



THE
ETHICS
INSTITUTE

Ethics Policies Workshop

29 November 2023, Full day (09:00 – 16:00)

Contact session – Venue - Centurion

Course background

The purpose of this training is to equip Ethics Practitioners to develop and enhance ethics-related policies.

Why attend this workshop?

Ethics policies are key instruments that support and enhance codes of ethics and codes of conduct. It is through ethics-related policies that the organisation is able to set out the expected ethics standards as well as the processes and procedures that should be followed to provide structure and avoid confusion.

The ethics office is the 'owner' of the code of ethics and the ethics-related standards and policies in the organisation. As such, the ethics office coordinates all activities that contribute to providing content to codes and policies. In addition, the ethics office ensures the implementation and institutionalisation of codes of ethics and ethics-related policies.

A key competency that ethics practitioners therefore need is the ability to develop, maintain, and enhance ethics-related policies. The quality of the ethics policies and how their content, intended purpose, and usefulness are communicated in the organisation are critical responsibilities of the ethics practitioner.

This workshop is therefore aimed at equipping ethics practitioners with practical skills to support them to develop, maintain, and enhance ethics policies.

What content is covered?

The following topics will be covered:

- Ethics policies in the ethics management framework
- Distinguishing between key ethics-related policies and supportive ethics policies
- Drafting of ethics policies
- Maintaining ethics policies and an ethics policy register
- Institutionalising ethics policies

Skills requirements

Since the purpose of this workshop is to equip ethics practitioners to develop and enhance ethics-related policies, it is required that attendees must either be ethics practitioners or people who are actively involved in the development or oversight of ethics-related policies in their organisations.

Workshop format

The workshop will be both practical and interactive and will include case studies, presentations, learning material, and practical tools that attendees will be able to utilise post the workshop.

Participants should attend with their own laptops as well as ensure that copies of their organisational ethics-related policies are available on their laptops for purposes of the discussions.

Who should attend?

The workshop is intended for ethics managers and practitioners as well as other people involved in the drafting and implementation of ethics-related policies or oversight of ethics.

Presenters

Dr Liezl Groenewald

Senior Manager: Organisational Ethics, The Ethics Institute (TEI)

Fatima Rawat

Senior Ethics Subject Matter expert, TEI

Lulama Qabaka

Ethics and Anti-Corruption Specialist, TEI

WORKSHOP FEE

Supporters/Members*

R 3 392.00

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To register, please complete the registration form below.



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Workshop Registration Form

Title	Full name		
ID number			Country
Organisation			Designation
Email address			Cell number
Tel number			Vat number
Postal address			Postal code

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Special requirements

Special requirements

Disabilities

Dietary requirements

Halaal

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Terms and conditions

1. Registrations close two weeks before a programme starts. All registrations not paid two weeks prior to the event will be cancelled to accommodate people from the waiting list.
2. Due to the 'hands-on' nature of the course, only a limited number of delegates can be accommodated.
3. Bookings are only confirmed on receipt of a registration form, full payment, or a Purchase Order in the case of government departments.
4. Cancellations two weeks prior incur a 30% penalty. No refunds will be made on cancellations incurred one week prior to the programme. Applicants who have made payment may be substituted by another person at any time prior to the event without incurring an additional fee. The Ethics Institute must be notified of any changes in writing.
5. Late registrations will have a 24-hour window period to confirm their registration and payment.
6. All registrations not conforming to these terms and conditions will be cancelled at no cost to The Ethics Institute.
7. 5% discount if three or more delegates from one organisation register. 10% discount if six or more delegates from one organisation register.

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Please email completed form to Kgothatso Tshabalala at kgothatso@tei.org.za