



## What are the values and standards that every employee must comply with in the course of their work?

This one-module training course aims to cover the basic principles that commonly apply to codes of conduct, drawing on scenarios and engaging graphics to bring the topics to life.

## Who should do this training?

This training is suitable for all employees and job levels.

From making ethical decisions at work based on respect, integrity and professionalism to exploring workplace health and safety standards, the protection of company property, the rules relating to gifts, benefits and conflicts of interest, and the handling of technology and personal information — this course highlights illegal and prohibited behaviours while identifying ways of working to which we can all aspire.

The content is fully customisable and lends itself to microlearning. Customisation is required to align the training with your specific policies and regulatory compliance obligations.

“A code of conduct embodies the values of an organisation.”

# COURSE OUTLINE

## Module 1



### Code of Conduct

- Define what a code of conduct is
- Explain the standards for workplace behaviour, health and safety
- Describe the obligations with respect to property and fraud
- Highlight the rules in relation to gifts, benefits and conflicts of interest
- Identify considerations for cybersecurity and personal information

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