



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 customizations@emtrain.com.

For more information on tailoring your Code of Conduct, please see our [Code of Conduct Tailoring Guide](#).

Please select which version:

Lite Version


Full Version

Lite Version Includes:


- Introduction message
- Mission Statement
- Values
- Reporting information

Full Version Includes:

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



Code of Conduct 6
Estimated time 43 min

 Our Code and Culture

☐ Our Mission, Values, and Code of Conduct

☐ How We Make Decisions

☐ Norms, Trust and, Accountability

☐ Mutual Respect

☐ Cyber Security

☐ Data Privacy

☐ Safeguarding Organizational Assets


☐ Digital Communication

☐ Gifts, Entertainment, and Hospitality


☐ Conflicts of Interest

☐ Acknowledgement and Reporting

☐ Provide Your Feedback



Code of Conduct 6
Estimated time 62 min

 Our Code and Culture

☐ Our Mission, Values, and Code of Conduct

☐ How We Make Decisions

☐ Norms, Trust and, Accountability

☐ Mutual Respect

☐ Talking Politics

☐ Cyber Security

☐ Data Privacy

☐ Safeguarding Organizational Assets

☐ Bribery, Corruption, and Government Officials

☐ Social Media

☐ Digital Communication

☐ Insider Trading

☐ Gifts, Entertainment, and Hospitality

☐ Conflicts of Interest

☐ Competition Law


☐ Acknowledgement and Reporting

☐ Provide Your Feedback



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

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



To Our Team

All employees deserve a work environment that is 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!

Card Title

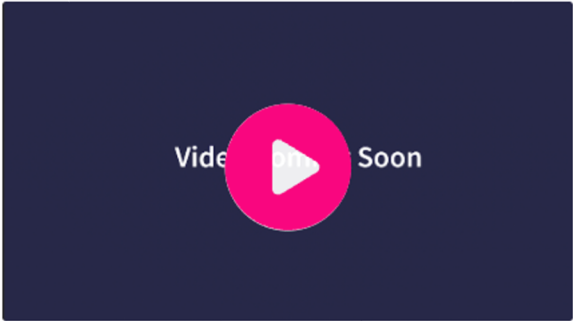
Card Body

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

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

Name of **attached** video transcript:

Welcome!



Please watch the above video for a message from our company's CEO, George Smith.

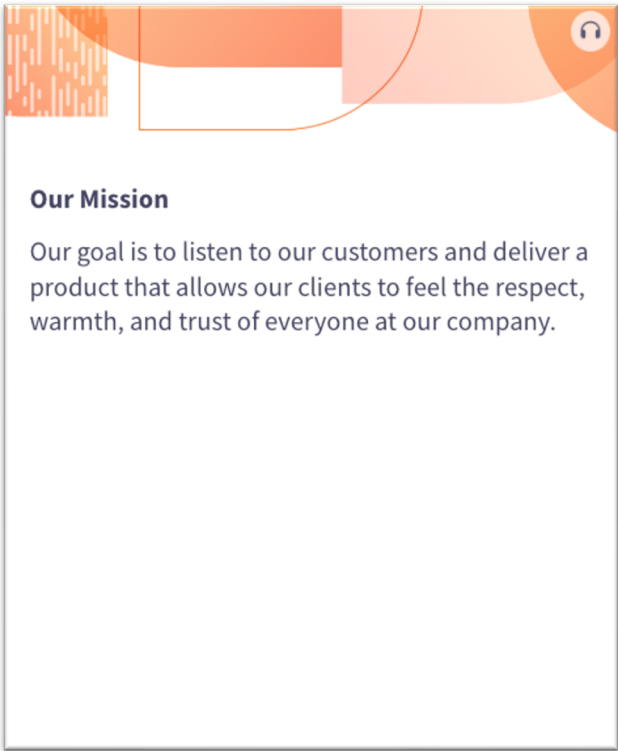
Thank you for being committed to ensuring our working environment provides personal growth and learning.



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

- Mission Statement Card

Yes, we are providing a Mission Statement Card
No, we are not providing a Mission Statement Card



Card Title

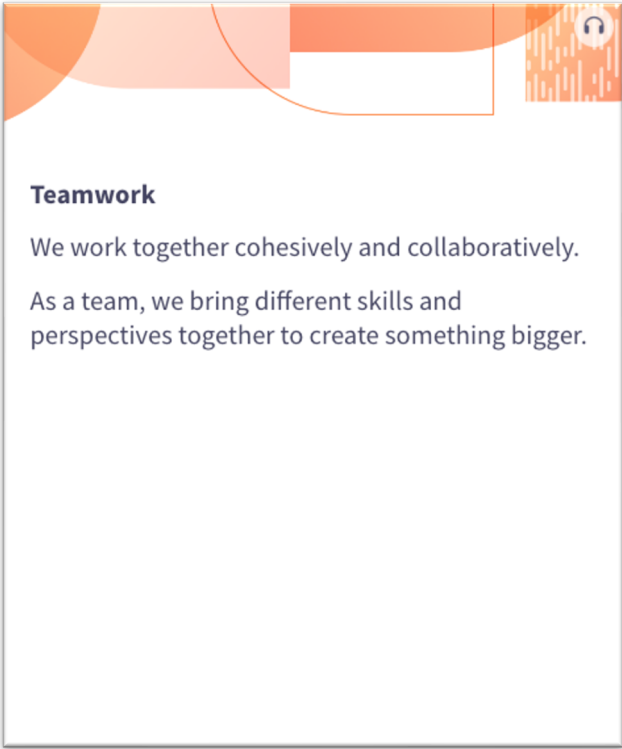
Card Body



Values (Up to 5 Cards – text only) (6112)

- Values Card #1

Yes, we are including Values Card #1
No, we are not including Values Card #1



Card Title


Card Body



Values (Up to 5 Cards – text only) (6112)

- Values Card #2

Yes, we are including Values Card #2
No, we are not including Values Card #2



Honest

We are upfront and forthcoming with information, insights, and processes.

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.

Card Title

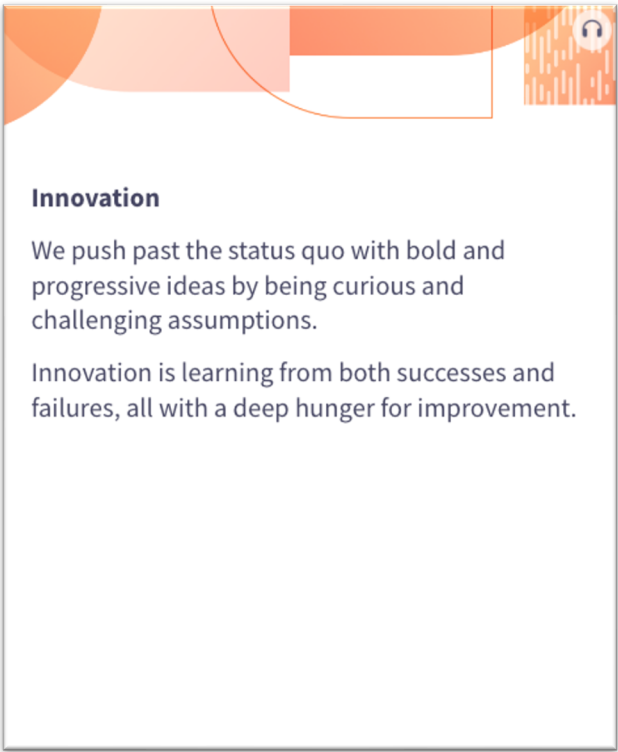
Card Body



Values (Up to 5 Cards – text only) (6112)

- Values Card #3

Yes, we are including Values Card #3
No, we are not including Values Card #3



Card Title

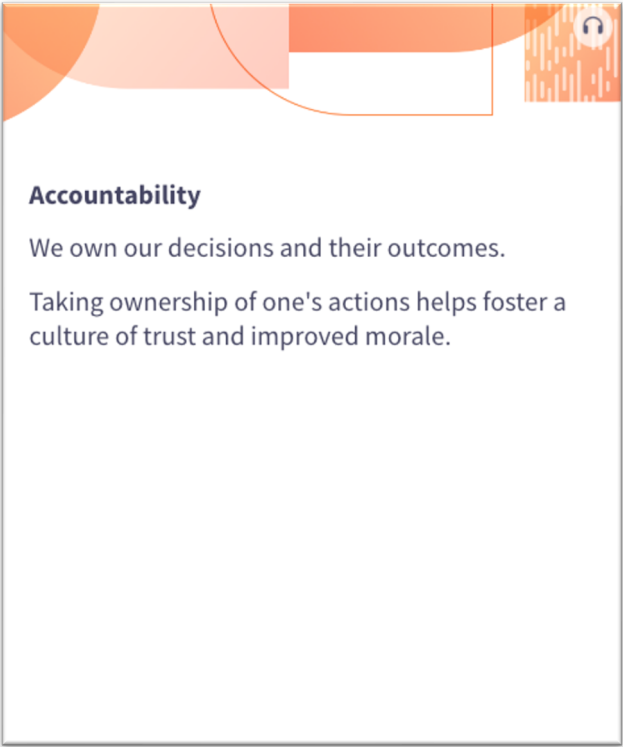
Card Body



Values (Up to 5 Cards – text only) (6112)

- Values Card #4

Yes, we are including Values Card #4
No, we are not including Values Card #4



Card Title

Card Body



Values (Up to 5 Cards – text only) (6112)

- Values Card #5

Yes, we are including Values Card #5
No, we are not including Values Card #5



Card Title

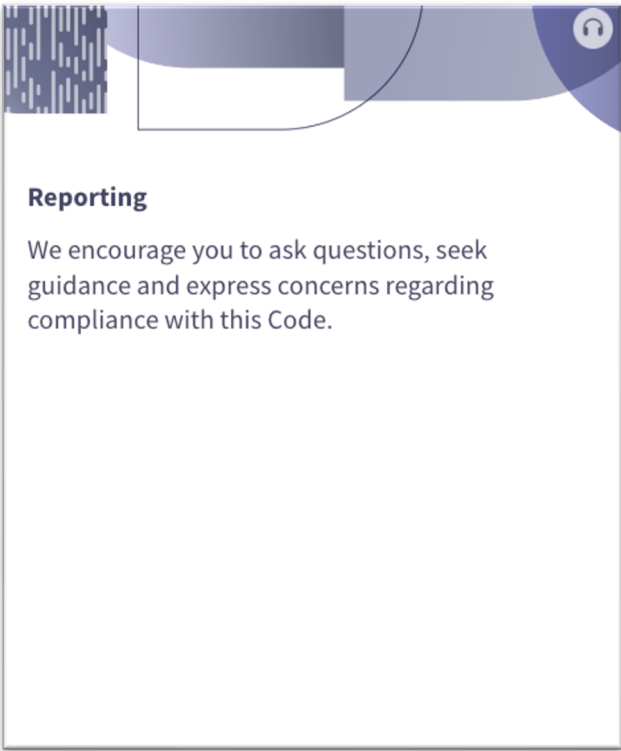
Card Body



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

- Reporting Card #1

Yes, we are including Reporting Card #1
No, we are not including Reporting Card #1



Card Title


Card Body



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

- Reporting Card #2

Yes, we are including Reporting Card #2
No, we are not including Reporting Card #2



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.

Card Title

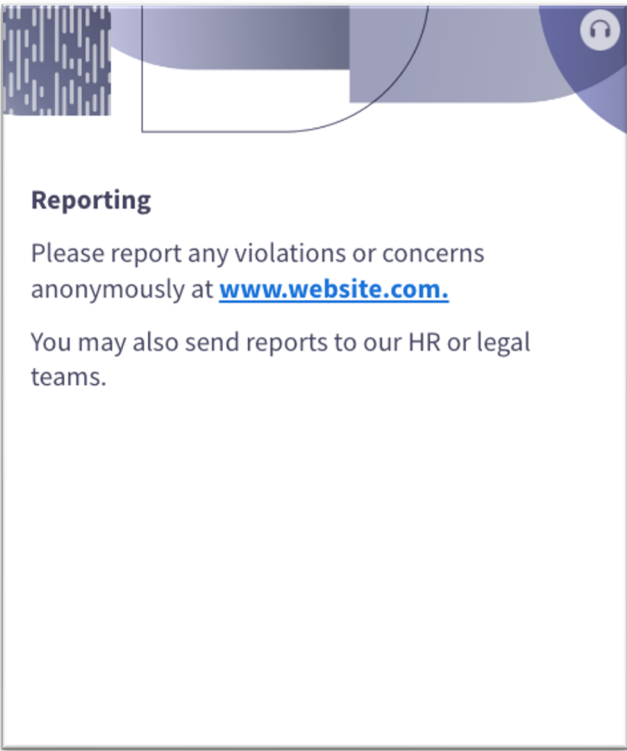
Card Body



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

- Reporting Card #3

Yes, we are including Reporting Card #3
No, we are not including Reporting Card #3



Card Title

Card Body



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 Officials			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 [Available Microlessons article](#) 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 Assets	4 mins	
Bribery, Corruption, and Government Officials	4 mins	
Social Media	3 mins	
Digital Communication	3 mins	
Insider Trading	4 mins	
Gifts, Entertainment, and Hospitality	3 mins	
Conflicts of Interest	4 mins	
Competition Law	4 mins	