

ETHICS IN BUSINESS

Enhancing Ethical Behaviour in the Workplace

US 113924 / NQF Level 2 / 2 Credits

Build a foundation of ethical decision-making for workplace integrity and trust

Ethics shape every aspect of business, from daily interactions to major corporate decisions. Our personal values influence how we behave at work, interact with colleagues, and make choices that impact the organisation. However, ethical dilemmas can arise when personal beliefs and workplace policies do not align. Understanding how to navigate these challenges ensures that we act with integrity, accountability, and professionalism.

When ethical standards are ignored, businesses suffer. A lack of ethics can lead to reputational damage, loss of trust among employees and clients, financial penalties, and even legal consequences. Unethical behaviour can create a toxic work environment, lower morale, and increase staff turnover. By fostering a culture of integrity, businesses can improve teamwork, enhance credibility, and create a positive, sustainable workplace.

This course explores how personal and organisational values intersect and how ethical decision-making affects workplace culture. You will gain practical tools to assess ethical situations, align your behaviour with company policies, and handle ethical conflicts constructively.

WHO SHOULD ATTEND

- Employees at all levels who have not attended formal ethics training
- New recruits as part of their induction process
- Entrepreneurs and business owners seeking to establish ethical business practices

HOW YOU WILL BENEFIT

- Recognise the impact of personal values and belief systems on workplace behaviour
- Develop a clear understanding of ethical conduct in a business environment
- Learn how to manage ethical conflicts while maintaining professionalism
- Strengthen integrity and accountability in decision-making
- Align personal and organisational values to support ethical business practices

One-day course 08:30 - 16:00

Tel: (031) 267 1229

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WHAT WILL BE COVERED

Understanding your own values and ethical compass

- Defining values, belief systems, and ethics in a business context
- Identifying the sources of personal values and how they shape decision-making
- Recognising how personal ethics influence workplace behaviour

The ripple effect: how ethics impact others

- Exploring how ethical behaviour affects colleagues, clients, and stakeholders
- Understanding the link between ethics, communication, and language
- The importance of confidentiality and professional discretion
- Influencing ethical behaviour in others and fostering a culture of integrity

Applying ethical principles in the workplace

- What ethical business practice looks like in real-world scenarios
- Adhering to company policies and confidentiality agreements
- Ethical considerations in giving and receiving gifts or favours
- The role of honesty, accountability, and reliability in ethical business conduct

Managing ethical conflicts and workplace dilemmas

- Identifying and handling ethical conflicts between personal values and company expectations
- Methods for addressing unethical behaviour in different workplace situations
- Strategies for responding to unethical business practices
- Dealing with situations where employee rights are undermined

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