

COURSE OVERVIEW SS0492-6M-IH

Ethics & Integrity (E-Learning Module)

Course Title

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Course Reference

SS0492-6M-IH

Course Format & Compatibility

SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)



Course Duration

3.0 online contact hours
(3.0 CEUs/30 PDHs)



Course Description



This E-Learning is designed to provide participants with a detailed and up-to-date overview of Ethics and Integrity. It covers the business ethics, unethical business practices and ethical conduct; the ethical environment, social responsibility and responsibilities to the general public, customer, employees and investors; the working conditions and ethical issues faced by business; the culture of integrity, managing business ethics and codes of conduct and codes of ethics; the arguments supporting business ethics including managerial ethics and stakeholders ethics; the societal (society) ethics, occupational ethics, individual ethics, organizational ethics; and the factors influencing the development of code of ethics.



During this interactive course, participants will learn the benefits of a code of ethics; the informal and formal codes and steps for effective code of ethics; the sources of business ethics, company practices and business ethics; the essential tools in developing ethical leaders; the impact and implications of the corporate culture; linking culture to ethics and sustainability; the compliance culture versus values-based cultures; the role of the leader in corporate culture; building a values-based corporate culture, creating an ethical corporate culture and developing the culture through a code; the ethical leadership and responsibility; the ways of encouraging ethical business behaviour and code of ethics in the workplace; and the environmental ethics, engineering, ecology, economics and sustainable development.



Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a comprehensive knowledge on ethics and integrity
- Discuss business ethics, avoid unethical business practices and apply ethical conduct
- Explain ethical environment, social responsibility and responsibilities to the general public, customer, employees and investors
- Compare working conditions and identify ethical issues faced by business
- Foster culture of integrity, manage business ethics and discuss codes of conduct and codes of ethics
- Recognize arguments supporting business ethics including managerial ethics and stakeholders ethics
- Explain societal (society) ethics, occupational ethics, individual ethics, organizational ethics and the factors influencing the development of code of ethics
- Recognize the benefits of a code of ethics, informal and formal codes and steps for effective code of ethics
- Identify the sources of business ethics, company practices and business ethics and the essential tools in developing ethical leaders
- Discuss the impact and implications of the corporate culture and link culture to ethics and sustainability
- Differentiate compliance culture versus values-based cultures and identify the role of the leader in corporate culture
- Build a values-based corporate culture, create an ethical corporate culture and develop the culture through a code
- Carryout ethical leadership and responsibility, ways of encouraging ethical business behaviour and code of ethics in the workplace
- Explain environmental ethics, engineering, ecology, economics and sustainable development

Who Should Attend

This course provides a wide understanding and deeper appreciation of ethics and integrity for all managers and supervisors, executives and leaders, board members and public servants, elected officials, civil servants, employees and volunteers.

Course Fee


As per proposal

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Contents

- Business Ethics
- What are Business Ethics?
- Wells Fargo Scandal
- Martha Stewart
- ENRON
- Unethical Business Practices
- On-The-Job Ethical Dilemmas
- How Organizations Shape Ethical Conduct
- Ethical Environment
- Social Responsibility
- CSR Examples
- Responsibilities to the General Public
- Responsibilities to Customers
- Responsibilities to Employees
- Responsibilities to Investors
- CSR Activity
- Case Study #1
- Quiz #1
- Why to be Ethical
- What is Meant by Ethics?

- Comparing Working Conditions
- What Ethical Issues are Faced by Business?
- Who Cares About Business Ethics?
- Why be Ethical
- Two Sides to Every Story
- The Worst Offenders
- True or False?
- Case Study #2
- Quiz #2
- What is Business Ethics
- Fostering Culture of Integrity
- Applying Ethics in Business and the Business Case for Ethics
- Discourse on Managing Business Ethics
- Introducing Codes of Conduct and Codes of Ethics
- Class Exercises
- Case Study #3
- Quiz #3
- Stakeholders and Ethics
- Arguments Supporting Business Ethics
- Managerial Ethics
- Stakeholders and Ethics
- Types of Company Stakeholders
- Stakeholders and Ethics (Stockholders)
- Stakeholders and Ethics (Managers)
- Stakeholders and Ethics (Employees)
- Stakeholders and Ethics (Suppliers)
- Stakeholders and Ethics (Distributors)
- Case Study #4
- Quiz #4
- Societal (Society) Ethics
- Occupational Ethics
- Individual Ethics
- Organizational Ethics
- Company Practices and Business Ethics

- Code of Ethics
- Factors Influencing the Development of Code of Ethics
- Why Business Code of Ethics
- Benefits of a Code of Ethics
- Informal and Formal Codes
- Code of Ethics and Stakeholders
- Steps for Effective Code of Ethics
- Mcdonald's Code of Ethics
- Mcdonald's Code of Ethics for Employees
- Mcdonald's Expectations
- Case Study #3
- Quiz #3
- Sources of Business Ethics
- Sources of Ethics (Societal (Society) Ethics)
- Sources of Ethics (Occupational Ethics)
- Sources of Ethics (Individual Ethics)
- Sources of Ethics (Organizational Ethics)
- Company Practices and Business Ethics
- Case Study #5
- Quiz #5
- Code of Ethics
- Code of Ethics (Factors Influencing the Development of Code of Ethics)
- Why Business Code of Ethics
- Benefits of a Code of Ethics
- Informal and Formal Codes
- Informal and Formal Codes
- Code of Ethics and Stakeholders
- Steps for Effective Code of Ethics
- Mcdonald's Code of Ethics
- Mcdonald's Code of Ethics for Employees
- Mcdonald's Expectations (Employee Responsibilities)
- Mcdonald's Expectations (Responsibility to the Company)
- Case Study #6
- Quiz #6

- Integrity
- Rather Fail with Honor
- What you are
- Real Integrity
- It is Better
- Stand up for What is Right
- What
- Why
- A Cheating Culture
- What Is a Cheating Culture?
- Transformations Leading to More Cheating
- A Cure for Cheating Culture
- What Else can you Add from your Table?
- Character Counts!
- Texas Teacher Code of Ethics
- What's Included in each of the Three Standards?
- Essential Tools in Developing Ethical Leaders
- What can be done now?
- Peter Drucker
- David Callahan
- Boeing Co. Slogan
- Dennis the Menace
- George Washington
- Maya Angelou
- Case Study #7
- Quiz #7
- Culture of Ethics
- The Corporate Culture – Impact and Implications
- Ethics is Tougher than you Think
- What is Corporate Culture?
- What is Corporate Culture and Why is it Relevant?
- Culture = Value Culture Does Not = Value?
- Defining a Culture Defines the Culture, Which Defines the Culture
- What is Culture?

- Linking Culture to Ethics
- Linking Culture to Sustainability
- The Importance of Culture: Consider the Columbia Disaster
- Compliance vs. Values-Based Cultures
- Compliance Cultures
- Values-Based Cultures
- In Favor of Values
- Culture Trumps Compliance!
- Differences in Goals
- The Evolving Role of Compliance Programs into Values-Based Programs
- What Must Exist to Change, Alter, and Enrich a Culture?
- An Ethical Corporate Culture or Culture Change
- Case Study #8
- Quiz #8
- Ethical Leadership
- The Role of the Leader in Corporate Culture
- Leadership: Setting the Cultural Tone
- Leadership: Setting the Cultural Tone as an “Ethical Leader”
- Leadership
- The Ethical Leader
- Effective Leaders vs. Ethical Leaders
- The Ends of Ethical Leadership
- Definitions of Ethical Leadership
- Leadership (and Maintenance) of the Environment
- Building a Values-Based Corporate Culture
- The Role of the Mission Statement
- Creating an Ethical Corporate Culture
- Developing the Culture through a Code
- Further Integration of the Culture
- Challenging a Firm’s Integration
- Reporting Structures – Impact on Culture
- Assessing and Monitoring the Culture
- Assessing and Msonitoring the Culture – How do you do It?
- Case Study #9

- Quiz #9
- Ethical Leadership
- Ethical Responsibility
- Reasons for Unethical Business Behaviour
- Ways of Encouraging Ethical Business Behaviour
- Code of Ethics
- Code of Ethics in the Workplace
- Social Responsibility
- Social Responsibility Towards Stakeholders
- Investors
- Employees
- Consumers
- Suppliers
- Government
- Local Community
- Environmental Responsibility
- Environmental Responsibilities of a Business
- Characteristics of an Environmentally Responsible Business
- Meeting Ethical, Social and Environmental Responsibilities
- Key Terms
- Case Study #10
- Quiz #10
- Environmental Ethics
- Engineering, Ecology, and Economics
- Tragedy of the Commons
- Engineers: Sustainable Development
- Codes of Ethics and “Sustainable Development”
- IEEE Code of Ethics
- What is “Sustainable Development” ?
- Other Views on Sustainability
- ASCE
- Corporations: Environmental Leadership
- Government: Technology Assessment

- Environmental Laws
- Communities: Preventing Natural Disasters
- Market Mechanisms: Internalizing Costs
- Social Activists
- Ethical Frameworks: Human- Centered Ethics
- Utilitarianism Says Maximize Good Consequences for Human Beings
- Rights Ethics: Argues that the Basic Rights to Life and to Liberty Entail a Right to a Livable Environment
- Virtue Ethics
- Sentient-Centered Ethics
- Biocentric Ethics
- Paul Taylor: Four Duties
- Ecocentric Ethics
- Religious Perspectives
- Case Studies
- Students Taking Action
- Case Study #11
- Quiz #11