



Ethics Officer Certification Programme 13 - 17 September 2010



ethics

BUILDING AN ETHICAL AFRICA

The Corporate Governance Code of Kenya specifically mentions that good corporate governance is grounded in ethics and that companies should have a Code of Ethics. But what does this mean? And how is ethics managed in an organization? This course answers these questions. It is not about corporate governance as such, but about managing business ethics in organizations within a corporate governance framework.

This course will provide participants with practical, skills-based knowledge to manage ethics in an organization. This will enable them to avoid the pitfalls and reputational damage associated with unethical corporate conduct. In addition it will also assist them in unlocking the ethical potential of their workplace.

The first Ethics Officer Certification Programme took place in 2004 in South Africa. Currently, there are over 200 individuals who have attended the course, both from the public and the private sector, from South Africa as well as from other African countries.

WHO?

Persons who are responsible for ethics in an organization, such as:

- Compliance Officers and Managers;
- Human Resources Officers and Managers;
- Risk Officers and Managers;
- Ethics Officers and Managers;
- Internal Auditors; and
- Anti-Corruption Managers and Officers.

You will learn how to:

- Develop codes of ethics and ethics related policies;
- Communicate and interpret organizational ethical standards;
- Build and sustain an ethical culture in an organization;
- Manage ethics within an organization;
- Compile ethics and compliance data;
- Support the ethical and compliance obligations of executives and the board of directors;
- Train other staff on ethical matters; and
- Resolve ethical problems and make ethical decisions.

EthicSA is an independent, not-for-profit, public benefit organisation.

www.ethicsa.org

In Partnership with:



Certificates of attendance will be issued
to all delegates

Ethics Officer Certification Programme

Five days & practicum – 13 - 17 September 2010

Everybody is responsible for ethics in their organisations, but you need a specific individual – the Ethics Officer – to drive the process of protecting, nurturing and improving the ethical culture of the organisation.

WHAT?

- Identifying the need for the company's ethics management programme;
- Assessing ethics-related risks and vulnerabilities;
- Developing and implementing ethics management tools, processes and strategies, including whistle-blowing;
- Developing ethics statements, Codes of Ethics and ethics policies;
- Communicating critical ethics data;
- Implementing and managing an ethics infrastructure;
- Developing and conducting ethics training;
- Focusing on specific aspects of ethical leadership;
- Reducing risk, vulnerabilities and negative exposure through effective ethics management;
- Setting up an ethics office; and
- Dealing with ethics-related enquiries.

WHY?

- Increased ethics and compliance management effectiveness and efficiency;
- Increased trust in the ethics function by employees and other stakeholders;
- Reduced risk of ethical misconduct and violations of laws and regulations.

WHEN? Duration: Five days and practicum
Date: 13 – 17 September 2010
Participants have 90 days to complete the practicum
Time: 08h00 - 16h30
08h30 on day one of the programme

WHERE? Sarova Stanley Hotel, Nairobi
Corner of Kimathi Street & Kenyatta Avenue

COST: US\$ 2200 for the five-day training programme

- 20% discount for members of the UN Global Compact Kenya Network, IoD Kenya and Caux Round Table,
- 10% discount for KEPSA and KAM members

*Please provide proof of membership – as of before 1 June 2010
Only one of the discounts above will apply*

REGISTRATION FORM

Personal Details

First Name : _____

Surname : _____

Organisation : _____

Designation : _____

Tel:(_____) _____ Fax:(_____) _____

Cell: _____ E-mail: _____

Postal Address : _____

Postal Code : _____

(Please complete the entire registration form)

Are you or your company a:

- UNGC Kenya Member KEPSA Member
Caux Round Table Member KAM Member
IoD Member

Registration Methods

The following options are available to facilitate registration:

1. Direct Mail: Complete this registration form, attach either a cheque or proof of payment, and mail to: PO Box 2427, Brooklyn Square, 0075, South Africa
2. Email us at mandy@ethicsa.org
3. Phone us on +27 (0)12 342 2799
4. Fax us on +27 (0)12 342 2790

Banking Details

Please note: Bookings will only be confirmed once payment is received.

BANK DETAILS : Ethics Institute of South Africa

BANK : Nedbank
BRANCH : Business Pretoria
ACCOUNT No : 149 701 3887
BRANCH CODE : 149 745
ACC TYPE : Current
SWIFT : NEDSZAJJ
REF No : Please insert your surname or your company name for record-keeping purposes.

General Information

Each delegate will receive:

- Coffee or tea on arrival;
- Mid-morning coffee, tea and scones;
- Lunch; and
- Afternoon coffee, tea and biscuits.
- Course Manual
- Certificate of Attendance.

Early bookings: Due to the intensive "hands on" nature of this course, we are only able to accommodate a limited number of delegates.

Cancellations: Should you cancel between 23 and 27 August 2010, a cancellation fee of 25% will be charged. Should you cancel between 30 August and 3 September, a cancellation fee of 50% will be charged. Thereafter, the full fee is payable. Please notify EthicSA of any cancellations in writing.

Substitutions: Registered delegates who have made payment, may be substituted at any time prior to the event without incurring an additional fee. Please notify EthicSA of the change in writing.

Payment: Payment must be made prior to the commencement dates. Bookings are only confirmed once payment is received.

Accommodation: Accommodation arrangements are for each delegates own account and arrangement.

CONTACT US:

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