

# ULLIANCE HUMAN EFFECTIVENESS TRAINING

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## Ethics in the Workplace

In today's organizations, everyone finds themselves under increasing scrutiny to ensure that employees act appropriately and ethically. This class will teach individuals to think, reason and act in reasonable relation to others – customers, co-workers and supervisors. The class examines why we need ethics in the workplace, what shapes our behaviors and how to handle ethical dilemmas.

### Development of Ethical Standards

- Utilitarian
- Fairness or justice
- Common good
- Virtue

### Workplace Ethics

- Types of ethical dilemmas
- Benefits of workplace ethics
- The ideal ethical workplace

### Ethical Guidelines

- Communications
- Training
- Contracts and performance appraisals
- How do you know if your organization's policy is working

### What Would You Do?

- Decision making steps
- Common excuses and how to overcome them
- Dealing with unethical people

### Ethics Policy

- Elements of an ethics policy
- Issues to address
- Core behaviors to promote

