

ETHICS IN BUSINESS

Understanding Personal and Organisational Values

US 113924 / NQF Level 2 / 2 Credits

Ethics concern an individual's moral judgements about right and wrong. Decisions taken within an organisation may be made by individuals or groups, but whoever makes them will be influenced by the culture of the company.

The decision to behave ethically is a moral one; employees must decide what they think is the right course of action. This may involve rejecting the route that would lead to the biggest short-term profit.

Ethical behaviour and corporate social responsibility can bring significant benefits to a business and the lack thereof can have very significant consequences.

WHO SHOULD ATTEND

- All existing staff who have not attended a formal programme on ethics in business
- New recruits as part of their induction
- Entrepreneurs in start-up business
- Business owners and professionals

HOW YOU WILL BENEFIT

- Understand and externalise your own values and belief systems
- Relate your values to your organisational values and the constitution
- Explore and understand how values influence and determine behaviour
- Explore and understand how an individual can and should behave ethically in a business context
- Demonstrate techniques for dealing with situations where your values and ethics conflict with work practice

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One-day course 08:30 -16:00

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| Module 1 Personal values and belief systems and how they influence own behaviour | Module 2 How an individual's ethics impact on the people around him/her |
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| <ul style="list-style-type: none"> • The concepts of values, belief systems and ethics, with examples • Sources of values and belief systems and how an individual's ethics and values affect behaviour • Ways in which an individual may change his/her belief or value system, with examples | <ul style="list-style-type: none"> • How an individual's ethics impact on behaviour and interpersonal relationships • The impact of personal ethics on the use of language • The importance of respecting confidentiality in your own context • Ways in which an individual can influence the behaviour of others and give an indication of how this can impact on ethical conduct |

| Module 3 How an individual can behave ethically in a business environment | Module 4 Techniques for dealing with situations where own ethics and values conflict with work |
|---|--|
| <ul style="list-style-type: none"> • Ethical business practice, with examples • Adherence to company policy and confidentiality in terms of ethical conduct • Ethical ways of receiving and giving gifts and favours in a business context with reference to an organisation's code of conduct • The importance of honesty in business dealings, with examples • Deliverables in own work situation • The importance of productivity, accountability, attendance and delivery of work on time | <ul style="list-style-type: none"> • Methods for dealing with unethical behaviour for different situations • Methods of dealing with unethical business conduct • Comparing own values and beliefs to company practice and of how an employee can deal with a situation where there is a conflict of an ethical nature • Ways of dealing with instances where an employee's rights are undermined - case studies |