  - Staff pilferage
  - Taking action or not?
- Detecting unethical conduct in a business unit
  - Insight into types of fraud and trends in fraudulent activities in the workplace
  - Taking remedial action
- Importance of reporting deviations
  - Uphold the code of conduct within the work team

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

### **Appendix: Constitution of the Republic of South Africa**

## 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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