Code of Conduct

Your Code of Conduct is more than a set of rules - it's a statement and a concrete commitment to a set of business conduct standards that supports your mission, values, and culture. This program helps employees understand what your Mission, Values and Code of Conduct are - and the important role they play in defining who you are as an organization.

But this program goes further. Even the best Code won't create a healthy workplace culture on its own. It must inspire and be supported by "culture" skills. So we introduce learners to four foundational skills they need to build a thriving work culture:

- How to build trust at work
- How to make clear decisions
- What accountability means
- The importance of positive cultural norms

This program provokes learners to think about your Mission, Values and Code and the role they play in their work lives. And it empowers learners by showing them how they can help build – or break – the work culture everyone wants.

It also includes short, 2-minute summaries of key Code topics. Include the topics that make sense given your audience and industry. Exclude the ones that don't.

Finally, this program uses Emtrain's unique polling questions to give employers real insight into how learners feel about all the concepts and culture skills presented.

Program Version

- For Managers and Employees
- Length based on customization selections (30-40 min recommended)

Presents Your Logo and Code of Conduct

Languages

English and translatable

Required Program Elements

❏ A PDF of, or link to, your written Code of Conduct

Optional Program Elements

- Video or written introduction by your CEO or other leader
- Your Mission Statement and Values Statement can be added to the program or included as a PDF link

Content Summary

Lesson Title	Lesson Content			
1. Our Code and Culture	Introducing the program, explaining what's at stake in a Code and emphasizing how learners can make a difference in creating a healthy work culture.			
2. Our Mission, Values and Code of Conduct	Customizable program content that explains and presents your Mission, Values and Code of Conduct.			
3. The Code and Building A Better Workplace	Explaining how the Code serves as a North Star – and how every learner has the power to support these goals and a healthy, positive work culture with key "culture skills."			
4. Building Trust at Work	Exploring practical and emotional trust – and how trust can transform "good" teams into exceptional ones.			
5. Clear Decision-Making	Exploring how emotions and self-interest can influence decision-making and what to do about it.			
6. Building Accountability to Each Other	Exploring the difference between external and internal accountability and the roles both play in creating a highly functional workplace.			
7. The Importance of Cultural Norms	Exploring why your Mission, Values and Code are the touchstones for creating positive work norms.			
8. Key Code Topics (selected by employers based on their needs)	Bribery and Corruption	Competition Laws	Conflicts of Interest	Cybersecurity
	Gifts and Giving	Insider Trading	Political Activities	Privacy
	Respect	Safeguarding Assets	Social Media	Custom Topics Available
9. Code Certification	Presentation and certification of your Code of Conduct – and program conclusion.			