



**THE
ETHICS
INSTITUTE**

Ethics Ambassador Training Programme

Online Course: 10 - 14 June 2024

Empowering Ethical Cultures: Introducing the Ethics Ambassador Training Programme to support Organisational Integrity.

Introduction

The Ethics Ambassador Training Programme is designed to support the ethics management function in organisations.

Ethics Ambassadors, situated at any level of the organisation, assists in building an ethical culture. They provide ethics advisory services to employees and facilitate two-way communication on ethics in organisations. This is accomplished by promoting the dissemination of ethics-related information throughout the organisation. Ethics Ambassadors also offer insight into the dilemmas and challenges faced in the organisation.

Ethics Ambassadors are trained to provide employees with ethics-related information, address ethics-related issues employees may encounter, and assist employees in evaluating and resolving ethical dilemmas and challenges. They play vital roles in the ethics management programme of organisations.

Facilitation and learning

The course will be facilitated by ethics subject matter expert, Fatima Rawat, from The Ethics Institute.

The entire programme is expected to require approximately five to six hours in terms of learning time, and includes two live webinar sessions with the facilitators—one at the beginning of the programme and another to conclude it.

Ethics Ambassador Training Programme

Content outline

Module 1

A shared meaning of ethics – Learning about ethics and organisational ethics.

Module 2

Why is ethics important for organisations?

Module 3

Ethical leadership and ethical culture.

Module 4

Ethical decision-making.

Module 5

The role of the Ethics Ambassador.

Module 6

Ethics management and the governance of ethics.

Module 7

Setting up an Ethics Ambassador Programme and developing an annual work plan.

WORKSHOP FEE

Supporters/Members*

R 6 707.00

VAT inclusive

Non-supporters/members

R 7 975.00

VAT inclusive

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To register, please complete the registration form below.



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| Registration form | | | |
|-------------------|--|-------------|---------|
| Title | | ID number | Country |
| Full name | | | |
| Organisation | | | |
| Designation | | | |
| Email address | | | |
| Postal address | | Postal code | |
| Tel | | Cell number | |

TEI recognizes its responsibility to protect the personal information collected under the Protection of Personal Information, Act 4 of 2013, and have taken reasonable measures to ensure that all personal information is protected.
A copy of TEI's Protection of Personal Information Policy is available from the Information Officer, on request.

I hereby provide voluntary consent for the processing of my Personal Information as it will only be used for the intended purpose of registering for the above-mentioned programme, training verification statistics and evaluations, and will not be processed for any other purpose.

I hereby provide voluntary consent to TEI for referring to my name and surname online and receive direct marketing from TEI.

| *Please indicate if you are a member or supporter of any of the following organisations | | | | | | | | | |
|---|--|-------|--|------------|--|------------|--|-------|--|
| TEI | | ACFE | | BEN-Africa | | CIGFARO | | EPA | |
| FPI | | ICFP | | IIASA | | IoDSA | | IRMSA | |
| ISACA | | SABPP | | SAIPA | | SIOPSA | | | |
| Membership number for above | | | | | | | | | |
| Responsible for payment | | | | Employer | | Self | | | |
| Company name | | | | | | | | | |
| Accounts email address | | | | | | | | | |
| Accounts contact number | | | | | | VAT number | | | |
| Accounts email | | | | | | | | | |

Terms and conditions

- Registration for this programme closes two weeks before its commencement date. Any registrations that remain unpaid two weeks prior to the event, will be cancelled to allow an opportunity for candidates on the waiting list to attend.
- Cancellations made two weeks prior to the programme commencement date, will result in a 30% penalty fee.
- No refunds will be issued for cancellations occurring one week prior to the programme, however, applicants who have made payment can be substituted by another individual at any time before the event, without incurring an additional fee. Such changes must be communicated to TEI in writing.
- Given the practical nature of this course, TEI can only accommodate a limited number of participants per course.
- Attendance will be confirmed upon receipt of a completed registration form, full payment, or purchase order in the case of government department delegates.
- Late registrants will be given a 24-hour window to confirm both their registration and provide proof of payment to TEI.
- Registrations not adhering to these terms and conditions will be cancelled without any charges to TEI.

- * DISCOUNT**

 - A 5% discount will be applied if three or more delegates from the same organisation register.
 - A 10% discount will be applied if six or more delegates from the same organisation register.

I acknowledge that I am aware of the terms and conditions.

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