

Code of Conduct Tailoring Form

Client:

Instructions

This document will walk you through how to tailor your Code of Conduct course. Once complete, please submit this form to your Customer Success Manager or email it to production@emtrain.com.

For more information on tailoring your Code of Conduct, please see our <u>Code of Conduct Tailoring</u> <u>Guide</u>.

Please select which version:

Lite Version

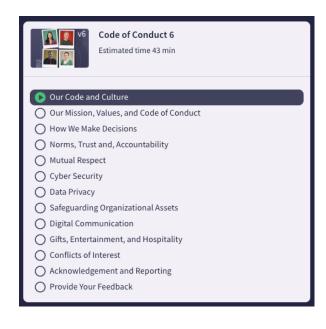
Lite Version Includes:

- Introduction message
- Mission Statement
- Values
- Reporting information

Full Version

Full Version Includes:

- Introduction message
- Mission Statement
- Values
- Reporting information
- Key Topic Lesson Selection

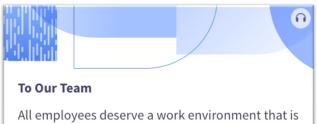


v6	Code of Conduct 6 Estimated time 62 min
Our Code ar	nd Culture
	, Values, and Code of Conduct
O How We Mai	ke Decisions
O Norms, Trus	st and, Accountability
Mutual Resp	pect
O Talking Poli	tics
O Cyber Secur	rity
O Data Privacy	y
Safeguardin	ng Organizational Assets
O Bribery, Cor	ruption, and Government Officials
O Social Media	a
O Digital Com	munication
O Insider Trad	ing
Gifts, Entert	ainment, and Hospitality
O Conflicts of	Interest
Competition	n Law
○ Acknowledg	gement and Reporting
O Provide You	r Feedback



Introduction (One Card - choose one: video or text) (6110)

We are providing a video introduction We are providing a text introduction



empathetic, inclusive, understanding, and welcoming.

As we build that together, please use the tools we offer to make that important work easier and our success long-lasting.

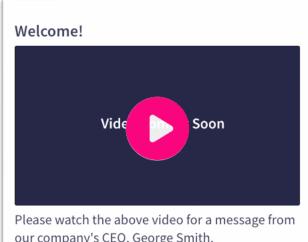
It is our commitment to you and your colleagues, and the future we share!

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Ca	ard Body		
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For video submissions, please submit the video file **AND** the video transcript:

Name of **attached** MP4 file video introduction:

Name of **attached** video transcript:



our company's CEO, George Smith.

Thank you for being committed to ensuring our working environment provides personal growth and learning.



Mission Statement (One Card – text only) (6112)

Mission Statement Card

Yes, we <u>are providing a Mission Statement Card</u> No, we <u>are not providing a Mission Statement Card</u>

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Our Missio	on		
product th	to listen to our at allows our cli nd trust of every	ents to feel t	he respect,

Card Title				
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Values Card #1

Yes, we <u>are</u> including Values Card #1 No, we <u>are not</u> including Values Card #1

	Card Title
Teamwork	
We work together cohesively and collaboratively.	Card Body
As a team, we bring different skills and perspectives together to create something bigger.	



Values Card #2

Yes, we <u>are</u> including Values Card #2 No, we <u>are not</u> including Values Card #2

	Card Title
Honest	
We are upfront and forthcoming with information, insights, and processes.	Card Body
By creating a culture where truth is at the forefront, employees are able to address the problems openly and transparently, building connections among employees and clients alike.	



Values Card #3

Yes, we <u>are</u> including Values Card #3 No, we <u>are not</u> including Values Card #3

Innovation	
progressive	st the status quo with bold and ideas by being curious and assumptions.
	is learning from both successes and with a deep hunger for improvement.

Card Title	 	
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Card Body		
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Values Card #4

Yes, we <u>are</u> including Values Card #4 No, we <u>are not</u> including Values Card #4

Accountability	
We own our decisions and their outcomes	
Taking ownership of one's actions helps for culture of trust and improved morale.	oster a

Card Title	
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Card Body	



Values Card #5

Yes, we <u>are</u> including Values Card #5 No, we <u>are not</u> including Values Card #5

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Creativity	
We find new ways of thinking, learning, doing.	and
Creativity can improve productivity and and help a business stay ahead of the competition.	efficiency

Card Title			
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Card Body	 	 	
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Reporting (Up to 3 Cards – text only) (6140)

Reporting Card #1

Yes, we <u>are</u> including Reporting Card #1 No, we <u>are not</u> including Reporting Card #1

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Reporting	S	
guidance a	rage you to ask questions, seek and express concerns regarding ce with this Code.	

Card Title		 	 	
Card Body	,	 	 	



Reporting (Up to 3 Cards – text only) (6140)

Reporting Card #2

Yes, we <u>are</u> including Reporting Card #2 No, we <u>are not</u> including Reporting Card #2

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Reporting	
We will not retaliate against anyone for filing a good-faith concern regarding a violation of any policies and procedures or participating in an investigation.	

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Reporting (Up to 3 Cards – text only) (6140)

• Reporting Card #3

Yes, we <u>are</u> including Reporting Card #3 No, we <u>are not</u> including Reporting Card #3

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Reporting	
Please report any violations or concerns anonymously at <u>www.website.com.</u>	
You may also send reports to our HR or legal teams.	

Card Title	
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Card Body	
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Key Topic Lesson Selection (Full)

Select which lessons will be included in your course and presented to learners below.

Lessons included:			
Our Code and Culture	Standard	Lite	Full
Our Mission, Values, and Code of Conduct		Lite	Full
How We Make Decisions	Standard	Lite	Full
Norms, Trust and, Accountability	Standard	Lite	Full
Mutual Respect	Standard	Lite	Full
Talking Politics			Full
Cyber Security	Standard	Lite	Full
Data Privacy	Standard	Lite	Full
Safeguarding Organizational Assets	Standard	Lite	Full
Bribery, Corruption, and Government Official	S		Full
Social Media			Full
Digital Communication	Standard	Lite	Full
Insider Trading			Full
Gifts, Entertainment, and Hospitality	Standard	Lite	Full
Conflicts of Interest	Standard	Lite	Full
Competition Law			Full
Acknowledgement and Reporting	Standard	Lite	Full
Provide Your Feedback	Standard	Lite	Full

See our <u>Available Microlessons article</u> for additional learning material to best tailor your key topic lessons to fit your company's needs.

Optional Lessons	Time	Include
Mutual Respect	4 mins	
Talking Politics	4 mins	
Cyber Security	4 mins	
Data Privacy	4 mins	
Safeguarding Organizational	4 mins	
Assets		
Bribery, Corruption, and	4 mins	
Government Officials		
Social Media	3 mins	
Digital Communication	3 mins	
Insider Trading	4 mins	
Gifts, Entertainment, and	3 mins	
Hospitality		
Conflicts of Interest	4 mins	
Competition Law	4 mins	