**Instructions for Ethical Leadership 2Essay**

1. Graduate/Masters level writing (academic), all original work.
2. No plagiarism. All work will be tested through 5 different plagiarism software programs to check for possible plagiarism.
3. 8 references including in-text citations formatted in APA writing Style (total essay)
4. Write in complete sentences and paragraphs with proper grammar.
5. Carefully read the requirements in each essay prompt, besides the examples, I suggest you perform additional research.
6. The body of the paper, written word count, range of1900 to 2100 words.
7. Deadline: 5 days, I would prefer the essay complete before the deadline.
8. The document has 14 different prompt/essay requirements. I will provide the prompt/requirements and examples of the answers. You cannot copy the example answers, only gain an idea for **original writing**. Should you run into any issues or not understand something, please let me know asap.

**ADDITIONAL INSTRUCTIONS**

* Create a cover page, a table of contents, headings, and subheadings.

**Introduction**

As an organizational leader, one of your primary roles is establishing programs and policies that ensure the organization operates under ethical considerations and legal mandates. This responsibility includes informing employees of the organization's code of ethics, communicating the code of ethics, providing training, and ensuring that operational aspects are administered in a legal and ethical manner.

You will assume the role of a leader and decide what strategies you will use to develop a strong organizational ethical climate. In your position as a leader, you will need to identify primary and secondary stakeholders and satisfy their concerns, understand the organization's ethical standing, and develop an ethics training program.

**Scenario**

You are a business manager of Paradigm Toys, a publicly held company that is a retailer and manufacturer of children's toys. The board of directors has asked you to conduct an ethics audit of the company and report to the board if you find the need for ethics training.

**Ethical Leadership 2Essay**

1. **Prompt/Essay Requirement.A:Purpose of CSR.**

**Reflect on what corporate social responsibility (CSR) means to you and think of ways organizations might practice CSR. What is the purpose of CSR?**

**ExampleA.** Corporate Social Responsibility is a means in which a company can be held accountable to stakeholders and address their impact on the world, socially, economically, and environmentally.  Companies do not exist in a vacuum, and their actions or inactions may have far-reaching repercussions that could affect consumer trust, employee work ethic, and public perception.  To maintain a healthy image, remain sustainable, and stay connected with their consumer base's needs and concerns, Paradigm Toys must engender a culture of social accountability and responsible investment.  Having a healthy, productive CSR instills trust, strengthens brand loyalty, and supports production.

**ExampleB.** Corporate Social Responsibility (CSR) purpose is to bring collaboration within the organization that joins the community environment along with social concerns at the forefront of the values and mission of the organization. It gives the essential stakeholders information that signifies that wellbeing and good for everyone is a top priority to the organization. The decisions to improve the environment to make it a better place for society to grow plus thrive is the primary driver of CSR.

**Example C**. The purpose of corporate social responsibility (CSR) is to operate a company in the manner of enhancing society and the environment instead of impacting it negatively. CSR is a business model that works toward helping a company be socially accountable to itself, its stakeholders, and the public. CSR is thought of as a pyramid that consists of four types of responsibility that must be considered at the same time: economic, legal, ethical, and philanthropic. The economic responsibilities are the lowest level of the pyramid and consist of the business producing goods or services that the consumers want and needs while making an acceptable profit. The legal responsibilities are the second to last level, and consist of the business carries out its work following the current law and government regulations. The ethical responsibilities are the third of the pyramid and consist of making ethical decisions to avoid harm and to do what is right. The last level of the pyramid is philanthropic responsibilities, and it is centered on business participation in activities that promote human welfare and goodwill. These four types of responsibilities are what help a company to boost its brand, and it creates a stronger bond between the employees and the company while becoming more connected with the communities around them.

1. **Prompt/Essay Requirement.A1:Primary and Secondary Stakeholders**

**Briefly define and explain the terms "primary stakeholder" and "secondary stakeholder."   Think about the various stakeholders that influence Paradigm Toys. Identify the two primaryand two secondarystakeholders you want to discuss in Section A.**

**Example A**. Two primary stakeholders that influence Paradigm Toys are suppliers and investors. Suppliers are a primary stakeholder of Paradigm Toys because the business relies on the suppliers to provide raw materials and, in some cases, to provide finished products. If the suppliers cannot supply the needed material or finished products,they can put the business at risk—also, the supplier's influence Paradigm Toys such as the pricing of products and the quality. Furthermore, investors are a primary stakeholder because they are individuals that vested in the company per money and not time. Investors influence Paradigm Toys by joining the board of the company, where they take part in the decision-making process.

Two secondary stakeholders that influence Paradigm Toys are nearby communities and employees. Nearby communities are a secondary stakeholder because they are likely to be affected by any actions on behalf of the company, such as jobs and the economy. The nearby communities influence Paradigm Toys by providing local information/knowledge, boost recruitment, and reduced conflict. Employees are considered secondary stakeholders because they are the first to be affected by any new policies or government regulations. The employees influence Paradigm Toys by taking care of the customers and represent the company and the brand/image.

**Example B**. "(David) Abrahams' model identifies three primary stakeholders-business partners, customers, and employees—and three secondary stakeholders—opinion formers, community, and authorities" (Trevino & Nelson, 2014). Primary stakeholders are those that have a contractual bond with Paradigm Toys: partners who have a financial investment; customers who spend money to purchase services or products from that company based on the trust they have in their ability to deliver fairly; employees who trade hours away from family for access to a steady paycheck.

 "Secondary stakeholders are other individuals or groups to whom the organization has obligations, but who are not formal, contractual partners" (Trevino & Nelson, 2014). An example of which would be the community the company resides in, which may or may not be affected by environmental repercussions of production. Another example would be opinion formers such as the media. While they may not have a financial or contractual agreement, they can still engage with the corporation and be influential in future sales by reporting on the positive or negative effects that Paradigm's business practices and CSR have on the world.

1. **Prompt/Essay Requirement.A2:Responsibility to Stakeholders.**

**Analyze two ways that Paradigm Toys should meet their CSR for the primary and secondary stakeholders identified in part A1.**

**ExampleA**. Paradigm Toys can meet their CSR to stakeholders in a variety of ways. As a toy company that markets to children and their parents, the first method that I would recommend is by creating a sound product that adheres to all applicable regulations and conducting rigorous quality control tests to ensure the safety of our consumers. Selling and distributing products that are known to fail or create a potential hazard to small children could be disastrous to our bottom line, our reputation, and our corporate image. Demonstrating that safety and the wellbeing of children are of paramount importance to us will strengthen our already strong consumer loyalty base. Another method would be ensuring that the materials and parts are obtained from reputable sources. Imagine for a moment the political uproar if one of our secondary stakeholders, the media, were to find out that any of the materials used by our product line was derived from sweatshops that employ small children or otherwise treat their workers in an unethical manner. Guaranteeing the integrity of our product line, from source materials to the assembly line to the retail outlet, ensures instills trust in our products and our commitment to ethical business practices.

**ExampleB**. The first way the Board of Directors at Paradigm Toys can meet their CSR to the primary and secondary stakeholders is to communicate with everyone. The open communication would include being public with the company's activities internally and externally. The communication would not include only putting a message out there for everyone, but instead, it would be communication where the speaker and the listener take turns communicating, two-way communication. The second way the Board of Directors can meet their CSR to the primary and secondary stakeholders is to operate with an ethical supply chain. The company will be able to guarantee not putting the employee's jobs, investors' money, and nearby communities at risk when working with an ethical supply chain. Besides, working with an ethical supply chain would mean that stakeholders are aware of supplier life-cycle, making sure their workers do not work in near slave-like conditions, and the supplier is certified to operate.

**Example C.** The board of directors of Paradigm Toys has an obligation to the customers, employees, shareholders, and government regulations to ensure that the management personnel has the means they need to meet the social plus environmental concerns. The two ways that the board of directors can achieve this is through volunteer community service engagement and creating a recycling initiative.

First, Paradigm Toys management staff will engage with the customers, employees, along with shareholders, to schedule volunteer community service activities through the township. By engaging the primary as well as the secondary stakeholders, there will be the harmony that will increase morale as well as create positive attitudes. The government stakeholders will be able to evaluate the activities found in the financial statements so that it is public knowledge to reduce the risk of harming the reputation of the company.

Second, Paradigm Toys management staff selects a committee that will develop a recycling initiative that will focus on excess material that is not needed to make the toys so that it will reduce the effects it has on the environment. This initiative will bring positive motivation among the employees that they are not only helping the environment, but they are also helping the organization reduce the cost spent on new material so that it can be reinvested into the company. This will encourage the shareholders to hold a long-term investment in the company as well as provide stable financial results that meet the accounting regulations governed by the security exchange commission that will build trust in the social arena.

1. **Prompt/Essay Requirement.B1:Importance of Ethical Culture.**

**Reflect on the importance of ethical leadership by doing the following: Explain why it is important for an organization to develop an ethical culture.**

**ExampleA**.It is vital to develop an ethical culture because it creates and promotes ethical conduct and personal responsibility. In order to have employees embrace an ethical culture, the organization must first take on the responsibility of operating in an honest, respectable, and appropriate manner. When the organization acts and follows a standard of ethical Conduct, it improves employee morale, enriches the organization's commitments, and boots employee retainment. Also, when the organization is following a standard of ethical Conduct, it develops good leaders that act as role models for the rest of the employees. Furthermore, most ethical culture is introduced to employees during their orientation to the organization. The orientation gives the employees insight and understanding of the importance of accepting responsibility for their Conduct and share the organization's commitments. Besides, the organization has training that helps to install and update the ethical culture frequently.

**ExampleB**., The attentive development of a positive ethical culture, diminishes the chances of unethical leadership and business practices by educating employees on the fundamental values that the Paradigm Toys was founded upon. Having ethical leaders results in decreased employee turnover, higher productivity, and increased job satisfaction. Regular ethics classes and repeated exposure to the organization's values and virtues will increase the chances that the decisions made at all levels are in keeping with better business practices. Employees look to their leadership for guidance when presented with unknown situations, so the necessity for a robust ethical leadership here at Paradigm Toys cannot be understated. Ethical, competent leaders at all levels ensure compliance with regulation, and through their actions, and instill an ethos of social awareness and social responsibility by creating a beneficial corporate culture and promoting positive employee engagement and buy-in.

1. **Prompt/Essay Requirement.B1A:Fostering Ethical Culture**

**Reflect on the importance of ethical leadership by doing the following: Discuss the role that Paradigm Toys' leadership can play in fostering an ethical culture.**

**ExampleA**."To create an organizational culture that promotes ethical conduct and personal responsibility, leaders need to serve as role models for others" (Porter, 2014). Leadership's role is that of creating an ethical culture and setting the tone for employees. Concepts such as the creation of a safe avenue for reporting violations, or rewarding employee integrity, could bolster such an endeavor. By creating a standard of excellence, employees have a point of reference for future decisions. This standard cannot be benchmarked by policies alone, but by the actions of leaders who strictly adhere to the virtues and values that Paradigm Toys embodies. Regular training and classes can help to reinforce the leadership's better business practices and show our employees how every aspect of our ethical culture works in synchrony to maintain our good standing in the community and the world at large.

**ExampleB**. The role that Paradigm's leadership can take to foster an ethical culture in their organization is to develop formal procedures that align with informal procedures that hold leaders to the highest standards through their actions and accountability. What this means is Paradigm leadership did not just develop the ethical code of Conduct, orientation training, performance management guidelines for their employees to follow, the leadership Paradigm, they followed these procedures transparently and modeled them with passion. Paradigm leaders must engage daily with their employees to signify that they are not just leading the organization by the words they say but also through the support they provide. They follow the same ethical Conduct that they expect from their employees.

**Example C.** There are several roles that the Paradigm's leadership can play in fostering an ethical culture within the business. As mentioned above, the use of employee orientation and training are a great start to provide a foundation of clear expectations for what is okay and not okay in the workplace. The role that Paradigm's leadership can play to foster an ethical culture that will be effective is leading by example. In most cases, when leaders model the desired behavior, the others will follow the same behavior, creating a chain reaction of others following. The Paradigm's leaders should be mindful of their actions and understand that they are being watched very closely. Also, it is smart for the Paradigm's leaders to reinforce the behavior they wish to nurture in the workplace and to avoid awarding unwanted behavior. Furthermore, going back to using employee orientation and training will allow the Paradigm's leadership to provide the tools for people to act ethically and provide corrective feedback to enhance the employee ethical thinking and their chosen actions. Overall, it is the role of the Paradigm's leadership to define, encourage, and to monitor the ethical behavior of the organization.

1. **Prompt/Essay Requirement.B2:Ethics Audit.**

**Explain the purpose of an ethics audit**

**ExampleA**. An ethical audit is a systematic investigation that is conducted regularly on how well or poorly an organization follows to their ethical standards within their organization's industry. Besides, an ethical audit is a process that measures, reports on, and help improve an organization's social and environmental performance. Furthermore, the ethical audit is conducted by a neutral third-party to avoid any corruption. If it is determined that the ethical culture does not align with the ethical standards of the organization's industry, then the culture will need to change.

**ExampleB.** An ethics audit is an unbiased association that performs assessments on an organization's environmental and social responsibility that involves their working culture. These assessments are conducted on process workflow analyses, data reports, and measurements that involve the employees that are still working for the organization. Also, ethics audits conducted on the hiring process, orientation training, or employee survey can reveal valuable information to the leadership team of Paradigm Toys that can change the dynamics of the organization.

**Example C**. An ethics audit is an inspection that checks the very pulse of a corporation's ethical culture. In the same manner that cyclical audits are completed to ascertain any problems or inconsistencies within an organization's financial structure, ethics audits serve to identify and review any potential problems before they can occur, allowing for time changes and tweaks to the training and leadership model. Commonly conducted by Human Resources personnel, employees and leaders are asked about their experiences with the company, areas of concern, room for improvement, alerting upper management to practices that may or may not have a direct financial or moral effect on the organization.

1. **Prompt/Essay Requirement.B2a:Value of an Ethics Audit**

**Discuss the value that an ethics audit could bring to Paradigm Toys.**

**ExampleA**. The value that an ethics audit could bring in Paradigm Toys is a better business. When the code of ethics is being followed and is aligned with the ethical code for the toy industry, it makes for better business because the company is establishing trust, a foundation, and honesty for the stakeholders, the community, and anyone with a vested interested in the Paradigm Toys. Also, having regularly conducted an ethical audit can identify potential risks and liabilities. It can improve legal compliance and improved relationship with stakeholders. Furthermore, an ethics audit will benefit Paradigm Toys because the report may reveal faults that can be handled before there are legal, financial, or brand/image repercussions.

**ExampleB.**By establishing metrics for measuring Paradigm's ethical culture, leaders have a baseline by which to measure the efficacy of our ethics training and determine avenues for improvement. Having quantifiable data and hearing real-life stories from the employees and leaders who make up our organization keeps us from having to rely on our anecdotal information for creating and implementing ethical standards. Stakeholders can view the results of these audits and gain a measure of understanding of how well plans are implemented, what works, and what does not. Additional information could also be gleaned from ethics audits, such as regulation compliance, potential safety hazards, and money-saving ideas from our eyes and ears on the ground.

**Example C.** The most valuable benefits that an ethics audit can bring to Paradigm Toys, is to know if the culture of their organization is ethical or unethical. It will give Paradigm Toys an accurate analysis of what their employees are doing, how they feel about the organization, and what is the most valuable reason for working for Paradigm Toys.

1. **Prompt/Essay Requirement.C1:Ethical Dilemma.**

**Develop the ethical framework that you would use if you were faced with an ethical dilemma by doing the following: Identify and analyze an ethical dilemma in a business setting.**

**ExampleA.**In my last job, one of the most common ethics violations was that of "kickbacks" from local vendors. As a logistician, one of my duties was to procure food and lodging for my soldiers via local vendors and charge them to the United States Government. Vendors know that if they can lure a federal employee towards their business, they could be in for windfall profits in the long run. It was my duty to find the cheapest or most accommodating hotel for my 28 soldiers and establish a good working relationship. The three hotels I was researching were all offering the same price for rooms at $85 a night, but one offered to guarantee me a free night's stay for myself whenever I wanted if I chose his hotel over the other.

 As they all offered a similar price-point, I could have easily written my purchase request to lean towards the hotel that was willing to bribe me for my nod. These kinds of tactics, however, are highly unethical. They create an unfair advantage for one hotel over the other, based on a benefit that creates no gain for the taxpayer nor the United States Army.

**ExampleB.**I am a manager in the Credit Balance Department of a large hospital. My department, over the past five years, sends out weekly an average of 2,500 refund checks to our patients. In reviewing the data that trends the reason for these refunds to our patients, I found that our company's Gastroenterology (GI) clinic is the highest location for refunding the patient their money. Furthermore, the refunded accounts reflected that the system returned no amount due with an override flag triggered, and no documentation found. There was only one employee at the GI clinic that this trend was found on. Therefore, I sent an inquiry asking what process the front desk associates were following when collecting patient money at the time of service, to the GI clinic manager. The response I received stated that the GI department's policy states that patients must pay the amount due to the eligibility screen on the patient's appointment record. If there is no amount due, a note, documenting the reason no payment was collected is placed on the appointment record. This is to ensure that patients are not overcharged for their office visits. Also, each employee signs a confirmation sheet that all policies are read and understood during the first ninety days of employment.

**Example C.** An ethical dilemma in a business setting is the misuse of work time. The misuse of work time can be but is not limited to surfing the internet, socializing with coworkers, being late, time-wasting activities, social media, cell phones, long lunches, extended breaks, unnecessary meetings, and making personal telephone calls during work hours. The misuse of work time is unethical because it is dishonest, costly to the company; it tests work relationships, injuries, lack of focus, and decreases work productivity. Besides, the employee is accepting wages from their employer for work they have not done, or from the time they have not put into their work. Furthermore, the misuse of company time can make employees resentful, lower morale, and cause high turnover.

1. **Prompt/Essay Requirement.C2:Potential Solutions.**

**Develop the ethical framework that you would use if you were faced with an ethical dilemma by doing the following: Evaluate two potential solutions to the ethical dilemma identified in part C1.**

**ExampleA**. 1. Be More Visible

The action of having management, supervisors, or someone with authority spending time on the floor will deter time-wasting. Also, having management on the floor will increase the employer to employee relationships, which can lead to a better understanding of problems and issues within the company.

2. No Cell Phone Policy

This will be a guideline that is clear and consistent, to stress the point that cell phones are not allowed on the factory floor. A cell phone policy will cut down on distraction and possible injuries due to the employees not focusing on their duties.

**ExampleB.**Managers for this large hospital are responsible for auditing, confirming, and address any misconduct or violation of the company policies. To ensure that managers have the tools they need to achieve this responsibility, there are two potential solutions.

Option one is to implement a dashboard that tracks, throughout the day, the money collected, the number of overriding flags triggered with no comments, and list the user names for the clinic managers. Additionally, the clinic manager will be required to electronically sign afterthe day log that will provide the action the clinic manager selected for any misconduct or violation. This will ensure that the clinic manager has addressed any misconduct or violation of the company policy.

Option two is to implement an unbreakable stop pop up box that the front desk user must put in a comment for collecting money from a patient when the system returned that no money was due. This pop-up box cannot be closed without a comment that has a minimum of fifteen characters. This will ensure that the staff cannot collect money when the system indicates not to.

**Example C.** One solution would be to inform my superiors of the dilemma (to absolve myself from the situation and indemnify myself from any later suspicions). Reporting this type of ethics violation would result in a ban from using that hotel for a period of up to five years, so my coworkers and eventual replacements are never tempted to fall into a similar circumstance.

Another solution to the dilemma would be contacting the hotel chain's corporate office and let them know that one of their managers was making these types of bribes to ensure his hotel was fully utilized and to maximize his profits, as this is likely not the first time they have engaged in this type of behavior. The United States Government serves its citizens in a fiduciary capacity and is dedicated to saving the taxpayer from overspending.

1. **Prompt/Essay Requirement.C3:Explanation of Choice.**

**Develop the ethical framework that you would use if you were faced with an ethical dilemma by doing the following: Explain which solution from part C2 you would recommend and why that solution would be the more ethical choice.**

**Example A**. The best solution to the ethical problem is to do both. I would first contact the hotel's corporate offices to inform them of the situation. This is not an act of retribution or judgment on the hotel manager, but an acknowledgment that it is likely he is acting against the regulations of his organization by making this offer. Hotel managers are evaluated by the number of complaints filed, their profit margin, their ability to fill rooms, etc. If the gentleman was willing to cut me a deal to boost his stats, there is no telling what else he may be doing behind his companies back to fudge his numbers. As I stated, I would also inform my chain of command and initiate the ban on that establishment, to protect myself and other soldiers from encountering that kind of dilemma in the future.

**ExampleB.**I recommend the large hospital to implement option two. This option is a more ethical choice since it prevents the user from collecting money without validating a reason which keeps the behavior centered on the patient's experience with the hospital. It will reduce the number of refunds that are generated from all clinics,which meets the values and mission statement for the company. It is the ethical thing to do for our patients that validates that our patients come first, not our profit.

**Example C.**I would recommend solution number one for management to be more visible on the factory floor. As mention above, the presence of management or someone with upper-level authority will deter time-wasting and prompt employees from focusing on their work. The recommendation for solution number one is the more ethical choice because it will allow the individuals in leadership roles to lead by example. Also, it will provide management with the opportunity to give valuable feedback on the code of ethics in the workplace and monitor the ethical behavior of the employees. Furthermore, when management is a more visible employee will follow the ethical culture of the company and promote the high standards of honesty, integrity, and fairness to others while bringing theright name/image to the company.

1. **Prompt/Essay Requirement.D1:Key Topics**

**Create a proposal for implementing an ethics training program at Paradigm Toys by doing the following: Identify three key topics that you would cover in your ethics training program.**

**Example A**. To ensure that our employees do not succumb to similar ethical dilemmas, it is paramount that new employee orientation and current employee training is dedicated to embedding a sense of our ethical culture into those who would proudly wear our logo, from their first day on the assembly line or sales floor. That said, I would create a three-prong training program centered around:

1. Paradigm's Mission Statement and Core Values
2. Ethical Conduct: fraud, conflict of interest,
3. Compliance Reporting: discrimination, whistleblowing, harassment.

**ExampleB.**1 – Code of Conduct (what is expected of employees at Paradigm Toys)

2 – Quality of Product (include examples of ethical and unethical findings)

3 – Work Safety

**Example C.** 1. Bullying and Harassment

2. Acceptance of Gifts

3. Conflicts of Interest

1. **Prompt/Essay Requirement.D1a:Explanation of Key Topics**

**Explain why you would include the three topics from part D1 in your training program.**

**Example A**. The emphasis on the mission statement and core values, is mostly geared towards new employees but is essential for all members of our international team. We cannot expect our new hires to be ethics experts from their first day, or to remember every potential solution to any ethical dilemma we present to them. However, by referring to our Core Values of Service, Integrity, Quality, and Safety, they have the framework to be able to guide their decisions in a manner that aligns with the best interests of the company.

The Ethical Conduct portion will present various ethical dilemmas and will create various employee-led discussions on ways situations could be approached, diffused, or avoided. Similarly, we could offer our preferred method of dealing with each situation and explain why that method works in the best interest of Paradigm.

Teaching our employees' the proper methods of Compliance Reporting empowers our employees to know their rights and show them that their interests, concerns, and wellbeing are essential to Paradigm. Employees should be confident that they are working in harassment and discrimination-free environment, and that they will be protected as whistleblowers from repercussions as long as they are working towards the best interests of the organization and our stakeholders.

**ExampleB.**The first principal component proposed for Paradigm Toys training program is the code of Conduct. The code of Conduct is essential during new hire training to provide new employees with ethical standards. This component sets a precedent on the first day of employment at Paradigm Toys to develop the new hire into good soldiers. This program covers the integrity of the organization, the legal requirements that each employee must adhere to as well as the compliance policies that are in place.

The second principal component proposed for Paradigm Toys training program is the quality of their products. This program focuses on the customer, which is why Paradigm Toys is in business. The toy industry is a fast-paced industry, which can change quickly based on demands from customers. The next hot toy must be made with ambitious standards, loyalty to the customer as well as integrity to the company. The one area that cannot be anything short of perfection. The quality standards must be in the new hire training program to provide new hires with a clear understanding of what Paradigm Toys expect from each toy that is produced in their factories.

The third key component proposed for Paradigm Toys training program is work safety. This is essential to ethical training for new hires as well as continue training programs for existing employees. New hires may have experience with other toy companies; however, they have not worked for a toy company such as Paradigm Toys who values each employee's safety as a top priority in their organization. In this training program, providing employees with the process to follow if a work-related injury occurs, what procedures to follow if a work hazard is identified, and make sure all employees know there is a no-tolerance policy for any retaliation taking on any employee that reports a work safety issue.

**Example C.** The first key component that would be included in the training program is bullying and harassment. As of lately, it seems that bullying and harassment have made headlines from school teachers to politicians. Bullying and harassment can be a devastating and emotional experience for the victim(s) and can create a hostile/toxic working environment if not handled properly. Bullying and harassment can come in several different forms, and the unwanted actions will leave, the employee feeling unsafe, have work absents, depression, sleeplessness, and cause a loss in productivity. The component of bullying and harassment are essential to include in the training program to inform employees that this type of behavior is unethical and that the company will not tolerate that kind of behavior.

The second principal component that is important to include in the training program is the acceptance of gifts. Including acceptance of gifts in the training programs will tell employees about what is and is not appropriate to accept as a present, offering, award, or as a token of appreciation from a customer, another employee, a supplier, or management. The policy and training purpose will help employees and the company to avoid bribery, corruption, money scandals, poor business practices, and lawsuits.

The third key component that would be included in the training program is a conflict of interest. A conflict of interest in the workplace is when an employee has a personal interest that will interfere with their ability to perform their duties at work. By providing training on this topic, employees can learn to identify situations that may lead to a conflict of interest, be given the tools differentiate between personal and business interests, and learn how to be professional when in a conflict of interest situation. Also, the training help employees to recognize and avoid conflict of interest with regards to family interests, to deal with customers and/or suppliers, and financial interests.

1. **Prompt/Essay Requirement.D2:Delivery Method**

**Recommend a delivery method that you believe would be most effective for the training program**

**Example A**. Ensuring that new employees have this training before meeting their supervisors and performing their jobs is critical. As such, I would mandate that all new hires go through a 3-day course to prepare them for any new challenges. The training would be held in a group setting, as we hire cyclically and in batches, and employees would form teams to help brainstorm their solutions to the problems presented. For liability purposes, all new employees would be required to sign an affidavit stating that the material had been presented to them and that they understood it before continuing. Copies of the affidavits would be signed by the instructor leading the training and retained by the Human Resources Manager. Employees would receive a booklet of all training material and a copy of our Mission Statement and explanation of our values that they can take home for future reference.

 Additionally, current employees should have mandatory annual refresher training to ensure that the basic tenets of the organization are always fresh in their minds. These classes could be done via computer-based training, and we could offer a monetary incentive for them completing them outside of work hours and before their 365 day period is over. For the completion of a four-hour online training course, we could offer to add 4 hours overtime to their next paycheck, to compensate them for the time away from family members.

**ExampleB.**There are many ways to deliver training programs that include instructor-led, online seminar-based, or video-based. At Paradigm Toys, the recommended delivery method is instructor-led.

**Example C.** A recommend a delivery method that is believed to be the most effective for the training program is using a hybrid course of action with online and face-to-face training.

1. **Prompt/Essay Requirement.D2a:Justification of Delivery Method**

**Justify why the delivery method recommended in part D2 would be most effective for the training program.**

Example A. Technology has had a strong and growing impact on the way the world does business and on how individuals are learning. The hybrid training program will be able to offer employees and management flexibility, the opportunity for face-to-face time, better management of company time, quality training material, and the control of much is online and face-to-face. The face-to-face training workshops are a traditional form of learning and teaching. However, face-to-face training will provide employees the opportunity to ask questions, take part in training scenarios, offer clear and detailed information on the company's positions, and the company can train large groups. The online portion of the hybrid training will give employees information that they can revisit and refresh their training for future endeavors. Also, the online portion can offer employees videos, an eLearning platform, quizzes, a comment community section or discussion board, examples, information on the matter, and a common question and answer forum.

**ExampleB.**The primary reason for conducting this training in a formal instructor-led setting with computer-based training material that is stored on each employee's drive. When an instructor conducts training, employees can see how important the material is to the organization through the behavior of the instructor. The interaction during the role-playing scenarios, as well as the building working relationship with coworkers, will encourage an ethical culture in a fun, safe, and engaging environment.

**Example C.** By having a new employee orientation with all the training right then, is that it gets employees started on the right foot. It gets all the expectations out front, and lets employees know what will be tolerated and what will not. Employees will have the ability to ask questions and get clarity on anything they do not understand. Furthermore, it helps get new employees familiar with the company culture, policy, procedures, and regulations.

The reason for the online training is that with technology on the rise, it is a way for the company to save money and time by doing training this way, and most companies are transitioning or have transitioned to online training. The employees that have been there for years will have a chance to refresh, and it allows employees to take the training when it fits best with their work schedule. Furthermore, by doing refresher mini-trainings during all quarterly employee meetings, it just reiterates and solidifies the company culture to all employees.