

# Code of Conduct

**AUDIENCE:** All Employees / Supervisors / Non-supervisors    **DURATION:** 5-15 minutes per module

In a global marketplace, your workforce may come from and work in a wide variety of cultural and legal contexts. It's important that they share an understanding of the basic tenets of your organization's commitment to do business ethically and that they know how to protect the organization's property, reputation, and good legal standing.

The Code of Conduct series provides short modules on key areas of employee decision-making: Business Ethics, Workplace Conduct, Data Security, Gifts and Gratuities, and Record Keeping. You choose which modules your employees need to explore, while they read and acknowledge your code of conduct.

## Purpose

The sections in this series provide a quick understanding of key areas regarding important conduct decisions: Business Ethics, Workplace Conduct, Data Security, Gifts and Gratuities, and Record Keeping.

## Topics Covered

### Workplace Conduct Module:

- » Health, safety, and the environment
- » Preventing discrimination and harassment
- » Avoiding abusive conduct-Disclosure and Recusal

### Gifts and Gratuities Module:

- » Compromising integrity
- » When a business courtesy is acceptable
- » Charitable and political gifts

### Data Security Module:

- » Types of information to protect
- » Methods of data theft
- » How to protect information

### Record Keeping Module:

- » The importance of accurate records
- » Identifying and reporting problems

### Business Ethics Module:

- » Corruption, bribery, and conflicts of interest
- » Good faith, fair dealing, and anti-competitive conduct
- » Reporting unethical and illegal conduct
- » Protection from retaliation