

Everybody is responsible for ethics in their organisations, but leading governance practices recommend that a specific individual – **the Ethics Officer – be responsible for the process of active, practical ethics management.** The Ethics Officer Certification Programme (EOCP) is designed to train these individuals.

The Integrity Management Framework provides guidelines and principles for ethics management in the public sector. Furthermore, the King IV Code on Corporate Governance indicates that an organisation's governance should be grounded in an ethical foundation, and also sets guidelines on the management of ethics in organisations. The EOCP addresses these frameworks and is delivered by experts in the field.

## What content is covered?

Understanding ethics concepts and developing ethical reasoning skills

Developing an ethics management strategy

Developing ethics standards, codes of ethics, and ethics policies

Understanding the role of ethics in governance

Identifying the need for an ethics management programme

Ethics management toolbox, including training, raising awareness, and performance reporting

Setting up an ethics office

Assessing ethics-related risks and opportunities

Reporting ethics performance to management and governing bodies

Programme duration: Four weeks of online sessions, plus 90 days to complete practicum assignment

## Who should attend the EOCP?

- Persons responsible for managing ethics
- Human Resource Managers
- Forensic Officers and Internal Auditors
- Prospective and current Ethics Officers
- Risk Managers and Compliance Officers

Applicants who require the assessment will be contacted by The Ethics Institute (TEI) on receipt of a completed registration form. A registration will only be accepted once all entry requirements have been fulfilled.

Undertaking the assessment does not guarantee registration for the programme. TEI reserves the right to reject a registration.




## What are the entry requirements?

- South African national holding a degree: no further requirements.
- South African national not holding a degree: must complete and pass an assessment set by a third-party assessor at their own cost.
- Foreign nationals with or without a degree: must complete and pass an assessment set by a third-party assessor at their own cost.

## After the course

Participants have 90 days to complete a practicum assignment for formal assessment. Thereafter, successful participants receive certification from Stadio Higher Education. In addition, newly certified Ethics Officers receive public recognition on TEI's website as well as a complimentary one-year TEI Supporter subscription.

012 342 2799  
www.tei.org.za

-  The Ethics Institute
-  The Ethics Institute
-  @TheEthicsInstitute
-  @EthicsInst

building an  
**ethical  
SOCIETY**

To register, please complete the registration form below.



**EOCP  
Online  
Course Fees:**  
Supporters/  
Members\*  
**R26 547.00**  
**VAT incl.**

Non-supporters/  
members  
**R31 521.00**  
**VAT incl.**



Please email  
completed form to  
Kgothatso Tshabalala at  
[kgothatso@tei.org.za](mailto:kgothatso@tei.org.za)

### EOCP online course dates

<b>27 February - 25 March 2025</b>	<b>Private Sector EOCP</b>
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### Registration form

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

### Highest academic qualification\*TEI reserves the right to check validity of the qualification\*

Qualification		Field	
Institution		Year achieved	

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

I voluntarily consent to the processing of my personal information for one of the following reasons: (1) attendance verification and evaluation, (2) statistical analysis, or (3) assessment and moderation if/when a Portfolio of Evidence is required. My information will not be processed for any other purpose.

I hereby provide voluntary consent to receive direct marketing from TEI.

### \*Please indicate if you are a member of any of the following organisations

TEI		ACFE		BEN-Africa		CIGFARO		FPI	
ICFP		IIASA		IoDSA		IRMSA		SABPP	
SAIPA		SIOPSA							
Membership number for above						Accounts tel			
Payer responsible for payment									
Accounts email									

### Terms and conditions

- Registration for this workshop 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 workshop commencement date, will result in a 30% penalty.
- 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.

### 8. DISCOUNT

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