

Ethics Programs Development

Name

Institution

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Section A**Standards and Procedures**

Integrity. At company X we will always practice what we recommend. We must continuously to be credible, reliable, consistent, doing our activities with greater honesty and integrity. The employee words and actions at our company must continuously reflect a high level of integrity. At our company, we uphold the highest degree of fairness, respect equality and right of every individual in our organization and treat everyone with dignity. All employees at our company will be treated with the highest standard of respect, and we will expect the same in return. Dishonesty is not accepted at our company.

Our performance evaluation system will be just and will be based on teamwork achievement. We will acknowledge the contributions of everyone. The company encourages knowledge sharing and expansion of values. The organization provides for the freedom of expression and strives to high ethical standards and expects the same from all our employees in return.

Diversity. Our culture at company X is grounded on shared respect. Company X values the differences that every employee brings to our organization. We expect our staff to create an environment of shared respect and treat people with esteem. Disagreement and difference of employees must always be settled professionally and peacefully. All employees at company X will always value cultural and racial diversity and develop a working environment in which contribution of every employee is respected. Employees and other stakeholders will be treated with most respect at company X, and the same is expected from you in return. All our actions at company X are courteous and considerate.

Our employee should not discriminate others based on race, gender, religion and nationality.

Open communication. At company X, we encourage employees to address their complaints, concerns or questions to the department manager. We value all our employees and we will always ensure a pleasant and productive working environment. We have developed a culture where feedbacks from our employees are heard and acted upon. Our company further encourages the employees to contact their Ombudsman where they would wish to address any person apart from their respective managers concerning complaints, concerns or burning questions.

Responsibility. At company X, we have accountability responsibility for every action we undertake in our daily activities. Likewise, all the employees in our organization will be accountable for their actions. We expect our employees to appreciate that their actions result in particular consequences that are regular with accountability and proper judgment.

We appreciate that our policies and values must be integrated to meet our employee's expectations and those of other stakeholders. We also recognize that our economic, environmental and social responsibilities to our employees are integral to our company. Through our corporate policies and actions, we will demonstrate these responsibilities to all our employees. We will take serious the anonymous and another form of feedback given by our employees and accommodate an open dialogue where possible to ensure compliance with our policies and procedures. We will be honest and open in our governance, performance, targets and communication strategies to all our employees and expect the same in return

We will encourage, support, and safeguarded all our employees to ensure that they are treated with respect regardless of their religious belief, race, color, and nationality. We will

maintain safe, clean and healthy working environment. The executive will ensure that this policy is implemented and will provide necessary resources to ensure that we achieve our corporate responsibility.

Irresponsible conduct and behavior is unacceptable and will not be tolerated at our company.

Section B

Description of Types of Training Program

Managerial training. Our company recognizes the importance of managerial training. All managers at our company will need to be annually certified to demonstrate understanding and adherence to the established ethics programs and policy changes that are ongoing. This training program will incorporate reportable interactive web learning. It will be completed on a quarterly basis. The section of web learning will be incorporated into the “bonus program.” Team/Department participation will be used in evaluating “the manager bonus program.”

Departmental level training. Company X will require regular training in all department to ensure awareness and understanding corporate standards. This will ensure decisions that are made in company X are in accordance with the ethical code of conduct. Employees training will focus on creating awareness and understanding of ethical standards and utilization of the sources within the company. The training sessions at departmental level will be carried out on a quarterly basis and will be strictly peer or manager led sessions.

The company will enhance ethical decision making through the provision of the regular mock situation for each department (Weaver, Trevino, & Cochran, 2011). Employees will be given the anonymous option to report inappropriate behaviors with no recourse to those who provide such information.

Annual company training. Company X will provide annual training and certification of every employee. This training program will be a must for every employee and will be completed annually. Employees will be trained corporate ethics standards to enable them to address the moral view of corporate decisions. This training program will include guest lectures, employee/manager discussions, and workshops. The training will focus on our ethics codes, policies, and program that our employees will be expected to observe. This will be able them to appreciate the importance of observing and complying with our ethical standards.

Section C

Monitoring Employee Misconduct

It will be the responsibility of the directors of each department to monitor the conduct of each employee in his department. This will be carried out in several ways that include, quarterly survey's evaluation, performance reviews, and regular interactions (Weaver, 2001). Departmental managers will utilize quarterly surveys to monitor the behavior and conduct of an employee. The surveys will assist in the identification of issues related to team and enhance regular sharing of anonymous feedback between employees. The review of performance will be utilized in coaching behavioral concerns that include ethical issues. Surveys will additionally be used in monitoring professional development, involvement and adherence to ethical and corporate objectives. Regular interactions will ensure that departmental managers have actively involved in activities in their department. The managers will also be able to interact with their employee and help solve issues between them before they escalate.

It will be the responsibility of the executive over the managers of various departments. The executive will additionally work to establish various problems in the departments through the use of anonymous reporting alternatives, cross segment feedback access and quarterly level

interviews. The corporate human resource department will provide support to both the executives and the managers and have the oversight and visibility into the feedback of the employee.

Moreover, human resource department will continuously identify indicators of an ethical conflict with the objective of maintaining a conducive working environment for the employee. Both the executive and the Human Resource department will have oversight and segment visibility into the behavior of the employee with the objective of identifying risks to standards and corporate culture.

Reporting Employee Misconduct

Reporting employee misconduct at company X will be done through proper channel. Employees will report cases misconducts and violations to their ombudsman who will intern inform the department manager. The case can then be forwarded to the human resource manager for disciplinary actions.

Employees will be provided with a phone number which is toll-free and a corporate website that will be used to report any form of violation and misconduct of the corporate ethics policy. Employees can also report such cases misconducts and violations to their ombudsman. Additionally, corporate communication equipment such as phone conversations, instant messenger, telegram, fax, and email can be utilized by departmental managers to report and observe misconduct.

Section D

Auditing the Ethics Program

Our company has development auditing system aimed at detecting improper conduct and non-compliance in our ethics program. This will enable us to determine the efficiency of our ethics policies and procedures and whether the programs are being followed. Our audit will

evaluate the employee acquiescence with our corporate ethical codes. Our auditing program will involve:

Constant evaluation of our ethics program. There will be an annual third party audit of our ethics program. The audit process will be carried out by an auditing firm. During the audit, our ethics program effectiveness will be reviewed by the auditing firm. The result will illustrate the trending annual performance from the preceding year and a comparison to the result of the industry. At the end of evaluation by the third party, we will utilize the outcome to ascertain opportunities and strengths in the corporate ethic program of our company. This will help us to build plan priorities and metrics of the subsequent year (Peterson, 2013).

Constant improvement of our ethics program. In areas where there is non-compliance in our corporate ethics program, we will continuously take necessary measures to improve the situation. There will be a plan of “Executive Bonus” that is tied to the achievement of the corporate ethical standards as well as our overall policies and procedures.

If the assessment result of the third party shows attainment of the corporate target by 85% and above, 15% to 35% of “Executive bonus plans” will be awarded at 1.5X multiplier. The company will additionally prepare a quarterly performance report that will be made available companywide to all our employees. Moreover, the key manager incentives will be adjusted to ensure an association between the company objectives and the departmental ethics goals.

Where the assessment is below 85%, the department will be required to develop an action plan. Directors, managers and the human resource representative of the department concerned will develop an action together with the timeline for remediation. The human resource department will manage the process. The next annual assessment will evaluate whether the action plan developed was effective in ensuring improvement in the areas concerned.

Some changes may be made to our policies and programs by the executive depending on the overall assessment result of company`s performance in the corporate ethics compliance. The human resource department will be responsible for communicating the changes to the employees in the various departments.

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