



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Applying the Organisation's Code of Conduct at Work

Business, Commerce and Management Studies / Generic Management

Unit Standard 242815 · NQF Level 4 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips employees with the knowledge and skills to apply their organisation's code of conduct effectively in daily work situations. Participants will learn to interpret ethical guidelines, handle ethical dilemmas, and promote a culture of integrity and accountability. The course ensures alignment with organisational values and legal requirements, fostering a professional and respectful workplace.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	242815
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the organisation's code of conduct to workplace scenarios and decision-making processes.
- Analyse potential ethical dilemmas and determine appropriate actions in line with the code.
- Evaluate the impact of personal and professional behaviour on organisational reputation and culture.
- Demonstrate adherence to the code of conduct through consistent ethical behaviour.
- Implement strategies to address breaches of the code and report concerns appropriately.

WHO SHOULD ATTEND

- This course is designed for all employees across all levels and departments who need to understand and apply their organisation's code of conduct.
- It is ideal for new hires, team leaders, and anyone seeking to reinforce ethical behaviour in the workplace.

COURSE OUTLINE

Day 1: Understanding the Code of Conduct and Ethical Foundations

- Overview of the code of conduct: purpose, scope, and legal framework.
- Core ethical values: integrity, honesty, fairness, respect, accountability.
- Key provisions: conflicts of interest, confidentiality, use of company resources, harassment, discrimination.
- The role of leadership in modelling ethical behaviour.
- Consequences of breaches: disciplinary action, legal liability, reputational damage.
- Case studies: common ethical dilemmas in the workplace.

Day 2: Applying the Code in Daily Work and Reporting Breaches

- Practical decision-making models: ethical reasoning frameworks (e.g., PLUS model).
- Reporting procedures: whistleblowing policies, confidentiality, protection from retaliation.
- Role-play: handling ethical dilemmas (e.g., accepting gifts, misuse of data).
- The impact of organisational culture on ethical behaviour.
- Personal accountability: self-assessment and continuous improvement.
- Integration with other policies: code of ethics, HR policies, compliance requirements.
- Action planning: applying the code in your role.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **5 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	05 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	07 Aug 2026	On-Campus	Mauritius
06 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	11 Aug 2026	On-Campus	Mauritius
10 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 242815) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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