



Understanding Conflicts of Interest

Course No: ETH104

Instructor: Mark S. Putnam, M.Ed.

Description: This course equips participants to deal with the variety of conflicts of interest dilemmas that employees face while on the job. It covers information relevant to all levels of employees and managers.

Background: Conflicts of interest come in all shapes and sizes. Financial interests, family interests, second jobs, and personal interests jockey for position ahead of the company's interests. Every employee will struggle with a conflict of interest ethical dilemma and this course will prepare you to effectively deal with the situation and end up on top.

Objectives:

- Understand types of conflicts of interest and be able to spot conflicts of interest dilemmas.
- Know the ethical conflicts and general ethical guidelines that come from outside employment.
- Understand the boundaries between your regular employment and your second job.
- Know the bounds of appropriate and inappropriate selling in the work place.
- Identify the potential conflicts of interest that can occur with family and friends.
- Know employee responsibilities regarding outside employment, investments, and competition.
- Understand the conflict of interest issues that result from investments and/or ownership in businesses.

Required Reading:

"Ethical Appearance" By Mark S. Putnam

Course Length: 2 hrs. 0 min.

Prerequisites: ETH101, Ethical Decision-Making Skills (recommended)

Points Possible: 194

Passing Score: 75%



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Activities:

Activity: Importance of Avoiding Conflicts of Interest

Activity: Doing Your Homework

Activity: 8-Point Checklist for Conflicts of Interest

Activity: Outside Jobs

Content Tests: These tests contain true/false and multiple choice questions based on the Course Content in this section. Before taking these tests, please watch the videos and download the Section Outline handout.

Conflicts of Interest 1

Conflicts of Interest 2

Conflicts of Interest 3

Conflicts of Interest 4

Ethical Appearance

Scenario Tests: These tests provide scenarios with up to four possible answers. You may receive between 0 and 10 points for each question depending on the appropriateness of your answer. Answers not only require the correct ethical response but also require good judgment, sound reasoning, and a balanced approach to problem solving.

Conflicts of Interest Scenarios - 1

Conflicts of Interest Scenarios - 2

Conflicts of Interest Scenarios - 3

Conflicts of Interest Scenarios - 4