

Workplace Ethics Programme

NQF Level 5, 5 credits

Presented in the context of the new companies Act and the King IV Code

Venue: Protea OR Tambo Hotel

There are numerous ethical dilemmas that managers and other employees in positions of leadership face in the workplace in many times. Failure to understand ethics and values in the organisation leads to unethical behaviour which affects employee relations and performance, organisational reputation and even unexpected legal issues suits against the organisation. There is a wealth of other problems caused by a lack of proper understanding of ethics. The ethical decision making process in the workplace is always full of challenges.

This course will positively change your management's perception of organisational culture, values and ethos by unpacking the subject of ethics and leading managers to be able to make right decisions based on organisational ethics rather than self-interest and unsound business practices.

Course Outcomes

- Understand the relationship between values, ethics and organisational culture and its impact on achieving goals and objectives
- Apply the concept of corporate ethics to a unit
- Analyse the unit in relation to the principles of corporate ethics
- Formulate recommendations for promoting organisational values, the code of conduct and ethical practices within a unit and entity.

Who Should Attend?

Business Unit Managers

Heads of Departments

Section Heads

Team Leaders

Supervisors

All employees who are involved in decision making on particular aspects of the business

Day One

8:00 Registration

8:30 -12:30, {lunch 12:30 to 13:10} 13:10 – 4:30

Understanding of the relationship between values, ethics and organisational culture and its impact on achieving goals and objectives

- The relationship between personal values, organisational ethics, and the entity's culture is demonstrated through examples from the South African workplace.
- The complexity of the conflicts between personal values and the entity's values and ethical codes is illustrated with examples from the South African workplace.
- The potential impact of organisational values and culture on the entity's triple bottom line are analysed and described.

Applying Corporate Ethics to a Unit

- The imperatives for ethical conduct in South African organisations are explained with reference to acts, regulations, codes and other documents relevant to the entity.
- The role of corporate governance within an entity is analysed to determine the contribution of a unit in promoting internal organisational codes and ethical practices.
- The specific ethical practices of a unit in different areas are analysed with examples.

Day Two

8:00 Registration

8:30 -12:30, {lunch 12:30 to 13:10} 13:10 – 4:30

Principles of Corporate Ethics

- An instrument is selected for analysing individual and organisational conduct in respect of organisational values, codes of conduct and corporate ethics.
- The instrument is applied to gather and record information within a unit in respect of organisational values, codes of conduct and corporate ethics.
- The instrument is applied to evaluate the current state in a unit against the desired state in respect of organisational values, codes of conduct and corporate ethics.

Recommendations for Promoting Organisational Values, the Code of Conduct And Ethical Practices

- An implementation plan is prepared that described the strengthening of the entity's values, code of conduct and ethical practices in the unit.
- The role and responsibilities of the manager are described in terms of decision making to strengthen the values, code of conduct and ethical practices in a unit and the entity.

- The communication activities for promoting the entity's values, code of conduct and ethical practices are outlined in the plan, with role allocation and time frames.
- The process for monitoring and evaluating improvements in relation to the entity's organisational values, code of conduct and ethical practices in a unit is described with role allocation and time frames.

Investment

R7500.00 Ex VAT