COURSE BROCHURE

Ethics and Integrity in the Workplace

A foundation course that helps employees apply their code of conduct, handle dilemmas, conflicts of interest and gifts with confidence, and raise concerns safely.

Code	HT-GRC-108
Category	Governance, Risk & Compliance
Duration	1 week
Level	Beginner

Introduction

Serious misconduct rarely starts with a big decision. It usually begins with a small gift, a minor exception or silence about something wrong, so integrity is built in everyday moments before it is tested in a crisis.

Objectives

- Distinguish legal compliance from ethical conduct in workplace situations
- Apply the code of conduct and organizational values to everyday decisions
- Use a structured model to analyze and resolve ethical dilemmas
- Recognize and disclose conflicts of interest, gifts and hospitality
- Raise concerns through available channels and understand protection from retaliation

Who should attend

- New employees in the public and private sectors
- First-line supervisors and team leaders
- Procurement, finance and public-facing staff
- Integrity and ethics awareness coordinators

Skills you will develop

- Ethical decision making
- Conflict of interest disclosure
- Applying the code of conduct
- Speaking up

Learning Outcomes

- Work through an ethical dilemma using a decision model and reach a reasoned decision
- Complete a conflict of interest disclosure for a fictional case
- Identify the right response to common gift and hospitality situations
- Write a concern report that sets out facts without assumptions

Course Outline

Day 1: Ethics and Values at Work

- Legal, ethical and socially acceptable: where they diverge

- Organizational values, the code of conduct and who they are written for
- How integrity shapes trust, reputation and the working climate

Day 2: Making Ethical Decisions

- Ethical dilemmas and their types
- A practical step-by-step decision model and the front-page test
- Self-justification and pressure from peers and managers

Day 3: Conflicts of Interest and Gifts

- Actual, potential and perceived conflicts of interest
- Gifts, hospitality and invitations, and where the limits lie
- Disclosure and stepping aside from a decision

Day 4: Information, Assets and Respect

- Protecting confidential information and using organizational assets properly
- Fairness, respect and preventing harassment and discrimination
- Integrity in dealings with suppliers and service users

Day 5: Speaking Up

- When and how to raise concerns and which channels to use
- Protection from retaliation and the manager's role in encouraging reports
- Applied project: analyzing a dilemma from the participant's own work and presenting the decision and its reasoning to the group

Training methodology

Short written scenarios that participants debate and vote on
What-would-you-do drills on gifts and conflicts of interest
Role play of an employee raising a concern with their manager
Reviewing model codes of conduct against the participant's own organization's code

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Istanbul	26 – 30 April 2027	AR	EUR 4,800
Dubai	3 – 7 May 2027	AR	EUR 4,500
London	10 – 14 May 2027	EN	EUR 5,700
Amsterdam	17 – 21 May 2027	AR	EUR 5,500
Online	24 – 28 May 2027	EN	EUR 1,800
Istanbul	25 – 29 October 2027	EN	EUR 4,800
Dubai	1 – 5 November 2027	EN	EUR 4,500

Fees are per participant.

Contact us

Email info@harbor4training.com

Address istanbul Turkey

To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/ethics-integrity-workplace