



# CORPORATE POLICY AND CODE OF CONDUCT

NATIONALLY RECOGNISED & INTERNATIONALLY ACCREDITED

## OVERVIEW

The Corporate Policy and Code of Conduct Training program is designed to provide participants with a comprehensive understanding of corporate policies and codes of conduct, their significance, and their role in shaping organizational culture and behavior. Policies and codes of conduct serve as essential frameworks for guiding employee behavior, ensuring compliance with legal and ethical standards, and promoting a positive work environment.

# WHAT YOU WILL ACHIEVE

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1. Understand the purpose and significance of corporate policies and codes of conduct in shaping organizational culture and behavior.
2. Develop clear, comprehensive policies and codes of conduct that align with organizational values, legal requirements, and ethical standards.
3. Implement strategies for effectively communicating policies and codes of conduct to employees and stakeholders.
4. Promote compliance with policies and codes of conduct through education, training, and enforcement mechanisms.
5. Foster a culture of integrity, accountability, and ethical behavior within the organization.
6. Apply best practices and lessons learned from real-world case studies to address challenges and improve policy implementation and enforcement efforts.

# WHAT YOU WILL LEARN

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## **Module 1: Introduction to Corporate Policies and Codes of Conduct**

- Understanding the purpose and significance of corporate policies and codes of conduct
- Exploring the relationship between policies, codes of conduct, and organizational culture
- Overview of legal and ethical considerations in policy development

## **Module 2: Policy Development and Implementation**

- Key steps in the policy development process
- Strategies for drafting clear and effective policies
- Methods for communicating policies to employees and stakeholders

## **Module 3: Code of Conduct Development and Enforcement**

- Principles of ethical conduct and integrity in the workplace
- Developing a code of conduct that reflects organizational values and standards
- Enforcing the code of conduct and addressing violations

# WHAT YOU WILL LEARN

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## **Module 4: Promoting Compliance and Ethical Behavior**

- Techniques for promoting adherence to corporate policies and codes of conduct
- Building a culture of integrity and accountability within the organization
- Addressing ethical dilemmas and fostering ethical decision-making

## **Module 5: Training and Education Initiatives**

- Designing and delivering effective training programs on corporate policies and codes of conduct
- Leveraging technology and other resources for ongoing education and awareness
- Evaluating the effectiveness of training initiatives

## **Module 6: Case Studies and Best Practices**

- Analyzing real-world examples of successful policy development and enforcement
- Learning from common challenges and pitfalls in promoting compliance and ethical behavior
- Applying lessons learned to participants' own organizational contexts

## METHODOLOGY

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Well-balanced theoretical and practical methodology, which includes interactive discussions, case studies, interactive activities/exercises and assignments to understand the concepts and their applicability

## EVALUATION CRITERIA

Participants must have attended the sessions **at least 80%** of the sessions in order to receive a CERTIFICATE from Bangkok School of Management.

## SPECIAL FEATURES YOU WON'T FIND ANYWHERE ELSE ...

Discussions are based on extensive practical experience, not just theory. Engaging interactions characterize the training sessions from start to finish, keeping everyone involved in the learning process, and applying what is learned to real-life work situations and circumstances.

Collaborative work is assigned for enhance learning and mastery of knowledge and/or skills.

**Note:** BSM confers Nationally Recognized and Internationally Accredited Certification. BSM Training programmes are duly accredited at Premier Status by ASIC (UK) – a U.K. Government-Recognized Accreditation Body.

# FEE

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## Fee Includes:

- 5-Day Training
- Nationally Recognized and Internationally Accredited Certificate of Completion
- Module Notes and Stationary
- Tea/Coffee Breaks
- Working Lunches

*\*Note: all other expenses are to be borne by participants.*

**USD 2,499 / person**

## Group Discount:

- 2-4 pax : 2.5%
- 5-7 pax : 5%
- 8-10 pax : 10%
- 11-13 pax : 15%
- 14-16 pax : 20%

**\*\*\*All prices are VAT exclusive.**