

Management and Strategy Institute, LLC.

Certified Corporate Ethics Manager (CCEM)[™]

Syllabus

Introduction

Corporate Ethics Managers are an intricate part of today's corporate structure. They manage the consistency of compliance and ethics by responding to ethics questions and issues, monitoring regulations, drafting and updating policies and standard operating procedures, monitoring compliance and ethics policies for potential gaps, and collaborating with company stakeholders to communicate information to employees.

The Certified Corporate Ethics Manager certification issued by the Management and Strategy Institute covers multiple aspects of corporate ethics. You'll be tested on your knowledge of business ethics and how to implement an ethical compliance program within the workplace. Ethical decision making, social responsibility and whistle blowing are all covered within the scope of this program. MSI's online ethics manager program goes further than most however because it also covers developing corporate behavior. An ethics manager must have the ability to use continuous improvement principles to monitor and update a company's ethical policies. This program will test your core understanding of corporate behavior development.

The goal of the Management and Strategy Institute certification exam is to verify you have an understanding of the core competencies required to apply a corporate ethics management program. The study material included with this program covers the competencies listed below.

The CCEM exam is a timed, online exam. It consists of approximately 50 questions and has a required passing score of 70%. You have 3-hours to complete it. This certification is based on standard 7.7.115 of the *Process Improvement Certification Standards* guidelines.

Competencies

This course of study covers the following competencies:

- **What is Business Ethics**
 - Learning Outcome: Define ethics and business ethics.

- **10 Benefits of Managing Ethics**
 - Learning Outcome: Learn the different advantages of having a strong ethical management system in place.
- **Implementing Ethics in the Workplace**
 - Learning Outcome: Understand how ethics and ethics policies are implemented within an organization.
- **Guidelines for Managing Ethics in the Workplace**
 - Learning Outcome: Understand the guidelines for implementing ethical policies.
- **Roles and Responsibilities**
 - Learning Outcome: Understand who is responsible for ethics within an organization.
- **Privacy Policies**
 - Learning Outcome: Understand privacy policies
- **Harassment Issues**
 - Learning Outcome: Understand the different types of harassment and how they effect a company.
- **Business and Social Responsibilities**
 - Learning Outcome: Identifying types of responsibilities and handling conflicting social and business responsibilities.
- **Ethical Decisions**
 - Learning Outcome: Understanding how ethical decisions are made. Balancing personal and organizational ethics and common dilemmas.
- **Whistle Blowing**
 - Learning Outcome: Understand the process, criteria and risk.
- **Managerial Ethics**
 - Learning Outcome: Understand ethical management, identifying the characteristics, and ensuring ethical behavior

- **Unethical Behavior**
 - Learning Outcome: Recognize and identify, preventing, and addressing.
- **Ethics in Business**
 - Learning Outcome: Understand organization basics, addressing the needs of the company and ethical principles. Also covers ethical safeguards, developing a Code of Ethics, performing an internal ethics audit, and upholding the ethics program.
- **The Science of Behavior**
 - Learning Outcome: What is Behavior? Psychology, Sociology, and Anthropology.
- **Benefits of Corporate Behavior**
 - Learning Outcome: Understand benefits such as employee safety, conservation of materials, engagement, and improved employee performance.
- **Most Common Categories of Corporate Behavior**
 - Learning Outcome: Understand managerial structure, company values and ethics, employee accountability, and workplace incidents.
- **Managerial Structure**
 - Learning Outcome: Understand the importance of the following, and how it relates to ethics - Clearly defined management, qualified management team, obvious advancement path, grievance procedures.
- **Company Values and Ethics**
 - Learning Outcome: Understand the impact of ethics on these subjects - environmental, charity and community outreach, integrity, and diversity.
- **Employee Accountability**
 - Learning Outcome: Understand employee attitude, attendance, honesty, and substance abuse & workplace violence policies.
- **Workplace Incidents**
 - Learning Outcome: Understand safety, prejudice & discrimination, vandalism & theft, and harassment or bullying.

- **Designing and Implementing Ethics Policies**
 - Learning Outcome: Understand group planning, hiring, and training employees. Define preferred organizational behaviors

- **Corporate Team Behavior**
 - Learning Outcome: Understand team building, better communication, conflict resolution. Loyalty to the company and the department.

- **Auditing Corporate Behavior**
 - Learning Outcome: Understand ethical auditing policies. Affirm ethical behavior, investigate and review reported incidents, determine Progress, and get employee feedback & revise policies.

- **Standards**
 - Learning Outcome: General understanding of standards to include ISO 26000, 31000, 19600, OSHA, Sarbanes-Oxley.

Learning Resources

Recommended:

Material included with your purchase is recommended reading.

- Free online training material provided by MSI. The material includes everything you will need to prepare for the exam. This material is included for free with the purchase of your exam. It is in digital form, and available immediately after payment.

Optional:

This material is not required, however it will assist you in becoming Corporate Ethics Manager Certified.

- Craig E. Johnson (March 8, 2018), Organizational Ethics: A Practical Approach, ISBN-13: 978-1506361758
- Oxford University Press; 4 edition (September 7, 2016), Business Ethics: Managing Corporate Citizenship and Sustainability in the Age of Globalization, ISBN-13: 978-0199697311

Preparing for Success

In order to successfully complete the CCEM exam, you will need to make sure you have the appropriate resources to support your learning.

- A quiet location, free from distraction.
- Internet access.
- Current (newest) version of Internet Explorer, Firefox, or Chrome browser.
- Take study notes while going through the training.
- When you are ready to take the exam, you should allot 3-hours of time.

Frequently Asked Questions

What happens if I fail the exam?

- You are given two additional attempts to pass the exam at no additional cost.