

## A Fresh Approach to Online Ethics & Code of Conduct Training

The next generation in compliance e-learning, ELT's Ethics & Code of Conduct program empowers your organization to deliver training that is unique to your Code, culture, values, and learning objectives. Exciting new story lines, characters and interactive exercises provide an effective and engaging experience for employees and managers at all levels.

### Course Goals:

This highly customizable course is designed to help your organization establish core ethical values. Learners acquire the skills they need to meet today's most pressing ethical and compliance challenges, and make choices that comply with your Code, policies, and the law.

Ethics & Code of Conduct is also specifically designed to help your organization comply with SOX directives, the Federal Sentencing Guidelines (FSGs), and recent Federal Acquisition Regulations (FAR) amendments.

Code distribution and acknowledgement features, and sophisticated tracking and reporting functionality make it easy to ensure completion and demonstrate compliance.

### Course Design:

Three powerful training formats create an impactful learning experience. Each independent, modular component can be easily customized.

Part One is set as a TV news show that puts ethics lessons into vivid, real-world context. Full-motion video story lines and interactive exercises bring lessons to life and capture learners' attention.

Part Two features specific compliance topics selected by your organization. Learners join a virtual work team to complete a series of dynamic and compelling challenges.

Part Three highlights your Code with ELT's innovative "Code in Action" tool. Learners search the Code to find answers to your custom interactive questions.

in partnership with



## Course Details

### Bandwidth Options

- *High* – Video & Audio
- *Medium* – Still Images & Audio
- *Low* – Still Images & Text Only

### Course Length Options

- Customize course length to meet your specific needs.
- Use ELT's pre-configured courses:
  - 30-minute Basic course
  - 60-minute Standard course

### Customization Features

- Map course content to your Code
- Create different course versions for different audiences
- Create custom screens and exercises
- Change course content over time
- Track Code distribution

### Hosting Options

- Host on ELT's robust and scalable LMS
- Host on your own standards-compliant LMS (AICC and SCORM)

# Customization Options



- Feature your logo and branding.
- Add an executive introduction and conclusion.
- Add your Code and confirm receipt via electronic certification.
- Map course content to your Code, and create different course versions for different audiences.
- Customize the completion certificate.
- Provide learners with specific contact and reporting information.
- Add custom content and build custom screens.
- “Code in Action”—employees search your Code to find answers to interactive questions developed by your organization.

## Available Topics

Choose from ELT’s extensive library of ethics and compliance topics to create a truly custom course.

Create different course versions for different audiences, and refresh course content over time:

- Anti-Money Laundering
- Antitrust
- Asset Protection
- Code of Conduct – Definition & Importance
- Compensation & Bonuses
- Competing & Dealing Ethically
- Confidential Information
- Conflicts of Interest
- Document & Records Protection
- Environmental Sustainability
- Ethical Cultures & Values
- Ethical Decision Making
- Export Controls
- FCPA
- Financial Integrity
- Fraud & Misappropriation
- Gift Giving & Receiving
- Government Contracting
- Harassment & Discrimination
- Health & Safety
- Information Security
- Insider Trading
- Intellectual Property
- Political Activity
- Pretexting
- Privacy
- Record Keeping
- Reporting
- Sarbanes-Oxley
- Social Responsibility
- Technology Use
- Third Party Management
- Wage & Hour Compliance



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