Soft skills

Professional Ethics and Values at Work

A half day to know what to do when facing a professional dilemma: a gift from a supplier, pressure to release a doubtful batch, a conflict of interest, a result to be arranged, confidential information. Participants clarify their company's values and rules, practise a decision method based on a few questions and learn to refuse, or report a breach, through the channels provided.

Duration : 0.5 day

Objectives

1. Explain the difference between values, internal rules and legal obligations
2. Identify the situations in your job that carry ethical risk: gifts, conflicts of interest, confidentiality, falsified data
3. Apply a simple method to analyse a dilemma and decide
4. Refuse a request that goes against the company's rules or values without breaking the relationship
5. Use the advice and reporting channels provided by the company

Programme

Half day

• Stated values and actual practice: what makes an ethics charter credible

• Risk situations by function: purchasing, sales, production, quality, finance, human resources

• Decision method: is it legal? does it comply with the rules? could I defend it if it became public?

• Refusing, asking for advice, reporting: to whom, how, with what protections

• Workshop: dilemmas close to the shop floor analysed in small groups

Teaching methods

• Dilemmas from industry and distribution: a year-end gift from a supplier, a request to change an analysis result, a discount granted outside procedure

• Work on the company's charter, code of conduct or internal rules where they exist

• Small-group debates and feedback

• Role plays of refusing in front of a customer, a supplier or a superior

• An ethical decision quick-reference card given to each participant

Assessment and documents

Knowledge test and analysis of a dilemma at the end of the session, post-training evaluation at D+1. Each participant receives a numbered certificate, verifiable online; the company receives the training report.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

The module draws on the company's documents: ethics charter, code of conduct, reporting procedure. For situations of influence and power, "Understanding Stakeholder Dynamics and Influencing with Integrity" extends the reflection.

Practical information

Duration	0.5 day
Audience	All employees, in particular purchasing, sales, finance, quality and management
Prerequisites	No prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Do we need an ethics charter to run this module?

No. Without a charter, the module starts from the internal rules, legal obligations and the values management wants to affirm. The dilemmas worked on in the workshop can then feed the drafting of a charter.

Is this an anti-corruption course?

It covers gifts, invitations, conflicts of interest and improper requests among everyday dilemmas. It does not replace a full anti-corruption compliance programme, with risk mapping and controls.

Can several hierarchical levels be brought together?

Yes, and it shows that the rules apply to everyone. Management must however accept that delicate situations will be discussed: we agree this with them before the session.