



**Derek Hendrikz Consulting Presents:**

## **Business Ethics**

Duration:	2-days
Max. Participants:	20
Facilitators:	1
NOF Level:	6
Credits:	5
SETQAA Accreditation:	Services SETA: Decision number 2072

### **About the programme:**

The business ethics programme sets out to examine ethical principles and moral issues that arise in the business environment. The workshop aims to satisfy the increasing demand for more ethical business processes and actions. With the increasing pressure on organisations to be environmentally friendly and to take up corporate social responsibility this programme is essential to any business or public sector manager.

### **The workshop outcome:**

On completion of the workshop the participant will have the necessary knowledge and skills to manage and apply business ethics at all organisational levels.

### **SETQAA Accreditation:**




For accreditation purposes the learner will have to prove competence in the following unit standard:

Unit Standards:	US Number:	Credits:
Apply concepts and principles of business ethics in the professional environment.	12891	5

Participants will be assessed on the following specific outcomes:

1. *Demonstrate an understanding of the concepts and principles relating to business ethics.*
2. *Exercise professional judgement with regard to practical situations.*
3. *Use ethical procedures in a professional environment.*

### **Included:**

-  All programme materials and handouts.
-  Issuing of certificate on completion of programme.
-  Permanent record keeping of all results and assessments.

**Training methodology:**

The methodology is based on interactive learning, i.e. learners will learn by doing. Furthermore learners will use examples from their own organisations, thus ensuring that the learning is anchored at their workplace. As with all DHC training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

**Programme:**

Time:	Day 1:	Day 2:
08:00-10:00	Introduction to Business Ethics	Ethics of Production
10:00-10:30	<i>Convenience Break</i>	
10:30-12:30	Ethics of Accounting	Ethics of Sales and Marketing
12:30-13:30	<i>Lunch</i>	
13:30-15:00	Ethics of Human Resources Management	Ethics of Knowledge
15:00-15:15	<i>Convenience Break</i>	
15:15-16:00	Day Review	Programme Evaluation

**Who Should Attend?**

- Management at all levels.
- Supervisors.
- Any person interested in knowledge and skills in the field of business ethics.

**Day 1:*****Introduction to Business Ethics***

- Conflicting interests.
- Ethical issues and approaches.
- Corporate ethics policies.
- Ethics and organisational culture.
- Corporate social responsibility.

***Ethics of Accounting***

- Creative accounting and misleading financial analysis.
- Fraud, scams and financial manipulation.
- Executive compensation.
- Bribery & kickbacks.

***Ethics of Human Resources Management***

- Discrimination and prejudice.
- Issues relating to employee representation.
- Affirmative action and BEE.
- Employee privacy.
- Employer privacy.
- Fairness and integrity.
- Occupational health and safety.

## Day 2:

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### *Ethics of Production*

- The relationship between organisation and environment.
- New technology and ethics.
- Product testing and ethics.
- Defective, addictive and inherently dangerous production.
- Product liability.

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### *Ethics of Sales and Marketing*

- Ethics and pricing.
- Anti-competitive practices.
- Content of advertisements.
- Black markets and grey markets.
- Ethics and marketing strategy.

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### *Ethics of Knowledge*

- Patent, copyright and trademark infringement.
- Misuse of intellectual property.
- Headhunting and employee raiding.
- Bio-piracy.
- Business intelligence and industrial espionage.

## Derek Hendrikz Consulting cc

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