

Workplace Ethics & Compliance

Creating an ethical business means evaluating an organization's international footprint and determining the best business processes that must be implemented throughout departments and locations. Requirements for higher international standards of corporate accountability are driving businesses to assess the economic, environmental and social impact of their global operations. Along with the risks of noncompliance and financial penalties, damages to an organization's hard-earned reputation can be catastrophic. Corporations are taking steps beyond those required by law to minimize negative impacts on communities and maximize their perceived contribution to an ethical society.

Ethical practices must be supported by good corporate governance. This course will help embed ethical practices into your business processes and enhance organizational integrity, accountability and trust. Employees learn practical skills for identifying questionable activities that could put the organization and themselves at risk. Executives and managers will develop a clearer understanding of the complicated rules, regulations and procedures that must be navigated globally. A foundation is set, from top to bottom, for making ethical decisions aligned with corporate values and local interests.

Our training devises a sustained approach to integrate an organization's governance, risk and compliance programs with the responsibilities of being a global corporate citizen.

This course empowers employees to understand not only their rights under global laws, regulations and standards, but also their responsibilities for promoting integrity, accountability and trust.



Length:

Half-day and full-day programs available

Recommended for:

Managers, Upper Management and Executive Level (customizable for Employees)

Format:

Highly interactive, involving engaged discussion, participatory case studies, surveys and responses, role plays, video vignettes portraying ethical dilemmas, and state-of-the-art multimedia, all geared toward stimulating meaningful discussions, critical thinking and recall.

Core Compliance Components:

Fraud, Bribery and Corruption

- Multinational corruption scandals and staggering fines for noncompliance with anti-bribery legislation require that businesses foster a culture of knowledge, openness and honesty around such issues as:
 - Global Anti-Bribery - From gifts and entertainment issues to conflicts of interest
 - Foreign Corrupt Practices Act (FCPA)
 - Fraud Awareness & Prevention
 - Recognizing & Reporting Fraud
 - Accuracy of Records
 - Ethical Decision Making - Recognizing situations that may put employees and their company at risk

Fair Competition Training

- Antitrust Compliance—Anticompetitive practices such as price-fixing, bid-rigging, abuse of upselling practice and the perils of dominant position in general
- Global Competition
- Competitive Intelligence
- EU Competition
- Sales Compliance

The Cost of Financial Crime on a Global Scale

- Whether involving fraud and abuse, money laundering or Sarbanes-Oxley violations, the cost of financial crime can be catastrophic, impacting brand equity, reputation and customer confidence. Workforces must understand issues involving:
 - Global Anti-Money Laundering
 - OFAC and Other Trade Sanctions, Insider Trading/Insider Dealing
 - Global Fraud Awareness
 - Sarbanes-Oxley

Data Protection and Privacy

- Informed employees are our best defense against loss or misuse of confidential data. Increasingly complex data protection laws and escalating penalties for noncompliance add further to the risks that must be managed. Emphasis on:
 - Workplace Privacy Issues
 - Global Privacy & Data Protection Awareness
 - EU Data Protection
 - HIPAA
 - UK Freedom of Information Act

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Manage Employment and Workplace Issues

- A web of regulation and legislation governs employment-related workplace issues around the world. Compliance with the external legal framework and internal policies and practices within which an organization operates is essential.
 - Aligning corporate values and workforce communication across the organization
 - Harassment and Respect in the Workplace
 - Preventing Discrimination & Managing Diversity in the Workplace
 - Workplace Bullying—Ensuring the Proper Response Upon Notice of Potential Misconduct
 - Antiretaliation Principles Beyond Sarbanes-Oxley

Littler Learning Group

Compliance Training Solutions Worldwide

650 California Street, 20th Floor, San Francisco, CA 94108 • PH: 866.708.4284 / FX: 415.399.8490

LITTLER MENDELSON, P.C. • www.littler.com/compliance • contact@littler.com