

SEAC Master Code of Conduct Transcript

Code of Conduct Enterprise Season 3.2

Notes About This Document

1. This is the master transcript for the course. You will find a table of contents and explanation of which content goes in which course on the next page.
2. This document contains the verbatim screen text along with all of the text for live video, host video and narration.
3. Please note the image quality has been deliberately reduced to make this file a manageable size. With the actual high-resolution images, this Word document goes over 100 MBs.

Guide to Editing

When making edits, please leave revision marks “on” so the changes are easy to track.

The middle column contains the on-screen text and can be freely edited as long as the text length remains similar. The Narration or Video Text column can have the narration) edited HOWEVER the video cannot be readily edited, as they would have to be reshot. In that third column, cells that contain video text are indicated by a gray background, narration text has a regular white background.

<p>1.4 CEO MESSAGE</p> 	<p style="text-align: center; color: blue; font-weight: bold;">Uneditable Video</p> 	<p>It seems that a new story breaks almost daily about sexual harassment or discrimination in the workplace. These are important issues that affect all of us, and we are committed to complying with the growing number of laws that are designed to address these</p>
<p>1.15 INAPPROPRIATE BEHAVIORS 2</p> <p>Sexual harassment...</p> <ul style="list-style-type: none"> - is not always sexual - can include offensive remarks about a person's sex 	<p>Sexual harassment...</p> <ul style="list-style-type: none"> • Is not always sexual • Can include offensive remarks about a person's sex <p style="text-align: center; color: blue; font-weight: bold;">Editable Narration</p> 	<p>Sexual harassment can come in various forms, and it isn't always sexual. It can include offensive remarks about a person's sex, such as offensive comments about women in general.</p>

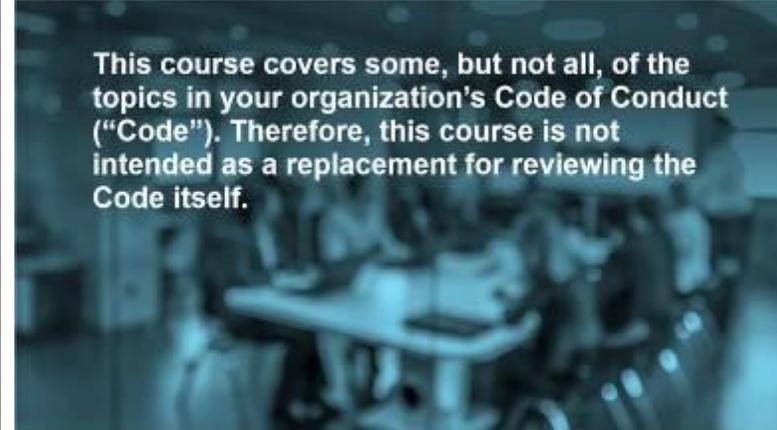
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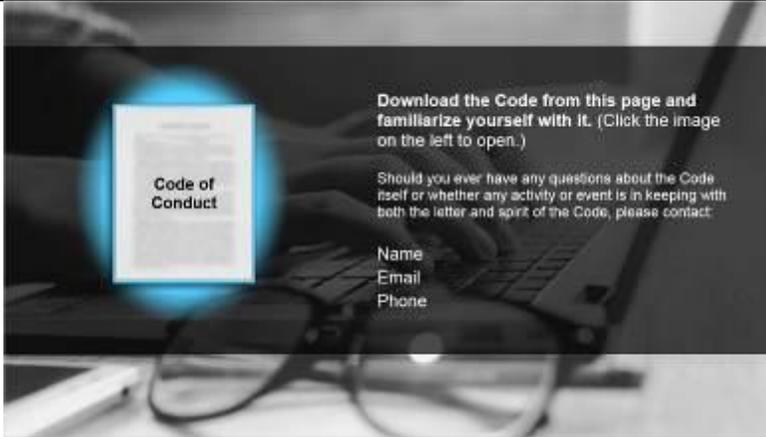
Slide Image	On-screen Text	Narration/Audio
<p>1. episode 1</p>		
	<p>Code of Shared Ethics and Values ©Traliant LLC. All rights reserved.</p>	
<p>1.3 CEO MESSAGE</p>		
	<p>Code of Shared Ethics and Values</p> <p>...honestly, ethically and fairly</p> <p>Discuss any concerns with your supervisor.</p> <p>Thank you!</p>	<p>Honest and ethical behavior is not only key to complying with the law, but critical to maintaining your organization's reputation. Your organization is committed to conducting business honestly, ethically and fairly, and to treating all individuals with respect and dignity. Your organization's Code of Conduct reflects these principles and applies to everyone in your organization. The training ahead will cover key aspects of the code and convey your organization's expectation that you will obey all applicable laws and conduct yourself with integrity in all situations. If you ever have questions about the code, or concerns about how to act in a particular situation, you're encouraged to discuss them with your supervisor or another leader. Be assured that if</p>

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Slide Image	On-screen Text	Narration/Audio
		<p>there are ethical or compliance problems in your workplace, your organization's leaders want to know about them and correct them. Thank you for choosing to conduct yourself in accordance with your organization's principles.</p>
<p>1.4 HOST INTRO</p>		
	<ul style="list-style-type: none"> • Honesty/Integrity • Respect/Civility • Accountability/Responsibility • Fairness/Justice • <p>Always choose the ethical course of action.</p>	<p>Hi, I'm Damona, and I'll be your host. This training, which addresses the themes shown on the screen, has been broken into bite-sized episodes to fit into your busy schedule. While the training ahead provides an overview of your organization's code of conduct and gives examples of the behavior that is expected of you in a number of challenging situations, it is not intended to be a finite list of dos and don'ts. You are always expected to choose the ethical course of action. When you're ready, let's get started.</p>
<p>1.5 POLICY MESSAGE CONTD</p>		
	<p>This course covers some, but not all, of the topics in your organization's Code of Shared Ethics and Values("Code"). Therefore, this course is not intended as a replacement for reviewing the Code itself.</p>	<p>This course covers some but not all of the topics in your organization's code of shared ethics and values, therefore this course is not intended as a replacement for reviewing the code itself.</p> <p>By the end of this course you should understand the expectations citizens have of you when it comes to ethics</p>

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Slide Image	On-screen Text	Narration/Audio
1.6 POLICY MESSAGE CONTD		
	<p>You should have a copy of the Code and familiarize yourself with it.</p> <p>Should you ever have any questions about the Code itself or whether any activity or event is in keeping with both the letter and spirit of the Code, please contact your supervisor or a local leader.</p>	<p>You should have a copy of the Code and familiarize yourself with it. Should you ever have any questions about the Code itself or whether any activity or event is in keeping with both the letter and spirit of the Code, please contact your supervisor or a local leader.</p>
***Public Service Values - Honesty, Integrity		
	<p>Honesty/Integrity</p> <ul style="list-style-type: none"> • To exercise the moral courage to hold myself and others accountable for our actions. • To work within the law and in a way that will bear close public scrutiny. • To exhibit trustworthiness. • To employ decision making that promotes the public's best interests. • To avoid impropriety and refrain from misusing an official position to secure unwarranted privileges or advantages for myself or others. • To make no private promises of any kind that may unduly influence my public duties. 	<p>For government to operate with transparency and accountability, it is essential that public officials and employees conduct themselves in ways that uphold the public trust. The Code of Shared Ethics and Values provides guidance and support to public servants for the promotion and maintenance of the highest standards of personal and professional conduct.</p> <p>Click on each area of Public Service Values below to view the values and standards for each area.</p>

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Slide Image	On-screen Text	Narration/Audio
	<ul style="list-style-type: none"> • To refrain from engaging in business that would be directly or indirectly inconsistent with the conscientious performance of public duties. • To accept the responsibility to expose corrupt and/or unethical behavior. • To protect the public trust by exercising honesty and ensuring transparency. 	
<p>***Public Service Values - Respect/Civility</p>		
	<p>Respect/Civility</p> <ul style="list-style-type: none"> • To treat every person with dignity and respect. • To accomplish the goals and responsibilities of my individual position while respecting my role as a member of a team and the community at large. • To act in a professional, responsive and courteous manner. • To reach decisions only after considering various points of view. • To work with others in a spirit of tolerance and understanding. • To work to build consensus and accommodate diverse opinions. • To utilize effective communication by listening, asking questions and responding in a way that adds value to the conversation. • To support the public's right to know the truth and encourage diverse and civil 	

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Slide Image	On-screen Text	Narration/Audio
	public debate in the decision-making process	
<p>***Public Service Values - Accountability/Responsibility</p>		
	<p>Accountability/Responsibility</p> <ul style="list-style-type: none"> • To refrain from using official positions to secure unwarranted privileges or advantages for myself or others. • To remove myself from every decision-making process in which I, my business, my associates or my family may benefit and upon removing myself from decisions, I will show self-restraint and not voice my opinion on the question. • To conduct my private affairs in a manner that minimizes the risk of real, potential or perceived conflicts of interest. • To make full public disclosure of the nature of any conflict of interest prior to any considered action. • To respect the privacy of others by keeping confidential information that I acquire in the course of my professional duties protected unless a legitimate reason to disclose exists. • To refrain from taking advantage of information received in the course of my professional duties that is not available to the public. • To refrain from directly or indirectly using or allowing the use of government 	

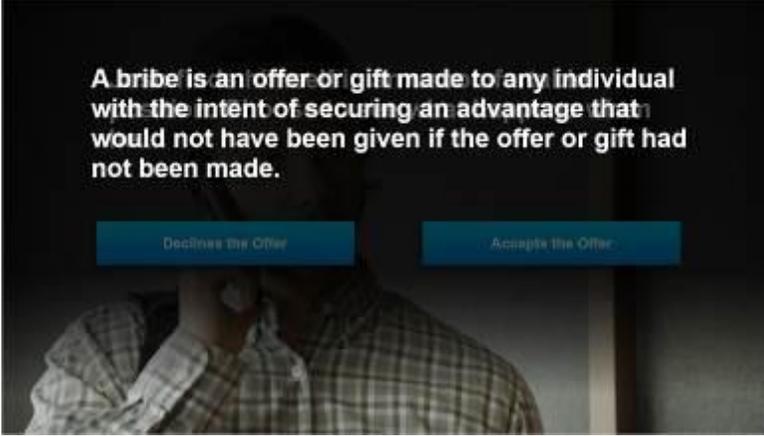
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Slide Image	On-screen Text	Narration/Audio
	<p>property for anything other than official activities.</p> <ul style="list-style-type: none"> • To refrain from soliciting or accepting gifts or gratuities that may have a real or perceived influence on my objectivity in carrying out official responsibilities or placing me under obligation to the donor. • To refrain from competing with the community where I am employed or serve as an appointed or elected official 	
<p>***Public Service Values - Fairness/Justice</p>		
	<p>Fairness/Justice</p> <ul style="list-style-type: none"> • To advocate and promote the most efficient, effective, and equitable way to deliver public services without prejudice or discrimination. • To publicly acknowledge that the function of government is to serve the best interests of all citizens. • To refrain from granting preferential treatment to family and friends when making staffing decisions or awarding contracts. • To refrain from retaliation or condoning retaliation against those who have exposed corrupt or unethical behaviors. • To assess the effects of inadequate resources on diverse groups within the service population and develop plans to remedy and implement such plans. 	

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Slide Image	On-screen Text	Narration/Audio
	<ul style="list-style-type: none"> • To behave consistently and with respect toward all citizens 	
<p>1.7 TRANSITION</p>		
	<p>Click the new series to continue.</p>	
<p>2. episode 2</p>		
<p>2.1 DTRT SERIES INTRO</p>		
	<ul style="list-style-type: none"> • Anti-Bribery • Conflicts of Interest • Gifts & Entertainment • Government Audits • Politics & the Workplace 	<p>In this section, we'll take a look at ethical behavior in the workplace and explore the topics listed here. Please keep in mind that ethical behavior involves more than simply following policies. Understand that there won't be a policy for every dilemma you might face. Regardless, you are still expected to make the right ethical decision.</p>

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Slide Image	On-screen Text	Narration/Audio
<p>2.2 BRIBERY VIDEO_DECISION</p>		
	<p>A bribe is an offer or gift made to any individual with the intent of securing an advantage that would not have been given if the offer or gift had not been made.</p> <p>Josh finds himself in an uncomfortable position. Choose to see what happens when he....</p> <p>Declines the Offer</p> <p>Accepts the Offer</p>	<p>Yeah chances are good. Real good, actually. Yeah if everything goes according to plan I should have the deal sealed before we order lunch. And the fact that Callie is the Field Office Director's niece well that's just the icing on the cake, right? Right. Okay, well I'm going to step over to the table now. Yeah, bye. (people chattering) - I hear this place is supposed to be really good. (phone dings) Oh, I have to take this. If somebody comes, can you order me a club soda? - Certainly. - Callie's great. We're really lucky to have her on our team. - Yeah, she is great. In fact, I think she could do great things for your organization. Since she was able to land you luncheon meeting with the Field Office Director, it would seem a promotion would be in order, right? - I certainly see a bright future for her at our organization. - Well, Josh, if you could brighten her immediate future with a promotion, I'm sure I could brighten yours with a nice, healthy contract.</p>

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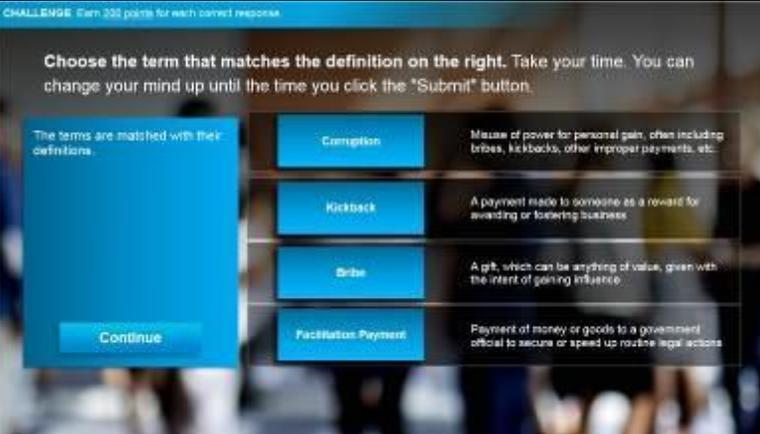
Slide Image	On-screen Text	Narration/Audio
<p>2.3 DECLINE 1.1</p> 	<p>While at times it may seem difficult, the only correct course of action in these situations is to make the right legal and ethical decision.</p> <p>Click to see what may have happened if Josh had accepted the offer.</p>	<p>Your business is very important to me and there is no doubt that Callie is talented and capable of rising in our organization. However, with all due respect, I can't link a promotion to a deal.</p>
<p>2.4 ACCEPT 1.1</p> 	<p>Two Months Later</p> <p>Bribery and corruption are serious matters. Avoiding even the appearance of improper behavior is critical to success for organizations and individuals.</p> <p>Click to see what may have happened if Josh had made a better choice and declined the offer.</p>	<p>Well, like I said, Callie's great, and she is on a track for a promotion. In fact, she's up for review in a couple of months. I don't see any reason why we can't accelerate things and just give her that promotion now. (birds chirping)</p>

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Slide Image	On-screen Text	Narration/Audio						
<p>2.5 BRIBERY HOST OUTRO</p> 		<p>When it comes to bribes, the offer or gift can be anything of value. It can be cash. It can be a job position for a friend or relative. It can be travel or entertainment. It can even be a donation to a favorite charity. Bear in mind that the offer or gift doesn't have to be accepted to be considered an offense. And offers or gifts made by third parties or agents are offenses too.</p>						
<p>2.6 BRIBE INT <i>(Drag and Drop, 10 points, 1 attempt permitted)</i></p>								
	<p>Choose the term that matches the definition on the right. Take your time. You can change your mind up until the time you click the "Submit" button.</p> <table border="1" data-bbox="894 1013 1381 1414"> <thead> <tr> <th>Drag Item</th> <th>Drop Target</th> </tr> </thead> <tbody> <tr> <td>Corruption</td> <td>Misuse of power for personal gain, often including bribes, kickbacks, other improper payments, etc.</td> </tr> <tr> <td>Kickback</td> <td>A payment made to someone as a reward for awarding or fostering business</td> </tr> </tbody> </table>	Drag Item	Drop Target	Corruption	Misuse of power for personal gain, often including bribes, kickbacks, other improper payments, etc.	Kickback	A payment made to someone as a reward for awarding or fostering business	<p>Bribery and corruption take many forms. In this interaction, you'll become familiar with some new terms. Move each term on the left next to the corresponding definition on the right. You'll be able to try until you find the correct match. Once you've placed them all correctly, click Continue.</p>
Drag Item	Drop Target							
Corruption	Misuse of power for personal gain, often including bribes, kickbacks, other improper payments, etc.							
Kickback	A payment made to someone as a reward for awarding or fostering business							

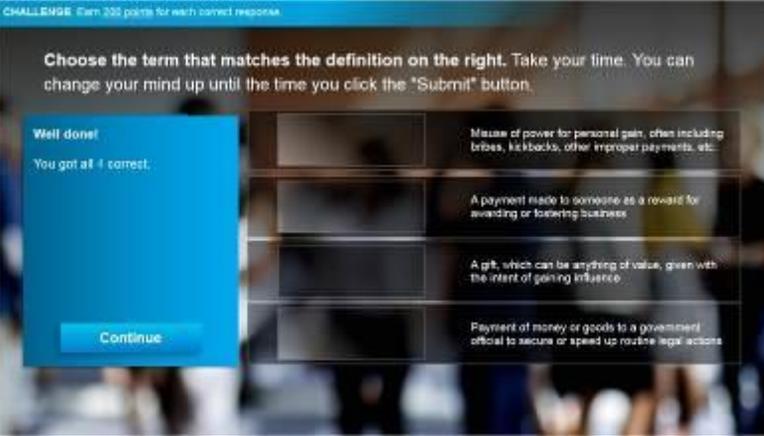
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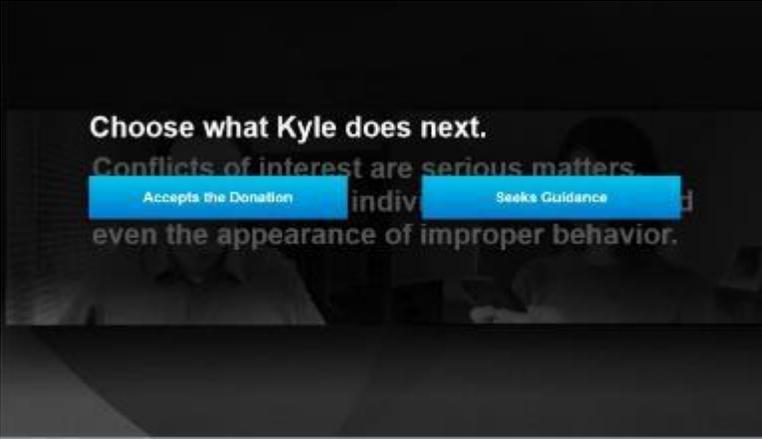
Slide Image	On-screen Text	Narration/Audio				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Bribe</td> <td>A gift, which can be anything of value, given with the intent of gaining influence</td> </tr> <tr> <td>Facilitation Payment</td> <td>Payment of money or goods to a government official to secure or speed up routine legal actions</td> </tr> </table>	Bribe	A gift, which can be anything of value, given with the intent of gaining influence	Facilitation Payment	Payment of money or goods to a government official to secure or speed up routine legal actions	
Bribe	A gift, which can be anything of value, given with the intent of gaining influence					
Facilitation Payment	Payment of money or goods to a government official to secure or speed up routine legal actions					
show answers (Slide Layer)						
	The terms are matched with their definitions.					

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Slide Image	On-screen Text	Narration/Audio
Correct (Slide Layer)		
 <p>CHALLENGE Earn 300 points for each correct response.</p> <p>Choose the term that matches the definition on the right. Take your time. You can change your mind up until the time you click the "Submit" button.</p> <p>Well done! You got all 4 correct.</p> <p>Continue</p> <ul style="list-style-type: none"> Misuse of power for personal gain, often including bribes, kickbacks, other improper payments, etc. A payment made to someone as a reward for awarding or favoring business. A gift, which can be anything of value, given with the intent of gaining influence. Payment of money or goods to a government official to secure or speed up routine legal actions. 	<p>Well done!</p> <p>You got all 4 correct.</p>	

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Slide Image	On-screen Text	Narration/Audio
<p>2.7 COI VIDEO_DECISION</p> 	<p>Choose what Kyle does next. Conflicts of interest are serious matters. Organizations and individuals need to avoid even the appearance of improper behavior.</p> <p>Accepts the Donation</p> <p>Seeks Guidance</p>	<p>- So great, Kyle. I think we're all set here. I'll get that info from the files and- - Oh, that's weird.</p> <p>- Weird? What's weird?</p> <p>- An email notification just popped up on my screen. Zantulli just made a donation to the West Street group home.</p> <p>- Oh, that's nice. Did you ask them to?</p> <p>- No. No, I mentioned the 5K in passing, but I never asked for a donation.</p> <p>-Oh. So they really just sent it out of the blue?</p> <p>-Yeah.</p> <p>Well, maybe, maybe they think I was hinting at something?</p> <p>-You should really clear this up right away.</p> <p>-Really? You think so?</p> <p>-I don't know. An unsolicited donation? That's not normal. Don't you think they might have expectations about influencing your decisions?</p> <p>-No, no, no way. I'm not benefiting from this.</p> <p>-When is their contract up for renewal?</p> <p>-In just a few months. But they wouldn't expect me to have to-</p> <p>-Oh, I'd think about it if I were you. Better safe than sorry.</p>
<p>2.8 GUIDANCE</p>		

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Slide Image	On-screen Text	Narration/Audio
	<p>When in doubt about whether a gift or charitable donation could be viewed as a conflict of interest or even a bribe, seek guidance.</p> <p>Click to see what may have happened had Kyle decided not to seek guidance and instead accepted the donation.</p> <p>Continue</p>	<p>(cellphone ringing)</p> <p>- Hi. So I just ran into a situation. A vendor made a donation to a charity I'm involved with. I'm concerned that might be a problem?</p> <p>Mm-hmm. Mm-hmm. (sighs) Okay. Got it. I'm glad I called and I'm glad there's a process for this.</p>
<p>2.9 ACCEPT</p>		
	<p>A donation to a favorite charity can create a conflict of interest – or even appear to be a bribe.</p> <p>Six months later...</p> <p>Click to see what may have happened had Kyle made a better choice and responded differently.</p> <p>Continue</p>	<p>(cellphone ringing)</p> <p>- Hi, Colin. This is Kyle. Hey, I'm just calling to thank you for the donation you made to the West Street Group Home. It was completely unexpected but very thoughtful.</p> <p>(cellphone ringing)</p> <p>- Hi, Kyle. - Hi, Tatiana. Good to see you. - Listen, I just got off the phone with a vendor who is very upset. - Oh. - Yeah, they said they put in a bid that was half of what they put in last year and they feel there's no way they could have lost this fair and square.</p>

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Slide Image	On-screen Text	Narration/Audio
		<p>(Kyle humming)</p> <ul style="list-style-type: none"> - Is there anything I need to know? - It didn't factor in at all, but they did make a donation to a charity I'm involved with a few months ago. - A charitable donation really? That is problematic. - It wasn't even that big of a donation. - Well, that doesn't matter. It's the appearance that it had influence over your decision that's important.
2.10 COI HOST OUTRO		
	<p>Conflicts of interest</p> <p>Use your good judgment</p> <p>Discuss the situation</p>	<p>A conflict of interest exists when an individual's personal interests interfere with, or even appear to interfere with, the individual's ability to make objective decisions on behalf of the organization. Conflicts of interest can never be entirely eliminated, but they can be managed. Use your good judgment, and if there's ever any question that your personal interests and work interests could be considered in conflict, discuss the situation with your supervisor or another designated person.</p>

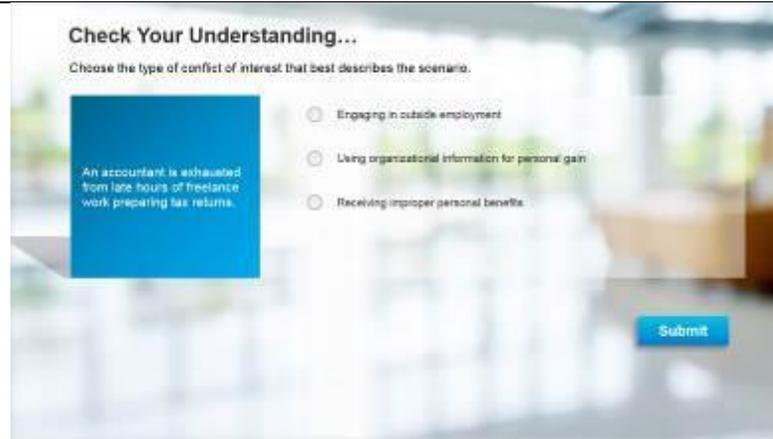
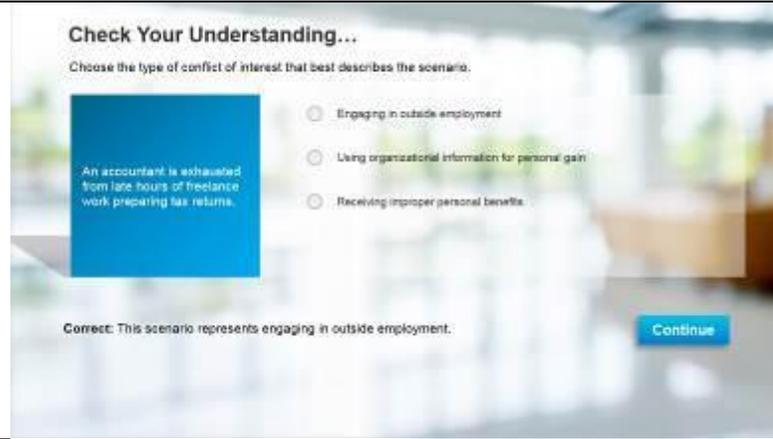
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Slide Image	On-screen Text	Narration/Audio
2.12 Q1		
 <p>Check Your Understanding... Choose the type of conflict of interest that best describes the scenario.</p> <p>A social-media manager receives a free family portrait from the photographer who takes the photographs for the organization's posts.</p> <ul style="list-style-type: none"> <input type="radio"/> Engaging in outside employment <input type="radio"/> Using organizational information for personal gain <input type="radio"/> Receiving improper personal benefits <p style="text-align: right;">Submit</p>	<p>Choose the type of conflict of interest that best describes the scenario.</p> <p>A social-media manager receives a free family portrait from the photographer who takes the photographs for the organization's posts.</p> <ul style="list-style-type: none"> <input type="radio"/> Engaging in outside employment <input type="radio"/> Using organizational information for personal gain <input checked="" type="radio"/> Receiving improper personal benefits 	<p>Now that you understand the theory of conflicts of interest, deepen your understanding with this exercise by choosing the type of conflict of interest that best describes the scenario.</p>
Correct (Slide Layer)		
 <p>Check Your Understanding... Choose the type of conflict of interest that best describes the scenario.</p> <p>A social-media manager receives a free family portrait from the photographer who takes the photographs for the organization's posts.</p> <ul style="list-style-type: none"> <input type="radio"/> Engaging in outside employment <input type="radio"/> Using organizational information for personal gain <input type="radio"/> Receiving improper personal benefits <p>Correct: This scenario represents receiving improper personal benefits.</p> <p style="text-align: right;">Continue</p>	<p>Correct: This scenario represents receiving improper personal benefits.</p>	

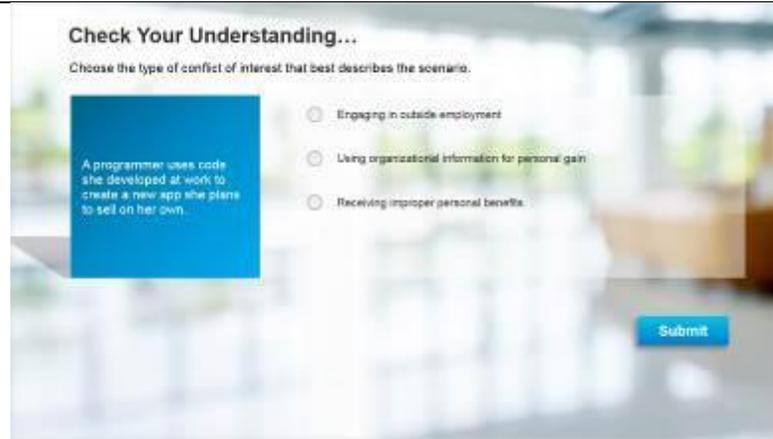
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Slide Image	On-screen Text	Narration/Audio
<p>2.13 Q2</p> 	<p>Choose the type of conflict of interest that best describes the scenario.</p> <p>An accountant is exhausted from late hours of freelance work preparing tax returns.</p> <ul style="list-style-type: none"> ● Engaging in outside employment ○ Using organizational information for personal gain ○ Receiving improper personal benefits 	
<p>Correct (Slide Layer)</p> 	<p>Correct: This scenario represents engaging in outside employment.</p>	

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Slide Image	On-screen Text	Narration/Audio
<p>2.14 Q3</p> 	<p>Choose the type of conflict of interest that best describes the scenario.</p> <p>A programmer uses code she developed at work to create a new app she plans to sell on her own.</p> <ul style="list-style-type: none"> <input type="radio"/> Engaging in outside employment <input checked="" type="radio"/> Using organizational information for personal gain <input type="radio"/> Receiving improper personal benefits 	
<p>Correct (Slide Layer)</p> 	<p>Correct: This scenario represents using organizational information for personal gain.</p>	

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Slide Image	On-screen Text	Narration/Audio
2.15 OUTSIDE ACTIVITIES		
	<p>Many organizations have policies regarding outside activities:</p> <ul style="list-style-type: none"> ● Prior written approval may be required. ● Outside work must not interfere with the job. ● The organization's time, facilities, resources or supplies may not be used. <p>If you have questions or wish to discuss a potential freelance opportunity, please speak with your supervisor or HR.</p>	<p>Many organizations have policies requiring employees to get prior written approval before engaging in outside activities such as freelancing or moonlighting. Any approved outside activity should not interfere with the employee's job responsibilities at the organization. Employees entering into such outside activities need to refrain from using the organization's time, facilities, resources, or supplies for their outside purposes.</p>
2.16 COI TYPES EXPO		
	<p>Additional types of conflicts of interest:</p> <ul style="list-style-type: none"> ● Contracting with family or friends ● Having financial interests in competing organizations ● Taking corporate opportunities ● Serving on a board of another organization 	<p>Some additional types of conflicts of interest you should be aware of include, contracting with family or friends, having financial interests in competing organizations, taking corporate opportunities, serving on a board of another organization.</p>

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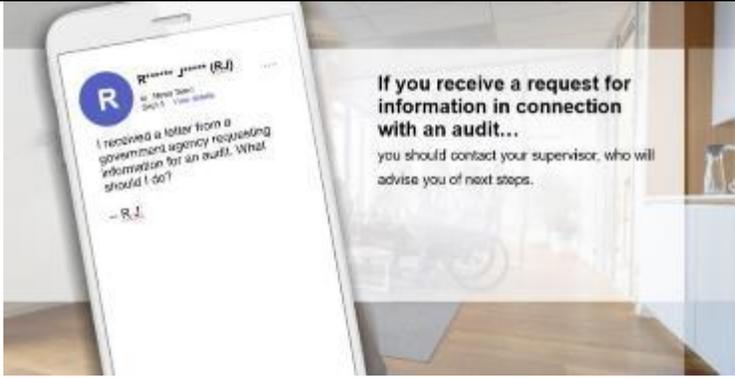
Slide Image	On-screen Text	Narration/Audio
<p>2.17 GIFTS AND ENTERTAINMENT</p>  <p>Further Guidance:</p> <ul style="list-style-type: none"> • Check your policy for specific guidelines • both parties need to be present and discussing business • If a news story about you giving or receiving this gift went viral, would you be embarrassed? • should never be cash or gift cards 	<p>Gifts & Entertainment:</p> <p>Rules apply to giving and receiving...</p> <p>Appropriate Business Gifts:</p> <ul style="list-style-type: none"> • should be symbolic only • should be of nominal value • should never be cash or gift cards <p>Rules for Business Entertainment: ...both parties need to be present and discussing business.</p> <p>Further Guidance:</p> <ul style="list-style-type: none"> • Check your policy for specific guidelines • If a news story about you giving or receiving this gift went viral, would you be embarrassed? 	<p>Business gifts and entertainment can cause confusion when people don't know the rules. With business gifts, rules apply to both giving and receiving. Appropriate business gift should be symbolic only, and of nominal value. A coffee mug or a small fruit basket would typically be okay, but expensive gifts or trips would not. Business gifts should never be cash or gift cards. With regard to entertainment, both parties need to be present and discussing business for the event or activity to be considered appropriate. Many organizations set limits on the value and frequency of gifts and entertainment, so it's important to know any specific guidelines before giving or receiving a gift. One way to gauge whether or not a gift or entertainment situation is appropriate is to imagine a news story about it going viral. Would that be embarrassing?</p>

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Slide Image	On-screen Text	Narration/Audio
<p>2.19 Twitter Q1&A</p> 	<p>J*****H***** JNetHart@JAHart</p> <p>How can I tell if a gift is a gift—or a gift is a bribe? - J.H. #gifts</p> <p>GUIDANCE</p> <p>Appropriate gifts shouldn't cause individuals to make decisions they wouldn't otherwise make.</p> <p>Ask yourself:</p> <ul style="list-style-type: none"> - Is the gift based on the usual social and business context? - What is the purpose of the gift? - Are the giver and recipient comfortable with disclosing the gift? - Does it meet the guidelines of both organizations? <p>If you are in doubt, it's best to ask.</p> <p>Appropriate gifts shouldn't cause individuals to make decisions they wouldn't otherwise make.</p> <p>Ask yourself:</p> <ul style="list-style-type: none"> ● Is the gift based on the usual social and business context? ● What is the purpose of the gift? ● Are the giver and recipient comfortable with disclosing the gift? ● Does it meet the guidelines of both organizations? <p>If you are in doubt, it's best to ask.</p>	<p>Here's an interesting tweet. How can I tell if a gift is a gift or a gift is a bribe? The key guideline to consider when trying to determine if a business gift is permissible is that appropriate gifts should never cause individuals to make decisions they would not otherwise make. Before giving or receiving a gift, ask yourself is the gift based on the usual social and business context? What is the purpose of the gift? Are the giver and recipient comfortable with disclosing the gift? Does it meet the guidelines of both organizations? Of course, if you're ever in doubt, it's always best to ask your supervisor, HR, or another leader in your organization.</p>
<p>2.20 GOVERNMENT AUDITS</p>		

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Slide Image	On-screen Text	Narration/Audio
	<p>Full cooperation is required during a government audit, including:</p> <ul style="list-style-type: none"> ● Furnishing accurate and complete information promptly ● Complying fully with requests ● Being truthful ● Never discouraging the report of illegal activity to appropriate authority 	<p>- When your organization is undergoing an audit by the State Board of Accounts or any other governmental agency full cooperation is required. This includes furnishing complete and accurate information promptly upon request, complying fully with requests from government auditors and investigators, being truthful in all communications, and never discouraging the reporting of illegal activity to the appropriate authority.</p>
<p>2.22 VIEWER EMAIL</p>		
	<p>R***** J***** (RJ) to News Team Sept 4 View details I received a letter from a government agency requesting information for an audit. What should I do?</p> <p>-- R.J.</p> <p>If you receive a request for information in connection with an audit... you should contact your supervisor, who will advise you of next steps.</p>	<p>- Here's an email with a very important question. "I received a letter from a government agency "requesting information for an audit. "What should I do?" If you receive a request for information in connection with an audit or investigation, you should contact your Supervisor. Your supervisor will advise you regarding next steps. These steps will be in line with your organization's commitment to full cooperation.</p>
<p>2.23 POLITICAL ACTIVITIES</p>		

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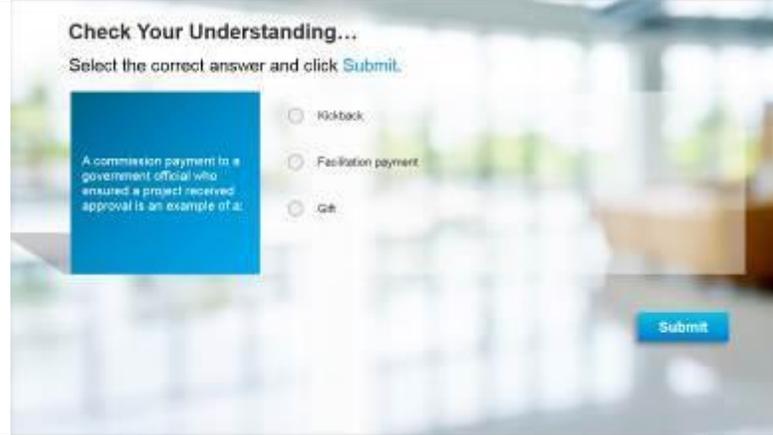
Slide Image	On-screen Text	Narration/Audio
	<p>Guidelines for political activity in the workplace:</p> <p>Employees must never make political contributions on behalf of their organization.</p> <p>Employees may not use organizational resources for personal political purposes.</p> <p>Employees engaging in political activity must make it clear they are doing so as individuals, and not representing their organization.</p> <p>*Check your policy for specific guidelines.</p>	<p>- Employees have the right to participate in the political process but they have a right to do this as individuals. Employees must never make contributions, either directly or indirectly, to any political campaign on behalf of their organization. They should also not use organizational resources for their personal political purposes. This includes phones, email, paper, copy machines, etc. and the organization's time. When engaging in political activity, employees must make it clear that they are doing so as individuals and they are not in any way representing their organization.</p>
<p>2.25 TWITTER</p>	<p>p*****W***** PewterW@seriousW</p> <p>People have been getting into hostile political arguments at work. What can I do? - P.W. #politicaltalk</p> <p>GUIDANCE The workplace is not an appropriate place for political discussions. If your co-workers engage in the behavior again, you might remind them, or notify a supervisor or HR.</p>	<p>- Here's a timely tweet. People at work have been getting into heated and sometimes hostile political arguments lately. It's making many of us uncomfortable. What can I do? Engaging in political activity outside of work is fine, but the workplace is not an appropriate place for political discussions. Others in the workplace may perceive them as distracting, offensive, or even harassing. Since we're trying to keep a civil and respectful environment at work, it's best to avoid talk about divisive topics such as politics. If your coworkers engage in the behavior again, you might remind them</p>

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Code of Conduct Enterprise Season 3.2

Slide Image	On-screen Text	Narration/Audio
		<p>that political discussions don't belong in the workplace. If the behavior continues, notify a supervisor or HR.</p>
<p>2.26 SERIES CHALLENGE</p>		
	<p>Series Challenge</p> <p>Answer four or more questions correctly to score points and advance.</p> <p>If you don't score enough points to advance, you'll have the opportunity to try again.</p>	
<p>2.27 Draw from Question Bank 1</p>		
<p>Draw 5 questions randomly from Question Bank 1</p>		
<p>1. Question Bank 1</p>		
<p>Q1.1 ANTI-BRIBERY</p>		
<p>(Pick One, 500 points, 1 attempt permitted)</p>		

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Code of Conduct Enterprise Season 3.2

Slide Image	On-screen Text	Narration/Audio										
	<p>A commission payment to a government official who ensured a project received approval is an example of a:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Co</td> <td style="text-align: center;">Choice</td> </tr> <tr> <td style="text-align: center;">rre</td> <td style="text-align: center;">ct</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">Kickback</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">Facilitation payment</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">Gift</td> </tr> </table>	Co	Choice	rre	ct	X	Kickback		Facilitation payment		Gift	
Co	Choice											
rre	ct											
X	Kickback											
	Facilitation payment											
	Gift											
Correct (Slide Layer)												
	<p>Correct: A payment made to someone in exchange for awarding or fostering business is known as a kickback. Kickbacks are often a percentage or commission on business transactions.</p>											
Q1.2 GIFTS ENTERTAINMENT												
(Pick One, 500 points, 1 attempt permitted)												

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Slide Image	On-screen Text	Narration/Audio												
	<p>A business gift that causes an individual to make a decision they wouldn't otherwise make is:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; text-align: center;">Co</td> <td>Choice</td> </tr> <tr> <td style="width: 30px; text-align: center;">rr</td> <td>re</td> </tr> <tr> <td style="width: 30px; text-align: center;">ct</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">A facilitation payment</td> </tr> <tr> <td style="width: 30px; text-align: center;">X</td> <td>A bribe</td> </tr> <tr> <td colspan="2" style="text-align: center;">An appropriate gift</td> </tr> </table>	Co	Choice	rr	re	ct		A facilitation payment		X	A bribe	An appropriate gift		
Co	Choice													
rr	re													
ct														
A facilitation payment														
X	A bribe													
An appropriate gift														
Correct (Slide Layer)														
	<p>Correct: If a gift causes an individual to make a decision they would not otherwise make, it is very likely a bribe. Typically the recipient of a bribe has decision-making influence. A giver and/or recipient of a bribe is typically uncomfortable disclosing it.</p>													
Q1.3 ANTI-BRIBERY														
(Pick One, 500 points, 1 attempt permitted)														

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Slide Image	On-screen Text	Narration/Audio						
	<p>If a prospect explains that a bribe is expected in order to be awarded a contract, then giving the bribe is okay, and considered a “cost of doing business.”</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Correct</td> <td style="text-align: center;">Choice</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;">True</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">False</td> </tr> </table>	Correct	Choice		True	X	False	
Correct	Choice							
	True							
X	False							
Correct (Slide Layer)								
	<p>Correct: Regardless of who suggests it, offering a bribe is inappropriate and illegal.</p>							
Q1.4 ANTI-BRIBERY								
(Pick One, 500 points, 1 attempt permitted)								

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Code of Conduct Enterprise Season 3.2

Slide Image	On-screen Text	Narration/Audio												
	<p>A bribe:</p> <table border="1" style="width: 100%;"> <tr style="background-color: #cccccc;"> <td style="width: 30px;">Co</td> <td>Choice</td> </tr> <tr> <td>rr</td> <td></td> </tr> <tr> <td>ct</td> <td></td> </tr> <tr> <td></td> <td>Is typically cash in an envelope</td> </tr> <tr> <td></td> <td>Is either cash, gift cards or goods</td> </tr> <tr> <td>X</td> <td>Can be anything of value</td> </tr> </table>	Co	Choice	rr		ct			Is typically cash in an envelope		Is either cash, gift cards or goods	X	Can be anything of value	
Co	Choice													
rr														
ct														
	Is typically cash in an envelope													
	Is either cash, gift cards or goods													
X	Can be anything of value													
Correct (Slide Layer)														
	<p>Correct: A bribe can be anything of value. It can be cash, gift cards, goods, services, travel, entertainment, an admission to a prestigious school, a charitable donation or other things of value.</p>													
Q1.5 CONFLICT OF INTEREST														
(Pick One, 500 points, 1 attempt permitted)														

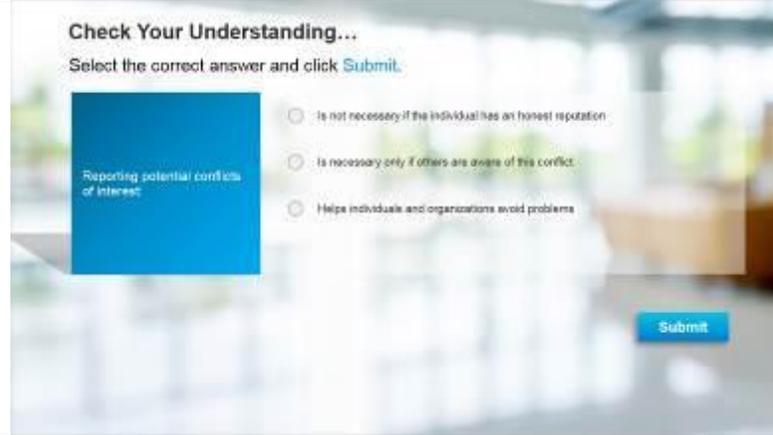
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Slide Image	On-screen Text	Narration/Audio												
	<p>A situation where an individual's personal interests interfere with their ability to make objective decisions on behalf of their organization is known as:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px;">Co</td> <td>Choice</td> </tr> <tr> <td>rr</td> <td></td> </tr> <tr> <td>ct</td> <td></td> </tr> <tr> <td></td> <td>An office conflict</td> </tr> <tr> <td>X</td> <td>A conflict of interest</td> </tr> <tr> <td></td> <td>A facilitation payment</td> </tr> </table>	Co	Choice	rr		ct			An office conflict	X	A conflict of interest		A facilitation payment	
Co	Choice													
rr														
ct														
	An office conflict													
X	A conflict of interest													
	A facilitation payment													
Correct (Slide Layer)														
	<p>Correct: When an individual's personal interests interfere with their ability to make objective decisions on behalf of their organization the situation is known as a conflict of interest. Individuals should avoid situations that are, or appear to be, conflicts of interest. Any such situations should be reported immediately.</p>													
Q1.6 CONFLICT OF INTEREST														
(Pick One, 500 points, 1 attempt permitted)														

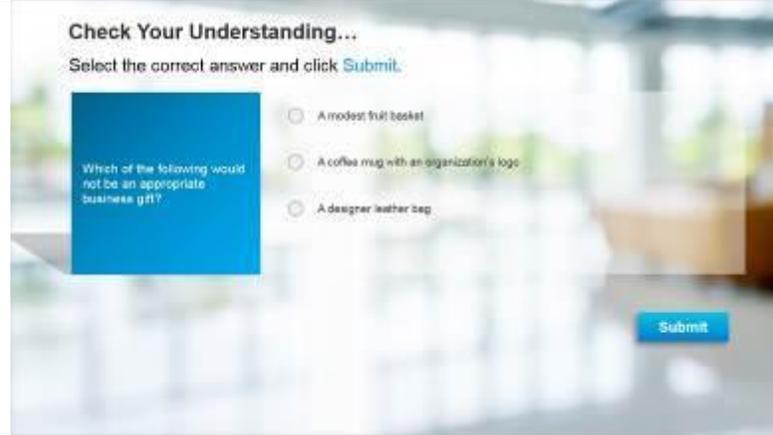
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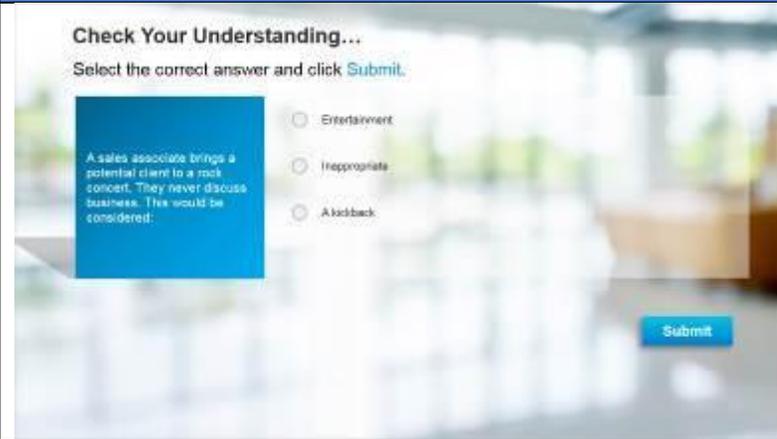
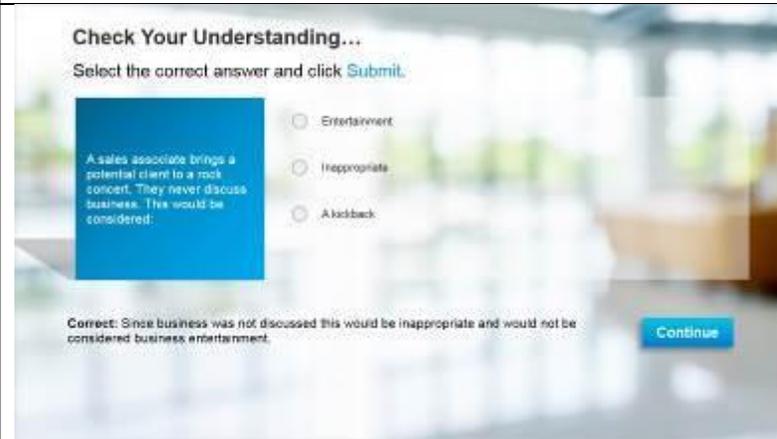
Slide Image	On-screen Text	Narration/Audio								
	<p>Reporting potential conflicts of interest:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50px;">Co rre ct</td> <td>Choice</td> </tr> <tr> <td></td> <td>Is not necessary if the individual has an honest reputation</td> </tr> <tr> <td></td> <td>Is necessary only if others are aware of this conflict</td> </tr> <tr> <td>X</td> <td>Helps individuals and organizations avoid problems</td> </tr> </table>	Co rre ct	Choice		Is not necessary if the individual has an honest reputation		Is necessary only if others are aware of this conflict	X	Helps individuals and organizations avoid problems	
Co rre ct	Choice									
	Is not necessary if the individual has an honest reputation									
	Is necessary only if others are aware of this conflict									
X	Helps individuals and organizations avoid problems									
Correct (Slide Layer)										
	<p>Correct: Since even the appearance of a conflict of interest can present problems, it's best for individuals to report potential conflicts of interest as soon as they become aware of them. This helps individuals and organizations avoid future problems.</p>									
Q1.7 GIFTS ENTERTAINMENT										
(Pick One, 500 points, 1 attempt permitted)										

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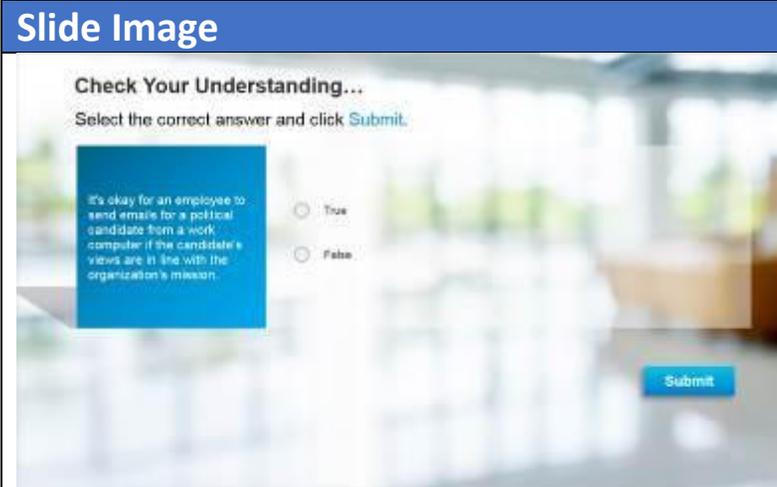
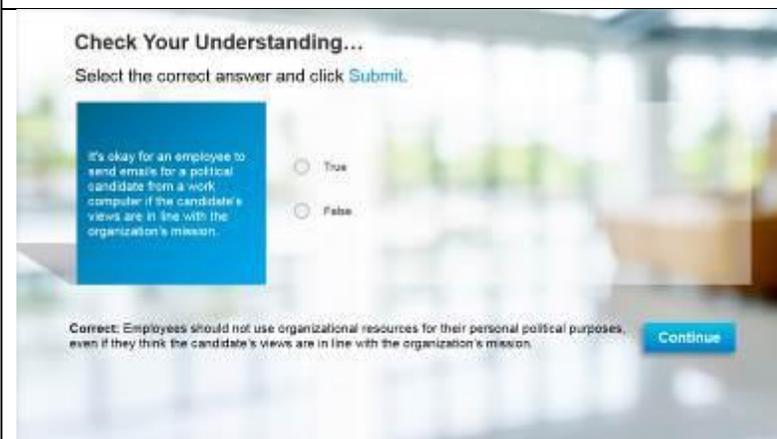
Slide Image	On-screen Text	Narration/Audio								
	<p>Which of the following would not be an appropriate business gift?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50px;">Correct</th> <th style="width: 50px;">Choice</th> </tr> </thead> <tbody> <tr> <td></td> <td>A modest fruit basket</td> </tr> <tr> <td></td> <td>A coffee mug with an organization's logo</td> </tr> <tr> <td>X</td> <td>A designer leather bag</td> </tr> </tbody> </table>	Correct	Choice		A modest fruit basket		A coffee mug with an organization's logo	X	A designer leather bag	
Correct	Choice									
	A modest fruit basket									
	A coffee mug with an organization's logo									
X	A designer leather bag									
Correct (Slide Layer)										
	<p>Correct: Gifts should be symbolic and of nominal value, so the leather bag or other expensive items would not be appropriate. Many organizations have their own guidelines in terms of the dollar value of gifts that may be accepted, so individuals should be familiar with their organization's policy.</p>									
Q1.8 GIFT ENTERTAINMENT										
(Pick One, 500 points, 1 attempt permitted)										

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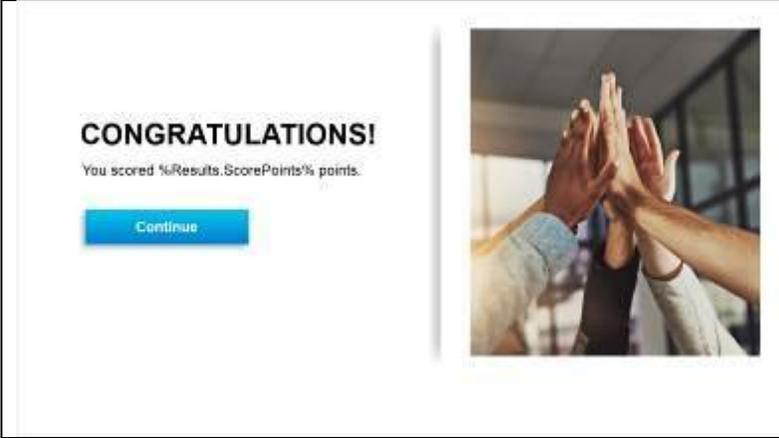
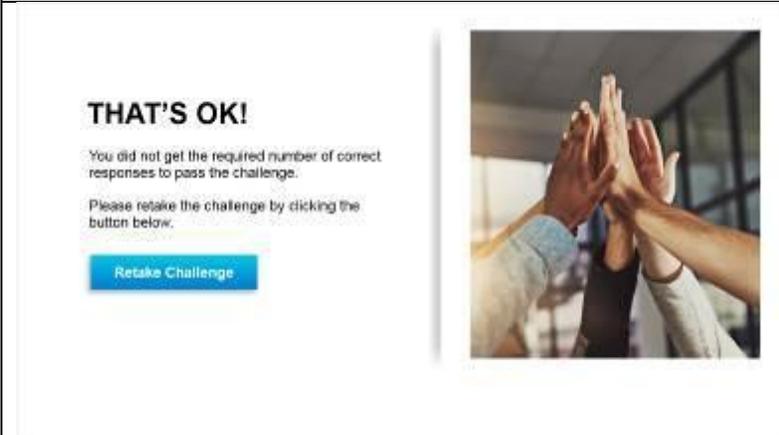
Slide Image	On-screen Text	Narration/Audio												
	<p>A sales associate brings a potential client to a rock concert. They never discuss business. This would be considered:</p> <table border="1" data-bbox="892 431 1377 659"> <tr> <td>Co</td> <td>Choice</td> </tr> <tr> <td>rr</td> <td></td> </tr> <tr> <td>ct</td> <td></td> </tr> <tr> <td></td> <td>Entertainment</td> </tr> <tr> <td>X</td> <td>Inappropriate</td> </tr> <tr> <td></td> <td>A kickback</td> </tr> </table>	Co	Choice	rr		ct			Entertainment	X	Inappropriate		A kickback	
Co	Choice													
rr														
ct														
	Entertainment													
X	Inappropriate													
	A kickback													
Correct (Slide Layer)														
	<p>Correct: Since business was not discussed this would be inappropriate and would not be considered business entertainment.</p>													
Q1.9 POLITICS														
(Pick One, 500 points, 1 attempt permitted)														

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Slide Image	On-screen Text	Narration/Audio						
	<p>It's okay for an employee to send emails for a political candidate from a work computer if the candidate's views are in line with the organization's mission.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Correct</td> <td style="text-align: center;">Choice</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;">True</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">False</td> </tr> </table>	Correct	Choice		True	X	False	
Correct	Choice							
	True							
X	False							
<p>Correct (Slide Layer)</p>								
	<p>Correct: Employees should not use organizational resources for their personal political purposes, even if they think the candidate's views are in line with the organization's mission.</p>							

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Slide Image	On-screen Text	Narration/Audio
2.28 RESULTS SLIDE		
Success (Slide Layer)		
	<p>CONGRATULATIONS!</p> <p>You scored %Results.ScorePoints% points.</p>	
Failure (Slide Layer)		
	<p>THAT'S OK!</p> <p>You did not get the required number of correct responses to pass the challenge.</p> <p>Please retake the challenge by clicking the button below.</p>	

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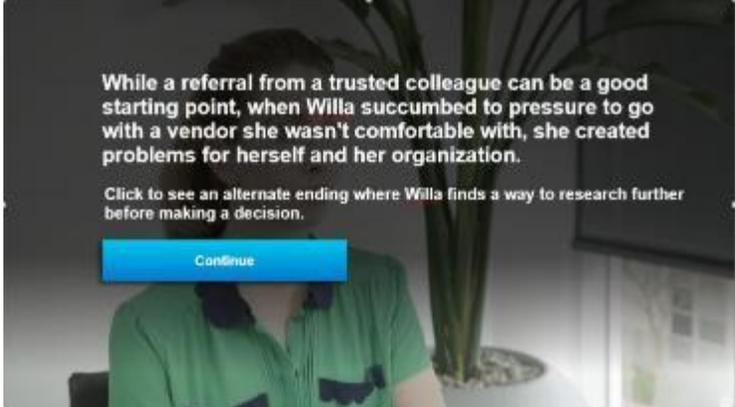
Slide Image	On-screen Text	Narration/Audio
<p>2.23 TRANSITION</p> 	<p>Click the new series to continue.</p>	
<p>3. episode 3</p>		
<p>3.1 PBTR SERIES INTRO</p> 	<ul style="list-style-type: none"> ● Third Party Due Diligence ● Fair Dealing ● Keeping Accurate Records 	<p>In this section, we'll be talking about playing by the rules and discussing the topics on the screen. While we will be addressing key laws and providing examples of how to behave in a variety of situations, remember that you could be faced with other challenging situations which are not covered here. You are expected to make the ethical choice in all situations. If you ever have doubts about how to proceed, seek guidance before acting.</p>

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Slide Image	On-screen Text	Narration/Audio
<p>3.16 3PDD VIDEO DECISION</p> 	<p>Due diligence is the careful examination of an organization or party, done before entering into a contract or business arrangement with it.</p> <p>Since Willa is faced with a pressing deadline, should she go ahead and send the PO, or research vendors further?</p> <p>Send the PO</p> <p>Research Further</p>	<p>- Hey, Willa, how's it going? Did you get a chance to send in the PO for the components yet? - No, actually, I haven't. I appreciate the referral, but as I started looking into the company a bit further, I noticed they outsource a lot of their manufacturing. We generally try to avoid working with vendors that do that, so I'm looking for a new vendor that might be a better option. - Mmm, the outsourcing thing. Look, you don't have to worry about that. They cleaned that up a year ago. Plus, you're not gonna find pricing any better than theirs, and if we want a chance to meet our production schedule, you have to send in that order before the end of business today.</p>
<p>3.17 RESEARCH</p> 	<p>By enlisting her team to help research further, Willa will be able to choose a vendor with confidence, and save herself and her organization from some serious problems.</p> <p>Continue</p>	<p>- You're right, Rhonda. In order to keep on schedule, we do have to get these components on order today, but I'm still not comfortable going with this vendor if there might be a more suitable one we can use. I'm going to call in reinforcements. I think we can still find a vendor and get a PO sent out today.</p> <p>Sarah? What are you working on right now? I could use your help with something urgently.</p>
<p>3.18 SEND PO</p>		

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Slide Image	On-screen Text	Narration/Audio
	<p>While a referral from a trusted colleague can be a good starting point, when Willa succumbed to pressure to go with a vendor she wasn't comfortable with, she created problems for herself and her organization.</p> <p>Click to see an alternate ending where Willa finds a way to research further before making a decision.</p> <p>Continue</p>	<p>-Okay, I hear you. And I know the price is right. We absolutely do have to stay on schedule. Given the time constraints it makes sense to go with your guy. I'll put the order in today. - Great, thanks.</p> <p>-Uh-huh. Yeah. Really? Oh no. How many of them are defective? That's um, yep, that's a big problem. That could set us back months.</p>
3.19 PDD HOST OUTRO		
	<p>Good Planning Good Communication</p> <p>Quality suppliers</p> <p>Competitive prices</p>	<p>- Everyone has an obligation to exercise careful due diligence when entering into contracts with third parties, even when under strict time constraints. While it may be tempting to make decisions on less than complete information, good planning, combined with good communication with colleagues, will lead to third party agreements with quality suppliers at competitive prices.</p>
3.21 TUTD		

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Slide Image	On-screen Text	Narration/Audio
	<p>Challenge: Earn 200 points for each correct response.</p> <p>Give a thumbs up to the practices that organizations expect their third parties to follow, and a thumbs down to practices that may present problems.</p> <p>Providing strong customer service</p> <p>Treating their suppliers disrespectfully</p> <p>Implementing procedures to protect the environment</p> <p>Ignoring some workplace safety regulations</p> <p>Providing minimal documentation for transactions</p> <p>Committing to use in-house labor</p> <p>Refusing to participate in unsanctioned boycotts</p> <p>Skirting the law on a few “minor” issues</p>	<p>- An organization exercises due diligence to ensure that third parties meet certain standards and expectations. In this interaction, identify some common standards by giving a green thumbs up to the practices organizations expect their third parties to follow and a red thumbs down to practices which may present problems.</p>
<p>Correct Layer</p>		

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Slide Image	On-screen Text	Narration/Audio
 <p>CHALLENGE Fair dealing is multi-sided impact.</p> <p>Give a thumbs up to the practices that organizations expect their third parties to follow, and a thumbs down to practices that may present problems.</p> <ul style="list-style-type: none"> Providing strong customer service: Correct Treating their suppliers disrespectfully: Incorrect Implementing procedures to protect the environment: Correct Ignoring some workplace safety regulations: Incorrect Providing minimal documentation for transactions: Incorrect Committing to use in-house labor: Correct Refusing to participate in unregulated markets: Correct Starting the law on a few "minor" issues: Incorrect <p>Your responses have been marked Correct or Incorrect. Continue</p>	<p>Your responses have been marked Correct or Incorrect. Continue.</p>	
<h3>3.22 FAIR DEALING</h3>		
 <p>Fair Dealing</p> <p>Fair Dealing is a US business term based on the idea that parties entering into contracts do so under an implied covenant of good faith and fair dealing. This means there is a general expectation that organizations and the individuals working for them will compete in a marketplace honestly and will not take unfair advantage of anyone, citizens, vendors, and even competitors. Under fair dealing, sneaky practices such as concealment, misrepresentation, stealing of proprietary information and other deceitful and unethical activities are prohibited. In fact, fair dealing goes even beyond that. Fair dealing is a commitment to conduct business with integrity.</p> <p>Note: The term fair dealing has a different meaning outside the US of anyone.</p> <p>CUSTOMERS VENDORS COMPETITORS</p>	<p>Fair Dealing</p> <ul style="list-style-type: none"> Parties entering into contracts are under an “implied covenant of good faith and fair dealing.” They are expected to compete fairly and not take unfair advantage of anyone. <p>CITIZENS</p> <p>VENDORS</p> <p>COMPETITORS</p> <p>Deceitful and unethical activities are prohibited.</p>	<p>Fair dealing is a US business term based on the idea that parties entering into contracts do so under an implied covenant of good faith and fair dealing. This means there is a general expectation that organizations and the individuals working for them will compete in a marketplace honestly and will not take unfair advantage of anyone, citizens, vendors, and even competitors. Under fair dealing, sneaky practices such as concealment, misrepresentation, stealing of proprietary information and other deceitful and unethical activities are prohibited. In fact, fair dealing goes even beyond that. Fair dealing is a commitment to conduct business with integrity.</p>

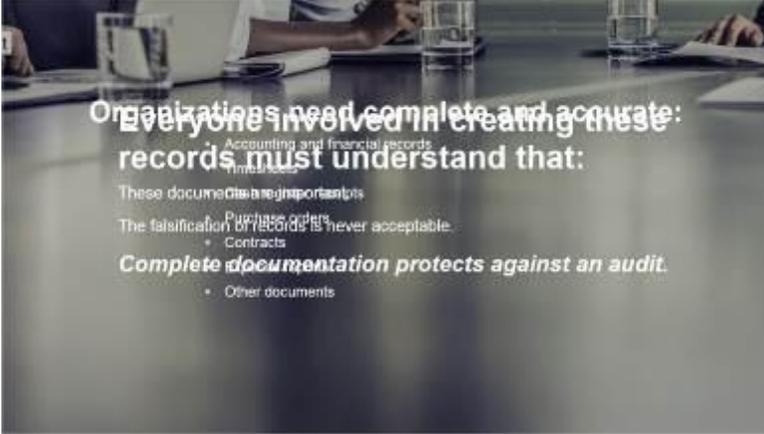
SEAC Master Code of Conduct Transcript
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Slide Image	On-screen Text	Narration/Audio
	<p>Fair dealing is a commitment to conduct business with integrity.</p> <p>Note: The term fair dealing has a different meaning outside the US.</p>	
<p>3.23 WHAT WOULD YOU DO?</p>		
	<p>You suddenly realize a customer doesn't understand an important term of an agreement.</p> <p>Do you:</p> <p>Quickly ask them to sign on the dotted line</p> <p>Correct the misunderstanding</p>	<p>Imagine this, you are moments away from closing a deal. You're in conversation with the customer who makes some comment that causes you to suddenly realize the customer doesn't really understand an important term of the agreement, through no fault of your own. Do you quickly hand the customer the pen to sign on the dotted line, or do you first correct the misunderstanding to make sure the customer knows exactly what the terms of the agreement are?</p>
<p>Correct (Slide Layer)</p>		

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Code of Conduct Enterprise Season 3.2

Slide Image	On-screen Text	Narration/Audio
 <p>If you are acting with integrity, you correct any misunderstanding before going forward.</p>	<p>If you are acting with integrity, you correct any misunderstanding before going forward.</p>	<p>If you are acting with integrity, which you are expected to do, you make sure to correct any misunderstanding before going forward.</p>
<p>3.24 RECORDKEEPING</p>		
 <p>Organizations must keep complete and accurate records:</p> <ul style="list-style-type: none"> • For their own functional purposes • To show compliance with laws 	<p>Organizations must keep complete and accurate records:</p> <ul style="list-style-type: none"> • For their own functional purposes <p>To show compliance with laws</p>	<p>An organization's business records document its activities. So, it is critical that organizations keep complete and accurate records for the organization's own functional purposes, as well as for showing compliance with a variety of laws.</p>

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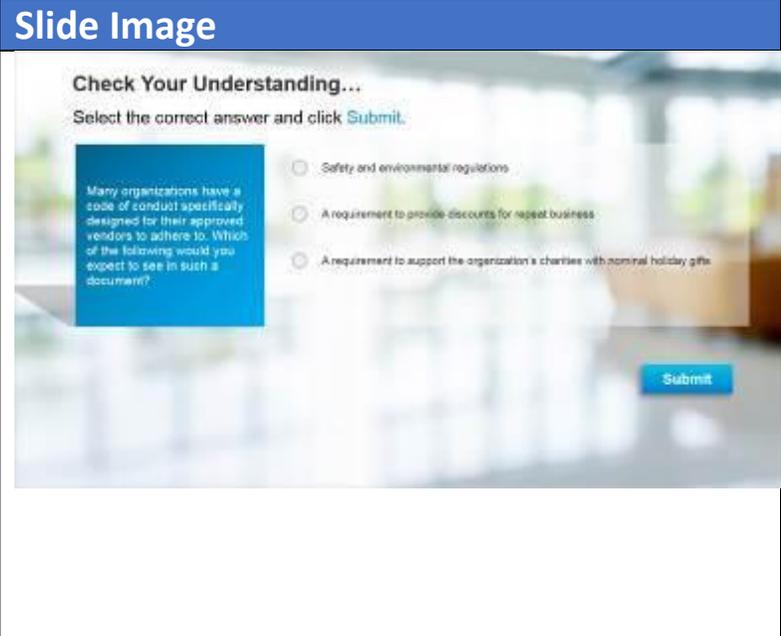
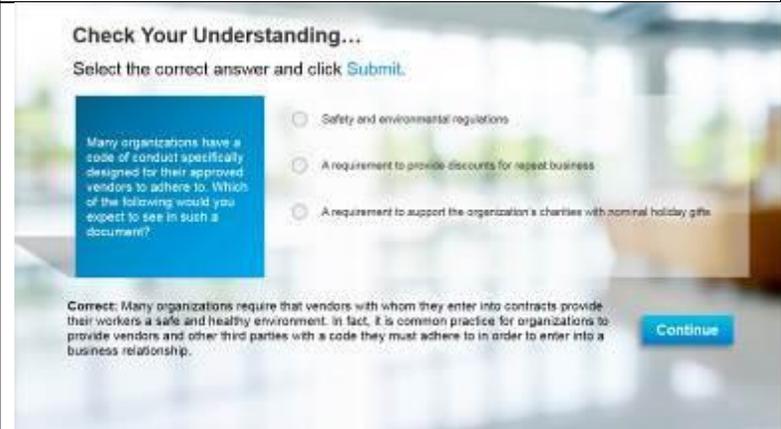
Slide Image	On-screen Text	Narration/Audio
<p>3.25 KEEPING ACCURATE RECORDS</p> 	<p>Organizations need complete and accurate:</p> <ul style="list-style-type: none"> ● Accounting and financial records ● Timesheets ● Cash register receipts ● Purchase orders ● Contracts ● Expense reports ● Other documents <p>Everyone involved in creating these records must understand that:</p> <p>These documents are important.</p> <p>The falsification of records is never acceptable.</p> <p>Complete documentation protects against an audit.</p>	<p>Organizations need to keep more than just their formal accounting and financial records complete and accurate. This requirement also applies to every day records, such as time sheets, cash register receipts, purchase orders, contracts, expense reports, and other types of documentation. Because so many different activities are documented, many people across an organization are involved in creating and processing its records. If an organization's records are going to be complete and accurate, everyone involved in creating these various documents must understand that all the documents they create are important. And the falsification of records is never acceptable. Ensuring complete documentation may sometimes require extra effort, but it's an organization's best protection should an audit situation ever arise.</p>

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Slide Image	On-screen Text	Narration/Audio
3.38 Series Challenge		
	<p>Series Challenge</p> <p>Answer four or more questions correctly to score points and advance.</p> <p>If you don't score enough points to advance, you'll have the opportunity to try again.</p>	
3.39 Draw from Question Bank 2		
Draw 5 questions randomly from Question Bank 2		
2. Question Bank 2		
Q2.1 GENERAL		
(Pick One, 500 points, 1 attempt permitted)		

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Slide Image	On-screen Text	Narration/Audio												
	<p>Many organizations have a code of conduct specifically designed for their approved vendors to adhere to. Which of the following would you expect to see in such a document?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; text-align: center;">Co</td> <td>Choice</td> </tr> <tr> <td style="text-align: center;">rre</td> <td></td> </tr> <tr> <td style="text-align: center;">ct</td> <td></td> </tr> <tr> <td style="text-align: center;">X</td> <td>Safety and environmental regulations</td> </tr> <tr> <td></td> <td>A requirement to provide discounts for repeat business</td> </tr> <tr> <td></td> <td>A requirement to support the organization's charities with nominal holiday gifts</td> </tr> </table>	Co	Choice	rre		ct		X	Safety and environmental regulations		A requirement to provide discounts for repeat business		A requirement to support the organization's charities with nominal holiday gifts	
Co	Choice													
rre														
ct														
X	Safety and environmental regulations													
	A requirement to provide discounts for repeat business													
	A requirement to support the organization's charities with nominal holiday gifts													
<p>Correct (Slide Layer)</p>														
	<p>Correct: Many organizations require that vendors with whom they enter into contracts provide their workers a safe and healthy environment. In fact, it is common practice for organizations to provide vendors and other third parties with a code they must adhere to in order to enter into a business relationship.</p>													

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Slide Image	On-screen Text	Narration/Audio								
Q2.3 THIRD PARTY DUE DILIGENCE										
(Pick Many, 500 points, 1 attempt permitted)										
 <p>Check Your Understanding... Select the correct answer and click Submit.</p> <p>When a company takes shortcuts in hiring consultants or using new vendors and not performing a due-diligence check, they increase the risk of: (Check all that apply.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Overpaying for products or services. <input type="checkbox"/> Increased likelihood of missed delivery deadline. <input type="checkbox"/> Reputational damage. <p style="text-align: right;">Submit</p>	<p>When a company takes shortcuts in hiring consultants or using new vendors and not performing a due-diligence check, they increase the risk of: (Check all that apply.)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left;">Correct</th> <th style="text-align: left;">Choice</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">X</td> <td>Overpaying for products or services</td> </tr> <tr> <td style="text-align: center;">X</td> <td>Increased likelihood of missed delivery deadline</td> </tr> <tr> <td style="text-align: center;">X</td> <td>Reputational damage</td> </tr> </tbody> </table>	Correct	Choice	X	Overpaying for products or services	X	Increased likelihood of missed delivery deadline	X	Reputational damage	
Correct	Choice									
X	Overpaying for products or services									
X	Increased likelihood of missed delivery deadline									
X	Reputational damage									
Correct (Slide Layer)										
 <p>Check Your Understanding... Select the correct answer and click Submit.</p> <p>When a company takes shortcuts in hiring consultants or using new vendors and not performing a due-diligence check, they increase the risk of: (Check all that apply.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Overpaying for products or services. <input type="checkbox"/> Increased likelihood of missed delivery deadline. <input type="checkbox"/> Reputational damage. <p>Correct: Overpaying for products or services, missed delivery deadlines, and damage to an organization's reputation are just a few of the problems that can occur when an organization does not exercise proper due diligence. Organizations can even find themselves in legal trouble when they enter into business relationships with vendors and third parties they have not researched.</p> <p style="text-align: right;">Continue</p>	<p>Correct: Overpaying for products or services, missed delivery deadlines, and damage to an organization's reputation are just a few of the problems that can occur when an organization does not exercise proper due diligence. Organizations can even find themselves in legal trouble when they enter into business relationships with vendors and third parties they have not researched.</p>									

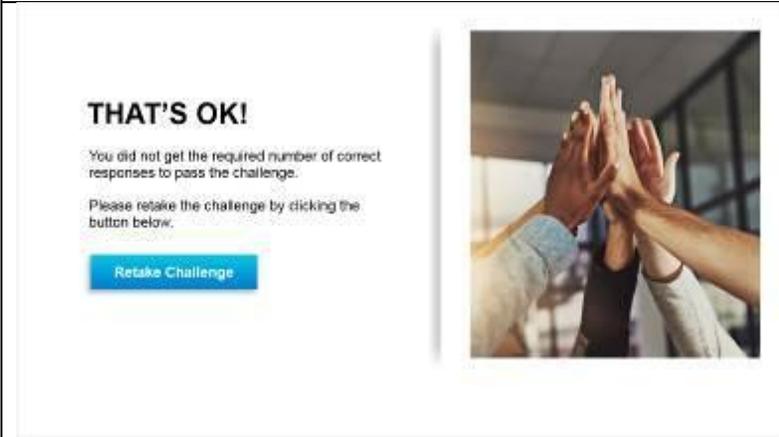
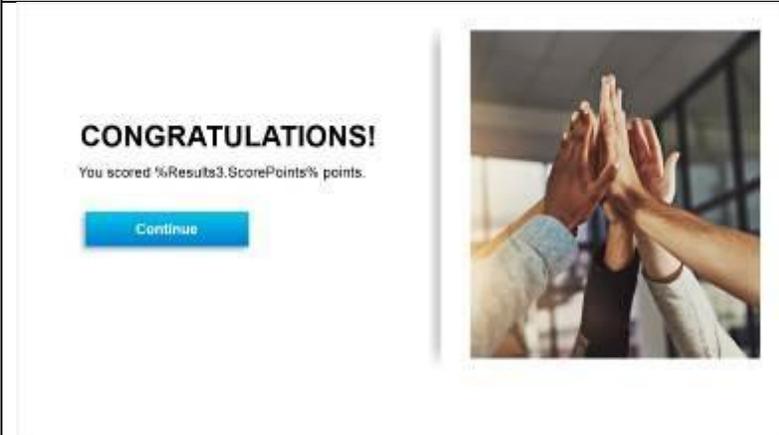
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Slide Image	On-screen Text	Narration/Audio								
<p>Q2.7 FAIR DEALING</p>										
<p>(Pick One, 500 points, 1 attempt permitted)</p>										
	<p>The concept of fair dealing applies to which departments:</p> <table border="1" data-bbox="894 521 1371 712"> <tr> <td>Correct</td> <td>Choice</td> </tr> <tr> <td></td> <td>Public Facing Departments</td> </tr> <tr> <td></td> <td>Clerk Treasurer</td> </tr> <tr> <td>X</td> <td>Both Sales and Accounting</td> </tr> </table>	Correct	Choice		Public Facing Departments		Clerk Treasurer	X	Both Sales and Accounting	
Correct	Choice									
	Public Facing Departments									
	Clerk Treasurer									
X	Both Sales and Accounting									
<p>Correct (Slide Layer)</p>										
	<p>Correct: The concept of fair dealing applies to everyone, including the Clerk Treasurer department's obligation to fairly bill and collect payments.</p>									

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Slide Image	On-screen Text	Narration/Audio										
<p>Q2.8 KEEPING ACCURATE RECORDS</p>												
<p>(Pick One, 500 points, 1 attempt permitted)</p>												
	<p>Accountants and other financial people are solely responsible for making sure an organization's records are accurate.</p> <table border="1" data-bbox="894 553 1383 745"> <tr> <td>Co</td> <td>Choice</td> </tr> <tr> <td>rr</td> <td></td> </tr> <tr> <td>ct</td> <td></td> </tr> <tr> <td></td> <td>True</td> </tr> <tr> <td>X</td> <td>False</td> </tr> </table>	Co	Choice	rr		ct			True	X	False	
Co	Choice											
rr												
ct												
	True											
X	False											
<p>Correct (Slide Layer)</p>												
	<p>Correct: All people within the organization who are involved in creating, processing, and recording accounting information are responsible for the integrity of an organization's records.</p>											

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Slide Image	On-screen Text	Narration/Audio
3.40 RESULTS SLIDE		
Failure (Slide Layer)		
	<p>THAT'S OK!</p> <p>You did not get the required number of correct responses to pass the challenge.</p> <p>Please retake the challenge by clicking the button below.</p>	
Success (Slide Layer)		
	<p>CONGRATULATIONS!</p> <p>You scored %Results3.ScorePoints% points.</p>	

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Slide Image	On-screen Text	Narration/Audio
<p>3.41 TRANSITION</p> 	<p>Click the new series to continue.</p>	
<p>4. episode 4</p>		
<p>4.1 WORKING TOGETHER INTRO</p> 	<ul style="list-style-type: none"> ● Discrimination, Harassment & Bullying ● Respectful Workplace ● Relationships at work ● Protection of Assets ● Social Media ● Public Communications 	<p>People spend a great deal of their time at work, so it's in everyone's best interest to make that time as positive of an experience as possible. In this section, we'll explore some ways to do that. While the laws may be complex, if you follow underlying principles, such as inclusivity, respect and dignity, you'll be on your way to complying with the laws and contributing to a positive working environment.</p>

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Slide Image	On-screen Text	Narration/Audio
<p>4.4 DISCRIMINATION</p> 	<p>Laws prohibit discrimination on the basis of:</p> <ul style="list-style-type: none"> ● Race ● Color ● Religion ● National origin ● Sex ● Age ● Disability ● Pregnancy ● Genetic information ● Other protected bases <p>Discrimination is prohibited in any aspect of employment, including: ... hiring, firing, pay, job assignments, promotions, lay off, training, fringe benefits, any other terms or conditions of employment.</p>	<p>Title VII of the Civil Rights Act of 1964, and other federal anti-discrimination laws, require organizations to keep their workplaces free of discrimination and harassment based on race, color, religion, national origin, sex, age, disability, pregnancy, and genetic information. States and many cities have their own laws that frequently go beyond these protections, and prohibit discrimination based on additional characteristics. These laws generally prohibit discrimination in any aspect of employment, which includes hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, or any other terms or conditions of employment. Harassment, which is unwelcome conduct based on a protected characteristic, is also prohibited under anti-discrimination laws.</p>
<p>4.5 PREVENTING INAPPROPRIATE BEHAVIOR</p>		

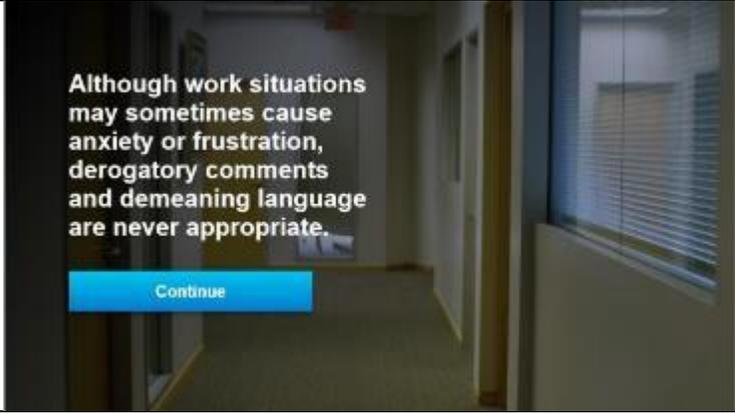
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Slide Image	On-screen Text	Narration/Audio
	<p>Treat people with respect and dignity.</p> <p>All individuals have a duty to never engage in discrimination and harassment—and to report these behaviors.</p> <p>Discrimination and harassment will not be tolerated.</p>	<p>In the past, organizations often had their employees memorize a list of protected characteristics and dos and don'ts. The new and more effective approach is to teach appropriate behaviors based on the principle of treating people with respect and dignity. Everyone plays a role in creating a respectful environment, not just the managers. All individuals within the organization have a responsibility to never engage in discrimination or harassment, and to report these behaviors should they become aware of them. This way, if unwanted behavior should take place, the organization can correct the situation promptly. In addition to legal requirements, societal pressures such as the Me Too movement and the worldwide protests and boycotts against racial injustice are further reminders to organizations that discrimination and harassment will not be tolerated, and organizations can and will be held accountable for treating people unfairly.</p>
<p>4.7 VIEWER EMAIL</p>		

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Slide Image	On-screen Text	Narration/Audio
	<p>P***** G***** (PG) ...</p> <p>to News Team Dec 17 View details</p> <p>Is unwelcome conduct still considered harassment if it is not based on a protected characteristic?</p> <p>-- P.G.</p> <p>When unwelcome conduct is not based on a protected characteristic, it is called workplace bullying.</p> <p>Harassment and bullying can be physical, verbal or visual.</p> <p>Neither harassment nor bullying will be tolerated!</p>	<p>This individual would like to know if it is still considered harassment if there is unwelcome conduct, but it is not based on a protected characteristic. Good question. When unwelcome behavior's based on a protected characteristic, it's called harassment. When similar unwelcome conduct is not based on a protected characteristic, it's called workplace bullying. Both harassment and bullying come in many forms, and can include physical behaviors, such as intimidating gestures, verbal behaviors, such as offensive remarks, and visual behaviors, such as the display of offensive images. While at present, there are no federal laws making workplace bullying illegal, some states have laws addressing bullying and others are considering such legislation. Regardless of whether the conduct is called harassment or bullying, such disrespectful and abusive behavior will not be tolerated.</p>
<p>4.8 RESPECTFUL WORKPLACE</p>		

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Slide Image	On-screen Text	Narration/Audio
	<p>There are choices we can make in our everyday interactions that help us create an environment where everyone is treated with respect and dignity.</p> <p>Continue</p>	
4.9 RESPECTFUL WORKPLACE		
	<p>Although work situations may sometimes cause anxiety or frustration, derogatory comments and demeaning language are never appropriate.</p> <p>Continue</p>	<p>- Hey, can you come in here for a second? I need to review your files for tomorrow morning's meeting, last time the mistakes you made were an embarrassment to the whole firm. It seems like a shame to have gotten that fancy degree, waste of money. (buzzer beeping)</p>
4.10 RESPECTFUL WORKPLACE		
		<p>(Rewind noise / record scratching)</p>

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Slide Image	On-screen Text	Narration/Audio
		<p>- Hey, can you come in here for a second? I need to review your files for tomorrow morning's meeting. Now , I know last time there were some accuracy issues in your spreadsheet. Let's get together before the end of the day and review what you have. We'll make sure that we all look good in front of the committee.</p>
<p>4.11 RESPECTFUL WORKPLACE</p>		
	<p>That's a Far Better Approach!</p>	
<p>4.12 RESPECTFUL WORKPLACE</p>		

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Slide Image	On-screen Text	Narration/Audio
	<p>Using stereotypes based on someone's national origin or other protected characteristics is never appropriate in the workplace.</p>	<p>(door opens) - Wow, hey you look great, man. The way you were goin' last night, I didn't think you were gonna be here on time. But, shoot, man. Hey, you don't look like you need it, but hey, why don't you take my coffee, all right? It's a sign of respect from me to you and your countrymen who can obviously hold your liquor. That's impressive. Keep it up.</p>
<p>4.13 RESPECTFUL WORKPLACE</p>		
		<p>(elevator humming) (elevator banging) - Oh, hey, you look great. The way you were going last night, I didn't think you were gonna make it on time. But I probably stayed a little too late and drank a little too much myself, so, you know what, here, have my coffee. And next time, let's, uh, remind each other not to overdo it.</p>
<p>4.14 RESPECTFUL WORKPLACE</p>		

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Slide Image	On-screen Text	Narration/Audio
	<p>That's Much Better!</p>	
<p>4.15 RESPECTFUL WORKPLACE</p>		
	<p>Treat everyone with respect and dignity</p>	<p>- You just saw examples of inappropriate comments that could constitute workplace bullying, or contribute to hostile environment harassment. You also saw alternate, more suitable ways to approach these situations. Since we don't always get a second chance, it's important we take extra care in what we say and do, so that we can foster an environment where everyone is treated with respect and dignity.</p>
<p>4.16 RELATIONSHIPS AT WORK</p>		

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Slide Image	On-screen Text	Narration/Audio
	<p>Personal relationships should remain professional and business-related at work. They should not affect:</p> <ul style="list-style-type: none"> ● Job performance ● The ability to manage others ● The work environment 	<p>- People who work together frequently form friendships and personal relationships with one another. These relationships should remain professional and business-related at work. Personal relationships should never affect job performance, the ability to manage others, or the work environment.</p>
<p>4.18 TWITTER</p>		
	<p>GUIDANCE</p> <p>Organizations typically have policies regarding the disclosure of romantic and familial relationships. Some organizations prohibit individuals who are romantically involved or related from being in a reporting relationship at work. Check your organization's policy for specifics.</p>	<p>- Here's a tweet about relationships at work. Is it okay for two people in the same organization to date or be related? Romantic and familial relationships in the workplace can present a real or perceived conflict of interest. And so, organizations typically have policies regarding the disclosure of such relationships. It is common for organizations to prohibit individuals who are romantically involved or related from being in a reporting relationship at work. Be sure to check your organization's policy for specifics.</p>
<p>4.28 PROTECTION ASSET EXPO</p>		

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Slide Image	On-screen Text	Narration/Audio
	<p>Individuals are expected to protect their organization's:</p> <ul style="list-style-type: none"> ● Physical Property/Equipment ● Intellectual Property ● Business Records and Communication Systems <p>An organization's assets should be used only for organizational purposes.</p> <p>*An individual ending employment at an organization is expected to return all organizational property.</p>	<p>- An organization has many assets. Among them are physical property, intellectual property, and business records, and communication systems. These assets should be used only for appropriate organizational purposes. Individuals are further expected to protect them. They're expected to protect physical assets by doing such things as using equipment appropriately, locking doors, reducing waste, or safeguarding an organizational laptop while traveling. They're expected to protect intellectual property such as patents, trademarks, copyrights, designs, trade secrets, etc., and the organization's reputation. Individuals are also expected to take great care to protect their organization's communication systems, so as not to compromise valuable business records.</p>

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Slide Image	On-screen Text	Narration/Audio
<p>4.29 SOCIAL MEDIA</p> 	<p>Content posted on social media can be seen by an infinite number of people.</p> <p>Be careful about social-media activity.</p>	<p>Social media is both a powerful business tool and an integral part of people's personal lives. But it brings a number of challenges. A comment or image posted on social media can potentially be seen by an infinite number of people, and so organizations expect individuals working for them to be careful about their social media activity.</p>
<p>4.30 SOCIAL MEDIA GUIDELINES</p> 	<p>Follow these guidelines:</p> <ul style="list-style-type: none"> ● Only authorized individuals may represent the organization. ● Individuals commenting about their organizations using their personal accounts must - <ul style="list-style-type: none"> ○ Identify themselves as employees. ○ Not disclose confidential or personal information. ○ Preserve the reputation of the organization. ● If in doubt, ask before posting. ● Keep personal social media use to a minimum during work hours. 	<p>Here are a few important guidelines. Only authorized individuals may represent their organization on social media. This is to prevent the spread of inaccurate information, or the release of proprietary information, and to preserve the organization's reputation. If someone wishes to comment about their organization using their own personal account, they must state that they are an employee of the organization, and the comment is their personal view, and not the view of the organization. Individuals may not disclose confidential or personal information about the organization, its customers, or its employees. Individuals must not post content that could harm their organization's reputation, such as a video of someone engaging in a vulgar behavior</p>

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Slide Image	On-screen Text	Narration/Audio
		<p>while wearing a shirt with the organization's logo. If there's ever a question about whether something is appropriate, it's best to ask before posting. It's easier and less embarrassing to find out before it's gone viral. Keep in mind that because social media can become a distraction, individuals need to keep personal social media use to a minimum during work hours.</p>
<p>4.31 PUBLIC COMMUNICATION</p>		
	<p>Many organizations have policies prohibiting anyone other than a designated spokesperson from communicating with the media.</p> <p>This enables organizations to:</p> <ul style="list-style-type: none"> ● Maintain control over what information is shared ● Present a consistent and positive image ● Ensure compliance with disclosure requirements 	<p>- Situations may arise where an employee is approached by a reporter or another member of the media. In order to ensure that accurate information is provided and the organization's reputation is protected, many organizations have policies prohibiting anyone, other than a designated spokesperson, from communicating with the media. This enables organizations to maintain control over what information is shared and present a consistent and positive image. For public companies, this policy also ensures compliance with disclosure requirements.</p>

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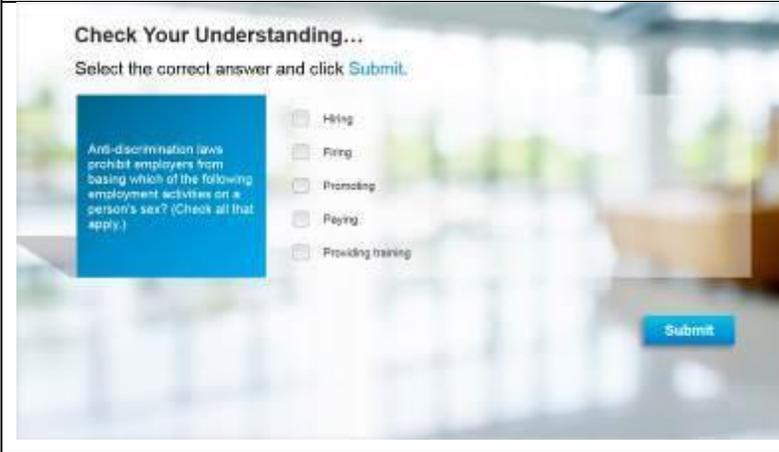
Slide Image	On-screen Text	Narration/Audio
<p>4.33 TWITTER Q&A</p> 	<p>B*****F***** BLFree@BeaFree</p> <p>A reporter left a message on my personal cell phone. Is it okay to call back? - B.F. #oktocallback</p> <p>5/21 12:20 PM</p> <p>GUIDANCE</p> <p>Check your organization's policy. Many policies prohibit employees from speaking with the media. This is to prevent the sharing of inaccurate or inappropriate information, which could threaten or damage business relationships.</p>	<p>Here's a Tweet from a concerned individual. "Yesterday, a disturbing incident occurred at work "and last night, a reporter left a message "on my personal cell phone. "Is it okay to call back?" Well, you should probably check your organization's policy before returning that phone call. Many organizations have policies that prohibit employees from speaking with the media. One of the main reasons for such policies is to prevent employees from sharing potentially inaccurate or inappropriate information with outside parties, which could threaten or damage relationships with customers and suppliers.</p>
<p>4.34 SERIES CHALLENGE</p> <p>Series Challenge</p> <p>Answer four or more questions correctly to score points and advance. If you don't score enough points to advance, you'll have the opportunity to try again.</p> <p>Continue</p> 	<p>Series Challenge</p> <p>Answer four or more questions correctly to score points and advance.</p> <p>If you don't score enough points to advance, you'll have the opportunity to try again</p>	

SEAC Master Code of Conduct Transcript
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Slide Image	On-screen Text	Narration/Audio						
4.35 Draw from Question Bank 4								
Draw 5 questions randomly from Question Bank 3								
3. Question Bank 3								
Q3.2 RESPECTFUL WORKPLACE								
(Pick One, 500 points, 1 attempt permitted)								
	<p>Essentially, managers are solely responsible for creating and maintaining a respectful work environment.</p> <table border="1" data-bbox="892 724 1381 917"> <tr> <td>Correct</td> <td>Choice</td> </tr> <tr> <td></td> <td>True</td> </tr> <tr> <td>X</td> <td>False</td> </tr> </table>	Correct	Choice		True	X	False	
Correct	Choice							
	True							
X	False							
Correct (Slide Layer)								

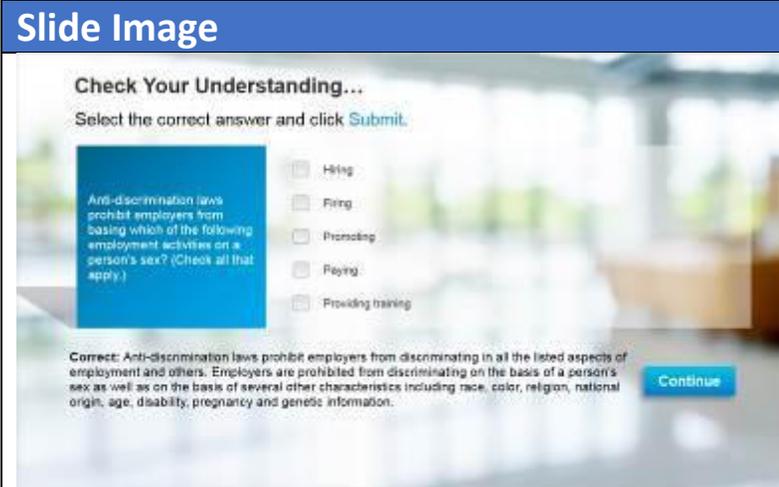
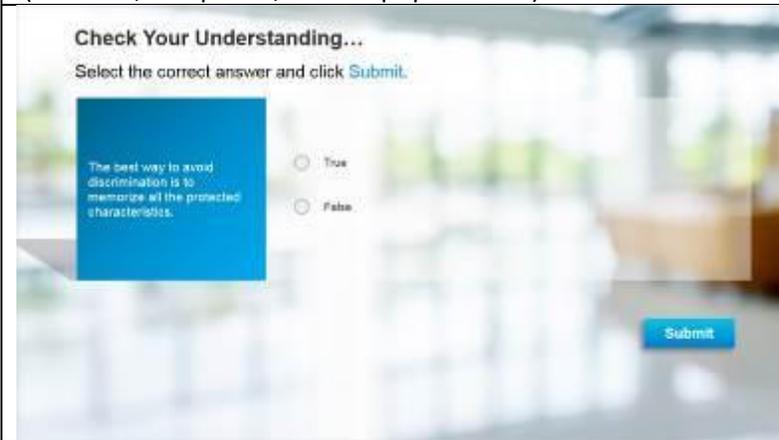
SEAC Master Code of Conduct Transcript

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Slide Image	On-screen Text	Narration/Audio																
 <p>Check Your Understanding... Select the correct answer and click Submit.</p> <p>Essentially, managers are solely responsible for creating and maintaining a respectful work environment.</p> <p><input type="radio"/> True <input type="radio"/> False</p> <p>Correct: Everyone within an organization, regardless of job title, plays a role in creating and maintaining a respectful work environment. All individuals have a responsibility to refrain from discrimination, harassment and bullying—and to report these behaviors should they become aware of them.</p> <p>Continue</p>	<p>Correct: Everyone within an organization, regardless of job title, plays a role in creating and maintaining a respectful work environment. All individuals have a responsibility to refrain from discrimination, harassment and bullying—and to report these behaviors should they become aware of them.</p>																	
<p>Q3.3 DISCRIMINATION AND HARASSMENT</p>																		
<p>(Pick Many, 500 points, 1 attempt permitted)</p>																		
 <p>Check Your Understanding... Select the correct answer and click Submit.</p> <p>Anti-discrimination laws prohibit employers from basing which of the following employment activities on a person's sex? (Check all that apply.)</p> <p><input checked="" type="checkbox"/> Hiring <input checked="" type="checkbox"/> Firing <input checked="" type="checkbox"/> Promoting <input checked="" type="checkbox"/> Paying <input checked="" type="checkbox"/> Providing training</p> <p>Submit</p>	<p>Anti-discrimination laws prohibit employers from basing which of the following employment activities on a person's sex? (Check all that apply.)</p> <table border="1" data-bbox="892 990 1375 1299"> <tr> <td><input type="checkbox"/></td> <td>Choice</td> </tr> <tr> <td><input type="checkbox"/></td> <td>rre</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ct</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Hiring</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Firing</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Promoting</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Paying</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Providing training</td> </tr> </table>	<input type="checkbox"/>	Choice	<input type="checkbox"/>	rre	<input type="checkbox"/>	ct	<input checked="" type="checkbox"/>	Hiring	<input checked="" type="checkbox"/>	Firing	<input checked="" type="checkbox"/>	Promoting	<input checked="" type="checkbox"/>	Paying	<input checked="" type="checkbox"/>	Providing training	
<input type="checkbox"/>	Choice																	
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<input type="checkbox"/>	ct																	
<input checked="" type="checkbox"/>	Hiring																	
<input checked="" type="checkbox"/>	Firing																	
<input checked="" type="checkbox"/>	Promoting																	
<input checked="" type="checkbox"/>	Paying																	
<input checked="" type="checkbox"/>	Providing training																	
<p>Correct (Slide Layer)</p>																		

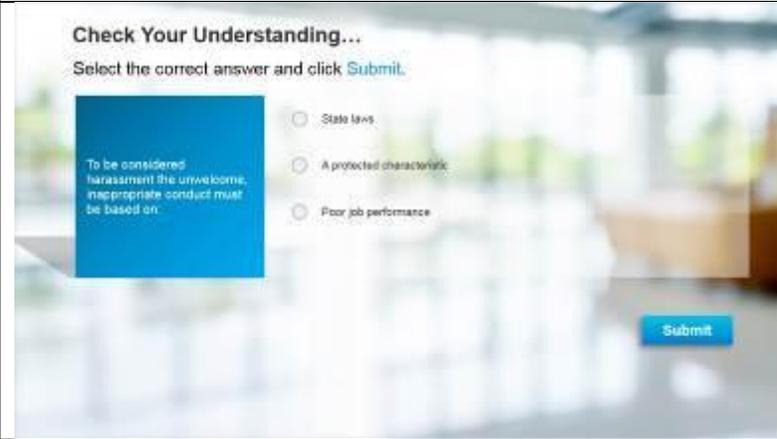
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Code of Conduct Enterprise Season 3.2

Slide Image	On-screen Text	Narration/Audio						
	<p>Correct: Anti-discrimination laws prohibit employers from discriminating in all the listed aspects of employment and others. Employers are prohibited from discriminating on the basis of a person's sex as well as on the basis of several other characteristics including race, color, religion, national origin, age, disability, pregnancy and genetic information.</p>							
<p>Q3.4 DISCRIMINATION AND HARASSMENT</p>								
<p>(Pick One, 500 points, 1 attempt permitted)</p>								
	<p>The best way to avoid discrimination is to memorize all the protected characteristics.</p> <table border="1" data-bbox="892 954 1377 1146"> <tr> <td>Correct</td> <td>Choice</td> </tr> <tr> <td></td> <td>True</td> </tr> <tr> <td>X</td> <td>False</td> </tr> </table>	Correct	Choice		True	X	False	
Correct	Choice							
	True							
X	False							
<p>Correct (Slide Layer)</p>								

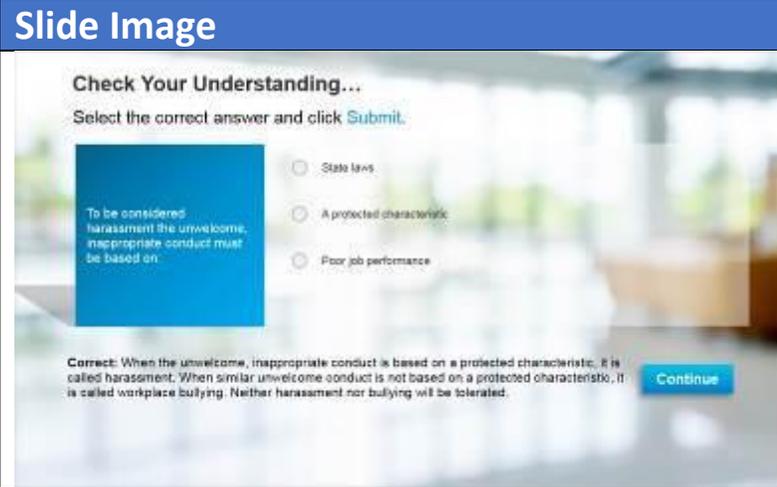
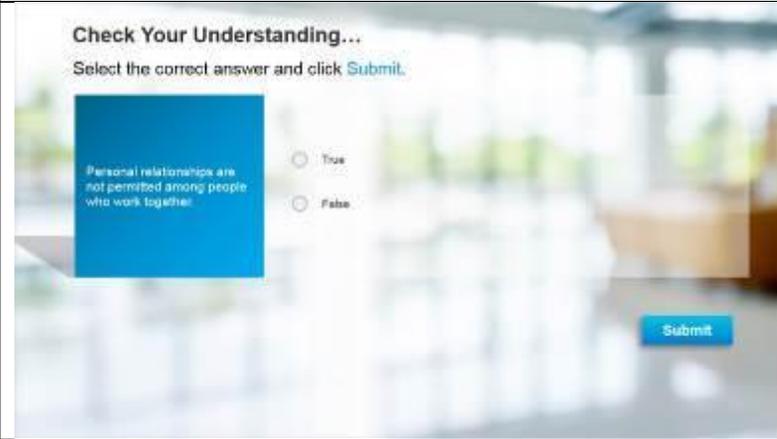
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Slide Image	On-screen Text	Narration/Audio												
	<p>Correct: Rather than memorize protected characteristics, employees and managers should focus on treating people fairly, and with respect and dignity.</p>													
<p>Q3.5 DISCRIMINATION AND HARASSMENT</p>														
<p>(Pick One, 500 points, 1 attempt permitted)</p>														
	<p>To be considered harassment the unwelcome, inappropriate conduct must be based on:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; text-align: center;">Co</td> <td>Choice</td> </tr> <tr> <td style="text-align: center;">rr</td> <td></td> </tr> <tr> <td style="text-align: center;">ct</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">State laws</td> </tr> <tr> <td style="text-align: center;">X</td> <td>A protected characteristic</td> </tr> <tr> <td colspan="2" style="text-align: center;">Poor job performance</td> </tr> </table>	Co	Choice	rr		ct		State laws		X	A protected characteristic	Poor job performance		
Co	Choice													
rr														
ct														
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Poor job performance														
<p>Correct (Slide Layer)</p>														

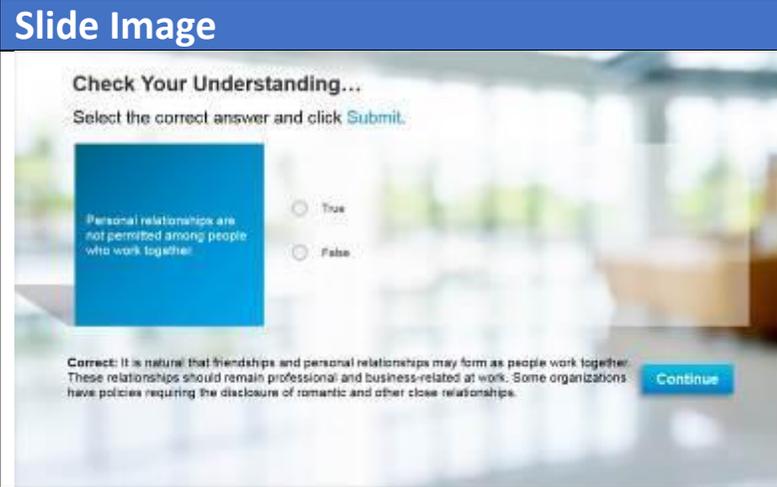
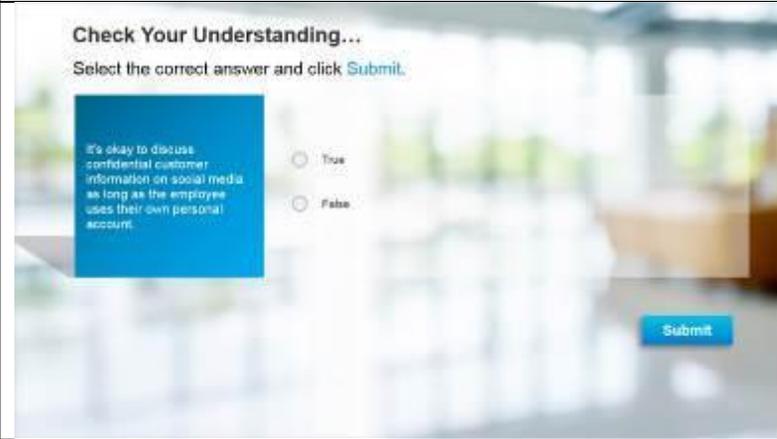
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Slide Image	On-screen Text	Narration/Audio										
 <p>Check Your Understanding... Select the correct answer and click Submit.</p> <p>To be considered harassment the unwelcome, inappropriate conduct must be based on:</p> <ul style="list-style-type: none"> <input type="radio"/> State laws <input type="radio"/> A protected characteristic <input type="radio"/> Poor job performance <p>Correct: When the unwelcome, inappropriate conduct is based on a protected characteristic, it is called harassment. When similar unwelcome conduct is not based on a protected characteristic, it is called workplace bullying. Neither harassment nor bullying will be tolerated.</p> <p style="text-align: right;">Continue</p>	<p>Correct: When the unwelcome, inappropriate conduct is based on a protected characteristic, it is called harassment. When similar unwelcome conduct is not based on a protected characteristic, it is called workplace bullying. Neither harassment nor bullying will be tolerated.</p>											
<p>Q3.6 RELATIONSHIPS AT WORK</p>												
<p>(Pick One, 500 points, 1 attempt permitted)</p>												
 <p>Check Your Understanding... Select the correct answer and click Submit.</p> <p>Personal relationships are not permitted among people who work together:</p> <ul style="list-style-type: none"> <input type="radio"/> True <input type="radio"/> False <p style="text-align: right;">Submit</p>	<p>Personal relationships are not permitted among people who work together.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px;">Co</td> <td>Choice</td> </tr> <tr> <td>rr</td> <td></td> </tr> <tr> <td>ct</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">True</td> </tr> <tr> <td>X</td> <td>False</td> </tr> </table>	Co	Choice	rr		ct		True		X	False	
Co	Choice											
rr												
ct												
True												
X	False											
<p>Correct (Slide Layer)</p>												

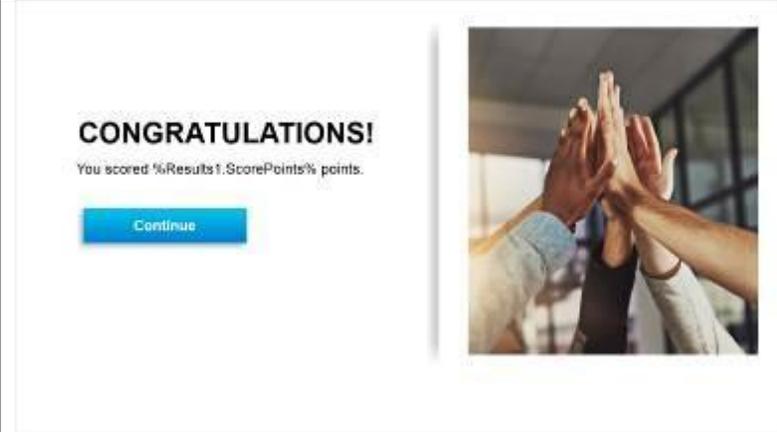
SEAC Master Code of Conduct Transcript

Code of Conduct Enterprise Season 3.2

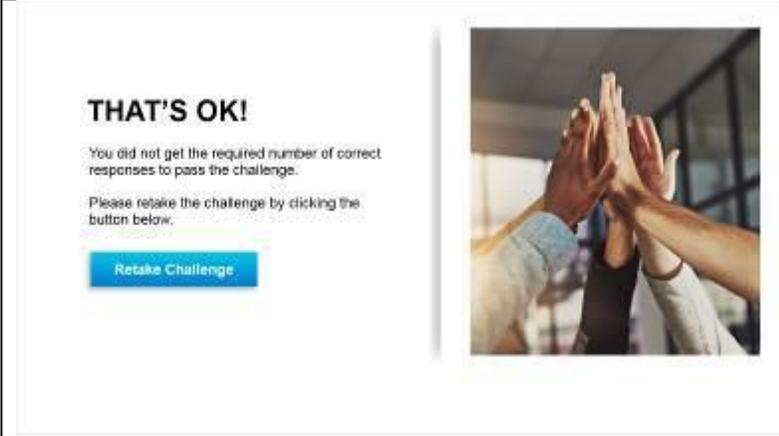
Slide Image	On-screen Text	Narration/Audio						
	<p>Correct: It is natural that friendships and personal relationships may form as people work together. These relationships should remain professional and business-related at work. Some organizations have policies requiring the disclosure of romantic and other close relationships.</p>							
<p>Q3.9 SOCIAL MEDIA</p>								
<p>(Pick One, 500 points, 1 attempt permitted)</p>								
	<p>It's okay to discuss confidential customer information on social media as long as the employee uses their own personal account.</p> <table border="1" data-bbox="892 1027 1367 1219"> <tr> <td>Correct</td> <td>Choice</td> </tr> <tr> <td><input type="radio"/></td> <td>True</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>False</td> </tr> </table>	Correct	Choice	<input type="radio"/>	True	<input checked="" type="radio"/>	False	
Correct	Choice							
<input type="radio"/>	True							
<input checked="" type="radio"/>	False							
<p>Correct (Slide Layer)</p>								

SEAC Master Code of Conduct Transcript

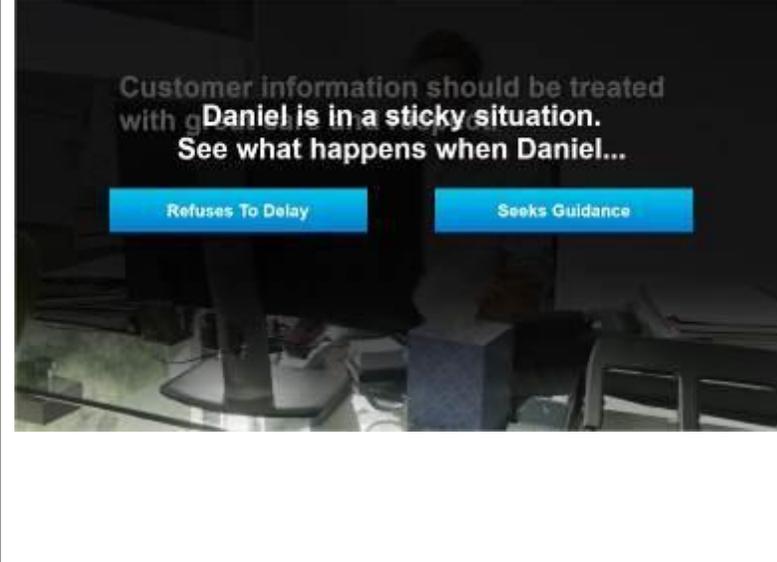
Code of Conduct Enterprise Season 3.2

Slide Image	On-screen Text	Narration/Audio
 <p>Check Your Understanding... Select the correct answer and click Submit.</p> <p>It's okay to discuss confidential customer information on social media as long as the employee uses their own personal account.</p> <p><input type="radio"/> True <input type="radio"/> False</p> <p>Correct: Regardless of whether they are using their own personal accounts, employees should not disclose the organization's confidential or personal information. In addition, employees should not comment about the organization without an appropriate disclaimer, or post any kind of content that can damage the organization's reputation.</p> <p style="text-align: right;">Continue</p>	<p>Correct: Regardless of whether they are using their own personal accounts, employees should not disclose the organization's confidential or personal information. In addition, employees should not comment about the organization without an appropriate disclaimer, or post any kind of content that can damage the organization's reputation.</p>	
<p>4.36 RESULTS SLIDE</p>		
<p><i>(Results Slide, 0 points, 1 attempt permitted)</i></p>		
<p>Success (Slide Layer)</p>		
 <p>CONGRATULATIONS! You scored %Results1.ScorePoints% points.</p> <p style="text-align: center;">Continue</p> 	<p>CONGRATULATIONS!</p> <p>You scored %Results1.ScorePoints% points.</p>	

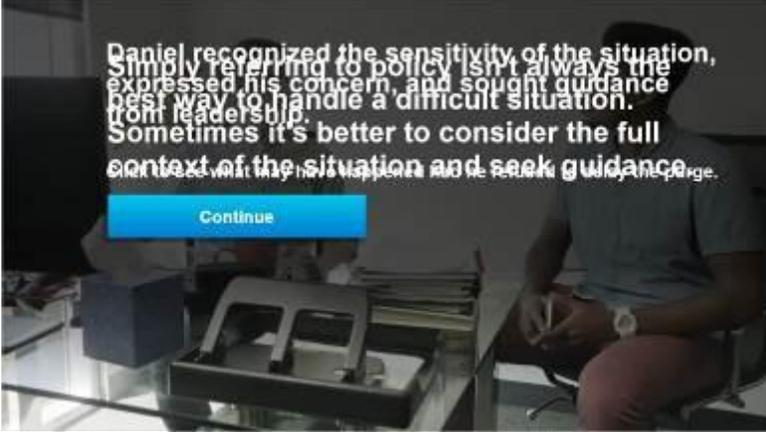
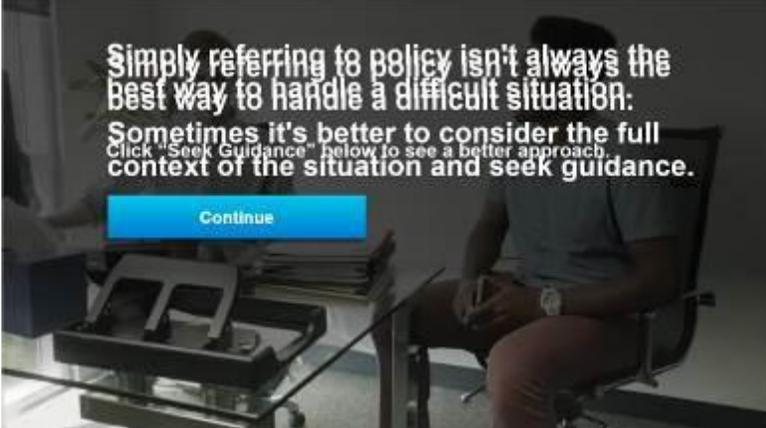
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Slide Image	On-screen Text	Narration/Audio
<p>Failure (Slide Layer)</p> 	<p>THAT'S OK!</p> <p>You did not get the required number of correct responses to pass the challenge.</p> <p>Please retake the challenge by clicking the button below.</p> <p>Retake Challenge</p>	
<p>4.37 TRANSITION</p>		
	<p>Click the new series to continue.</p>	

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Slide Image	On-screen Text	Narration/Audio
<p>5. episode 5</p>		
<p>5.1 PI SERIES INTRO</p>		
	<ul style="list-style-type: none"> ● Data Privacy ● Information Security ● Appropriate Use of Electronics 	<p>Organizations maintain and store a variety of information. And protecting that information is not just important, it is a priority. This section which addresses the topics on the screen will give you an understanding of your role and responsibilities in protecting information at your organization.</p>
<p>5.2 CONF INFO VIDEO_DECISION</p>		
	<p>Citizen information should be treated with great care and respect.</p> <p>Daniel is in a sticky situation. See what happens when Daniel...</p> <p>Refuses To Delay</p> <p>Seeks Guidance</p>	<p>(knocking) - Hey, Cody, come on in. - [Cody] Hey, chief, what's going on? - Not much, sit down, what's up? - Uh, when are you going to purge last month's email opt-outs from the system? - Uh, in about an hour. I was about to head out to lunch now, but I'll be on it as soon as I get back. - Would you mind holding off on that purging till tomorrow, I need to send those addresses one last blast tonight. - One last blast to people who opted out? - Yes, Daniel, the unsubscribe confirmation message says please allow five to seven business days for us to update our records. I call that window a marketing opportunity and like to send the opt-outs one last email with a steep discount. - I hate getting those. It's annoying after you've</p>

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Slide Image	On-screen Text	Narration/Audio
		<p>already opted out. - Eh, a few people are irritated, but it has a great hit rate, this is one reason the sales VP brought me in. She likes my creativity.</p>
<p>5.3 SEEK</p>		
	<p>Simply referring to policy isn't always the best way to handle a difficult situation. Sometimes it's better to consider the full context of the situation and seek guidance.</p>	<p>Yeah, I'm sure she does. Look Cody, I completely hear what you're saying about sales department thinking and I don't want to get in the way of you doing your job, but I'm just not comfortable giving you the opt out email addresses. I feel this decision is something we should run by management. - Not the answer I'm looking for, but I understand your point. - Thanks, I appreciate your understanding. Sarah, hi. It's Daniel, I'm here with Cody. We just have a question for you regarding the best way to handle a situation regarding email opt outs.</p>
<p>5.4 REFUSE</p>		
	<p>Simply referring to policy isn't always the best way to handle a difficult situation.</p> <p>Click "Seek Guidance" below to see a better approach.</p>	<p>I'm sure she does, but you know I can't do that. It's against company policy. - Wow. This is kinda hard to believe. When they brought me on, I was assured there wasn't a sales prevention department here. - Come ...</p>

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Slide Image	On-screen Text	Narration/Audio
5.5 CONF INFO HOST OUTRO		
	<p>Wise to check</p> <p>Ask before taking action</p>	<p>Sometimes situations occur that aren't covered directly by policy, or even the law. When you find yourself in an uncomfortable position such as this, it's always wise to check with others to help choose the right course of action. Remember, if something doesn't seem right, it's a good idea to ask before taking action.</p>
5.6 CONF INFO EXPOSITION		
	<p>Personal data can be used to identify an individual.</p> <ul style="list-style-type: none"> ● Name ● Social Security Number (SSN) ● Biometric records ● Home address ● Phone number ● Personal email address <p>Personal data may pertain to customers, employees or others.</p> <p>Confidential information isn't generally available to the public.</p> <ul style="list-style-type: none"> ● Intellectual property ● Some contracts and agreements 	<p>Personal data and confidential data are two related but different concepts. Personal data is information which can be used on its own or in combination with other information to identify an individual. Examples of personal data include an individual's name, social security number, biometric records, home address, phone number, personal email address, et cetera. An organization may have personal data on its customers, employees, or other individuals associated with the organization. Confidential data is information belonging to an organization that isn't generally available to the public. Confidential data is a valuable asset to an organization and can include intellectual property, contracts and agreements, supplier lists, internal communications, marketing plans, customer data, and more. Employees have an</p>

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Slide Image	On-screen Text	Narration/Audio																				
	<ul style="list-style-type: none"> • Supplier lists • Internal communications • Customer data <p>Employees have an obligation to protect personal and confidential data.</p>	obligation to protect personal and confidential data maintained by their organization.																				
5.8 CONF INFO INTERACTION																						
<i>(Pick Many, 10 points, 1 attempt permitted)</i>																						
	<p>Click the shield for each example of data that needs to be protected.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Correct</th> <th style="background-color: #cccccc;">Choice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td>Information about pending litigation</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Published social-media posts</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Job descriptions posted on job boards/sites</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Working financial documents</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Final financial documents</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Customer credit card numbers</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Approved endor agreements</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Employee performance reviews</td> <td style="text-align: center;">Yes</td> </tr> </tbody> </table>	Correct	Choice			Information about pending litigation	Yes	Published social-media posts	No	Job descriptions posted on job boards/sites	No	Working financial documents	Yes	Final financial documents	No	Customer credit card numbers	Yes	Approved endor agreements	No	Employee performance reviews	Yes	<p>There are several examples of organizational data listed on this screen. Some are confidential or personal. Some are not. Click the shield icon for each example of data that needs to be protected. When you've protected all the confidential and personal data with shields click submit, you'll earn points for correct answers.</p>
Correct	Choice																					
Information about pending litigation	Yes																					
Published social-media posts	No																					
Job descriptions posted on job boards/sites	No																					
Working financial documents	Yes																					
Final financial documents	No																					
Customer credit card numbers	Yes																					
Approved endor agreements	No																					
Employee performance reviews	Yes																					

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Slide Image	On-screen Text	Narration/Audio
Answer (Slide Layer)		
	<p>The examples of data you marked correctly are labeled above.</p>	
5.9 INFORMATION SECURITY		
	<p>Individuals often place their organization's information systems at risk inadvertently...</p> <ul style="list-style-type: none"> ● Social engineering schemes ● Careless practices with login credentials and passwords ● Hidden malicious code <p>Be aware of these risks and take precautions.</p>	<p>Individuals often place their organizations' information systems at risk for a breach inadvertently. They sometimes do this by falling for social engineering schemes like phishing emails or fraudulent phone calls. Scammers use these schemes to take advantage of human trust to manipulate individuals into divulging confidential information, such as login credentials and passwords. Scammers can then access the organization's information systems. Other times individuals put systems at risk by simply engaging in careless practices, such as sharing login credentials and leaving passwords in plain sight. Some individuals unwittingly infect their organization's information system with malicious code that has been hidden on USB devices by scammers or saboteurs. It's</p>

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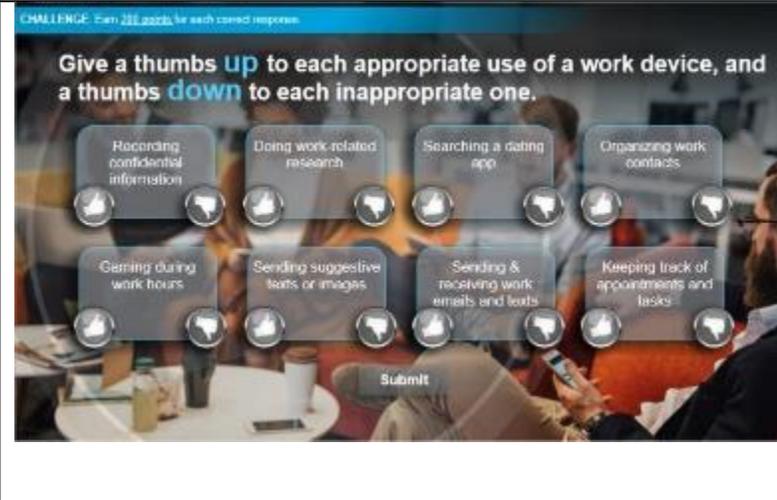
Slide Image	On-screen Text	Narration/Audio
		important for everyone to be aware of these risks and take appropriate precautions.
<p>5.10 ADDITIONAL RISKS</p>		
	<p>Protect your organization’s non-electronic data, too...</p> <ul style="list-style-type: none"> ● Don’t leave papers lying around. ● Be careful where you have conversations. ● Don’t read confidential information where people can see it. ● Follow your organization's record retention guidelines. ● Use appropriate methods to dispose of old records. 	<p>Those are some examples of how electronic communication systems can be breached, but keep in mind, there are still old-school ways an organization's information can fall into the wrong hands. Follow these additional guidelines to protect your organization. Don't leave important papers lying around or unattended. Be aware of your surroundings when having confidential conversations. Don't access confidential information in locations where people can see it. Follow organizational guidelines for record retention, and use appropriate methods to dispose of old records containing confidential or personal records, such as shredding paper files or erasing electronic files.</p>

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Slide Image	On-screen Text	Narration/Audio
<p>5.12 TWITTER Q&A</p> 	<p>O*****p***** OllieP@JOLproud</p> <p>How do I choose a #strongpassword? - O.P.</p> <p>5/10 7:20 AM</p> <p>GUIDANCE</p> <p>Tips for choosing a strong password:</p> <ul style="list-style-type: none"> • Use different passwords for different accounts. • Use the longest possible password and mix upper and lowercase letters, numbers and special symbols. • Use mnemonics to remember passwords. • Do not base passwords on personal information. • Do not use dictionary words. 	<p>This is an excellent question. How do I choose a strong password? There are a number of guidelines for creating strong passwords. In fact, certain communication systems have standards built into their password registration. These standards may set a minimum password length and require a certain combination of upper and lower case letters, numbers, and special symbols. Here are some additional tips for choosing a strong password. Use different passwords on different systems and accounts. Use the longest possible password allowed by the system and a mix of letters, numbers, and special symbols. Use mnemonics to remember complicated passwords. Do not base passwords on personal information that can be figured out easily. And do not use dictionary words of any language.</p>
<p>5.13 APPROPRIATE USE OF ELECTRONICS</p>		

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Slide Image	On-screen Text	Narration/Audio
	<p>Employees are prohibited from viewing and/or sharing inappropriate material at work or on organizational devices.</p> <p>Communications devices and systems are organizational property intended to be used for organizational purposes. Employees should have no expectation of privacy.</p>	<p>- Telephones, computers, the network, email, and other communications devices and systems are organizational property intended to be used for organizational purposes. By using these devices and systems, employees agree to monitoring by their organization and should have no expectation of privacy with these communications. Employees are prohibited from viewing and/or sharing inappropriate images or other material at work or on organizational devices.</p>
<p>5.15 TUTD</p>		
	<p>CHALLENGE: Earn 200 points for each correct response.</p> <p>Give a thumbs up to each appropriate use of a work device, and a thumbs down to each inappropriate one.</p> <p>Recording confidential information Doing work-related research Searching a dating app Organizing work contacts Gaming during work hours Sending suggestive texts or images Sending & receiving work emails and texts Keeping track of appointments and tasks</p>	<p>- Smartphones and other devices can be useful productivity tools. Keep in mind, however, that when they are issued by the organization, they are intended for work purposes. Give a thumbs up to each example of an appropriate use of a work device and a thumbs down to each inappropriate one. Keep in mind that an organization may set additional guidelines in its policy.</p>
<p>Feedback Layer</p>		

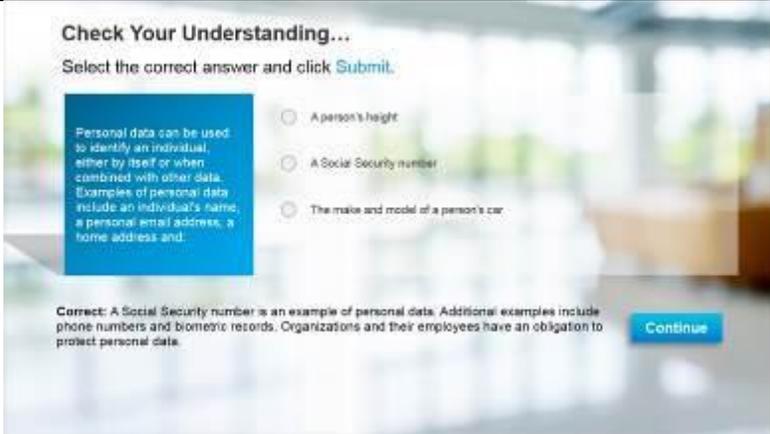
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Slide Image	On-screen Text	Narration/Audio
 <p>CHALLENGE. Earn 200 points for each correct response.</p> <p>Give a thumbs up to each appropriate use of a work device, and a thumbs down to each inappropriate one.</p> <p>Your responses have been marked Correct or Incorrect. Continue</p>	<p>Your responses have been marked Correct or Incorrect.</p>	
<p>5.16 SERIES CHALLENGE</p>		
 <p>Series Challenge</p> <p>Answer two or more questions correctly to score points and advance. If you don't score enough points to advance, you'll have the opportunity to try again.</p> <p>Continue</p>	<p>Series Challenge</p> <p>Answer two or more questions correctly to score points and advance.</p> <p>If you don't score enough points to advance, you'll have the opportunity to try again.</p>	
<p>5.18 Draw from Question Bank 4</p>		
<p>Draw 5 questions randomly from Question Bank 4</p>		
<p>4. Question Bank 4</p>		

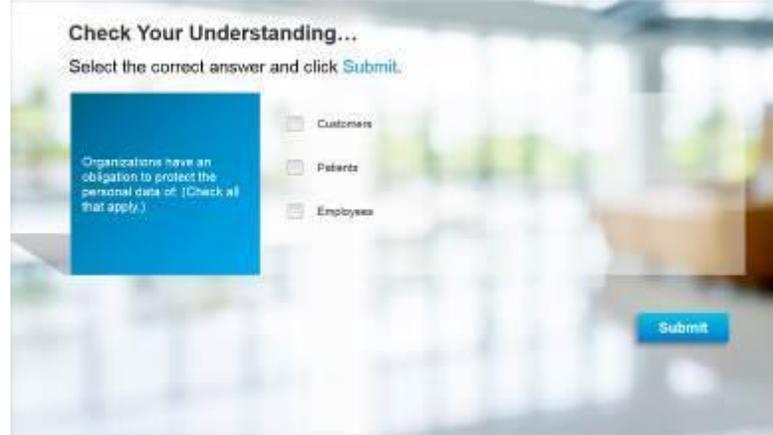
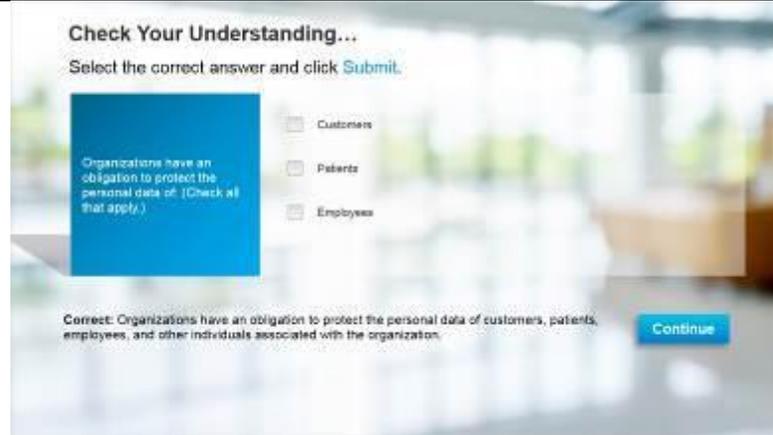
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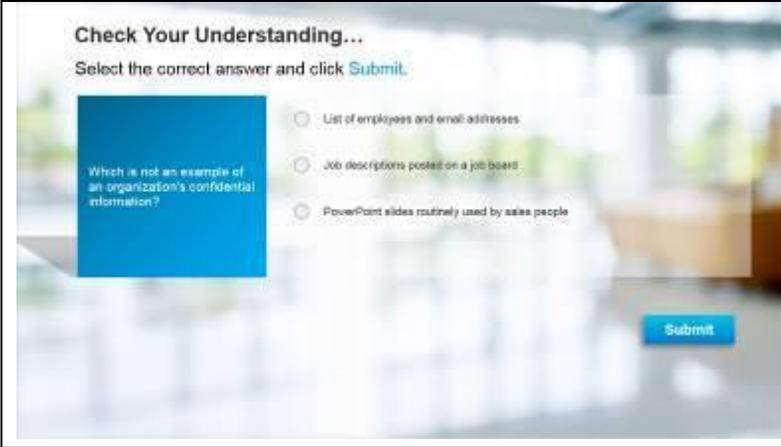
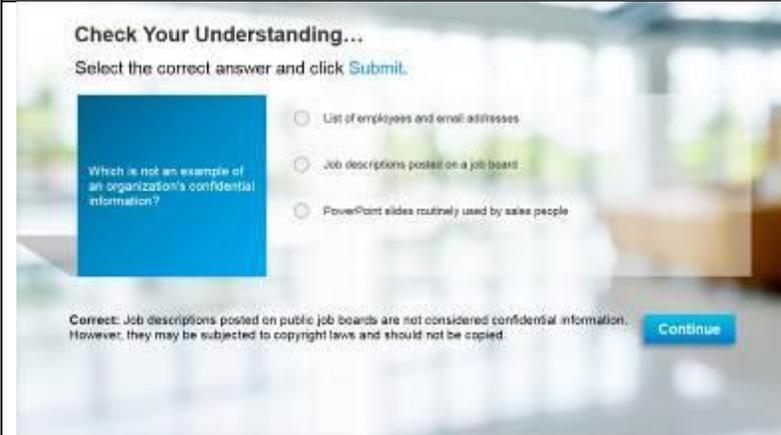
Slide Image	On-screen Text	Narration/Audio								
Q3.1 DATA PRIVACY										
(Pick One, 500 points, 1 attempt permitted)										
	<p>Personal data can be used to identify an individual, either by itself or when combined with other data. Examples of personal data include an individual's name, a personal email address, a home address and:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #cccccc;">Correct</th> <th style="background-color: #cccccc;">Choice</th> </tr> </thead> <tbody> <tr> <td></td> <td>A person's height</td> </tr> <tr> <td>X</td> <td>A Social Security number</td> </tr> <tr> <td></td> <td>The make and model of a person's car</td> </tr> </tbody> </table>	Correct	Choice		A person's height	X	A Social Security number		The make and model of a person's car	
Correct	Choice									
	A person's height									
X	A Social Security number									
	The make and model of a person's car									
Correct (Slide Layer)										
	<p>Correct: A Social Security number is an example of personal data. Additional examples include phone numbers and biometric records. Organizations and their employees have an obligation to protect personal data.</p>									

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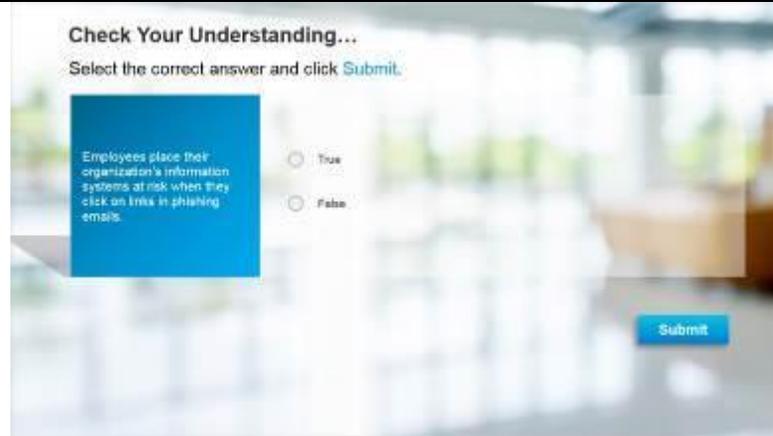
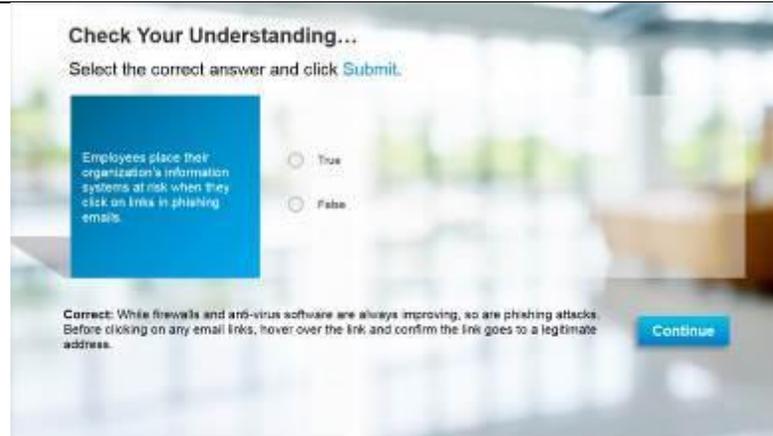
Slide Image	On-screen Text	Narration/Audio												
Q3.2 DATA PRIVACY														
(Pick Many, 500 points, 1 attempt permitted)														
	<p>Organizations have an obligation to protect the personal data of: (Check all that apply).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">Co</td> <td>Choice</td> </tr> <tr> <td style="width: 20px; text-align: center;">rr</td> <td></td> </tr> <tr> <td style="width: 20px; text-align: center;">ct</td> <td></td> </tr> <tr> <td style="width: 20px; text-align: center;">X</td> <td>Customers</td> </tr> <tr> <td style="width: 20px; text-align: center;">X</td> <td>Residents</td> </tr> <tr> <td style="width: 20px; text-align: center;">X</td> <td>Employees</td> </tr> </table>	Co	Choice	rr		ct		X	Customers	X	Residents	X	Employees	
Co	Choice													
rr														
ct														
X	Customers													
X	Residents													
X	Employees													
Correct (Slide Layer)														
	<p>Correct: Organizations have an obligation to protect the personal data of customers, patients, employees, and other individuals associated with the organization.</p>													

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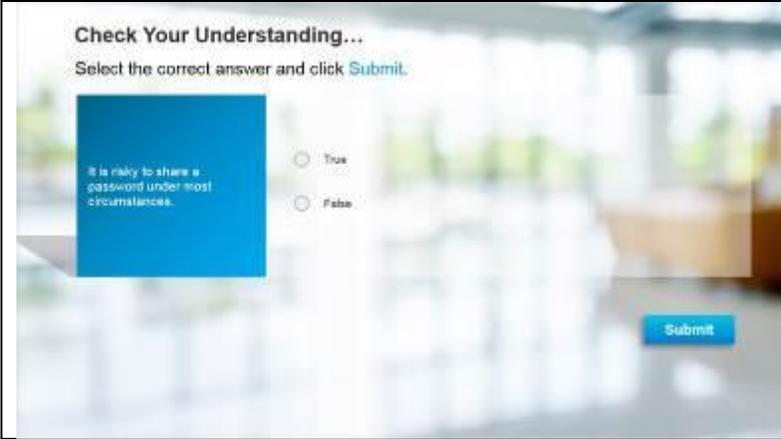
Slide Image	On-screen Text	Narration/Audio								
<p>Q3.3 DATA PRIVACY</p>										
<p>(Pick One, 500 points, 1 attempt permitted)</p>										
 <p>Check Your Understanding... Select the correct answer and click Submit.</p> <p>Which is not an example of an organization's confidential information?</p> <ul style="list-style-type: none"> <input type="radio"/> List of employees and email addresses <input type="radio"/> Job descriptions posted on a job board <input type="radio"/> PowerPoint slides routinely used by sales people <p align="right">Submit</p>	<p>Which is not an example of an organization's confidential information?</p> <table border="1" data-bbox="892 519 1360 852"> <tr> <td>Correct</td> <td>Choice</td> </tr> <tr> <td></td> <td>List of employees and email addresses</td> </tr> <tr> <td>X</td> <td>Job descriptions posted on a job board</td> </tr> <tr> <td></td> <td>PowerPoint slides routinely used by sales people</td> </tr> </table>	Correct	Choice		List of employees and email addresses	X	Job descriptions posted on a job board		PowerPoint slides routinely used by sales people	
Correct	Choice									
	List of employees and email addresses									
X	Job descriptions posted on a job board									
	PowerPoint slides routinely used by sales people									
<p>Correct (Slide Layer)</p>										
 <p>Check Your Understanding... Select the correct answer and click Submit.</p> <p>Which is not an example of an organization's confidential information?</p> <ul style="list-style-type: none"> <input type="radio"/> List of employees and email addresses <input checked="" type="radio"/> Job descriptions posted on a job board <input type="radio"/> PowerPoint slides routinely used by sales people <p>Correct: Job descriptions posted on public job boards are not considered confidential information. However, they may be subjected to copyright laws and should not be copied.</p> <p align="right">Continue</p>	<p>Correct: Job descriptions posted on public job boards are not considered confidential information. However, they may be subjected to copyright laws and should not be copied.</p>									

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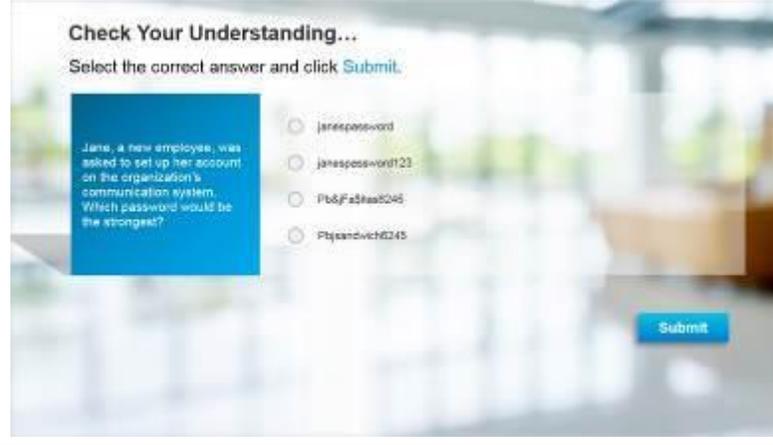
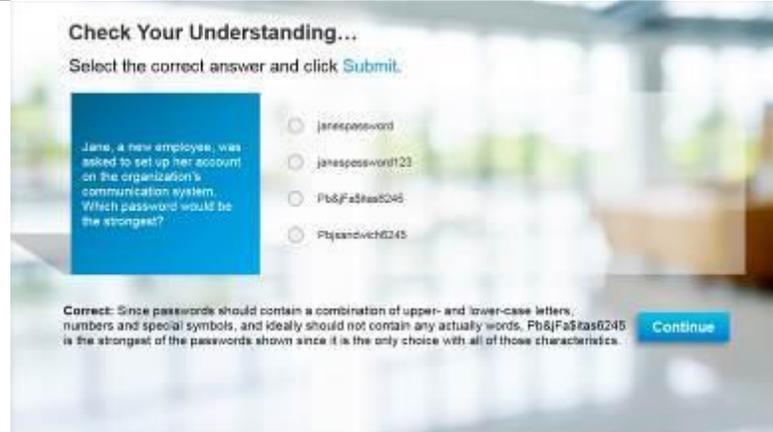
Slide Image	On-screen Text	Narration/Audio						
Q3.4 INFORMATION SECURITY								
(Pick One, 500 points, 1 attempt permitted)								
	<p>Employees place their organization's information systems at risk when they click on links in phishing emails.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Correct</td> <td style="text-align: center;">Choice</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">True</td> </tr> <tr> <td></td> <td style="text-align: center;">False</td> </tr> </table>	Correct	Choice	X	True		False	
Correct	Choice							
X	True							
	False							
Correct (Slide Layer)								
	<p>Correct: While firewalls and anti-virus software are always improving, so are phishing attacks. Before clicking on any email links, hover over the link and confirm the link goes to a legitimate address.</p>							

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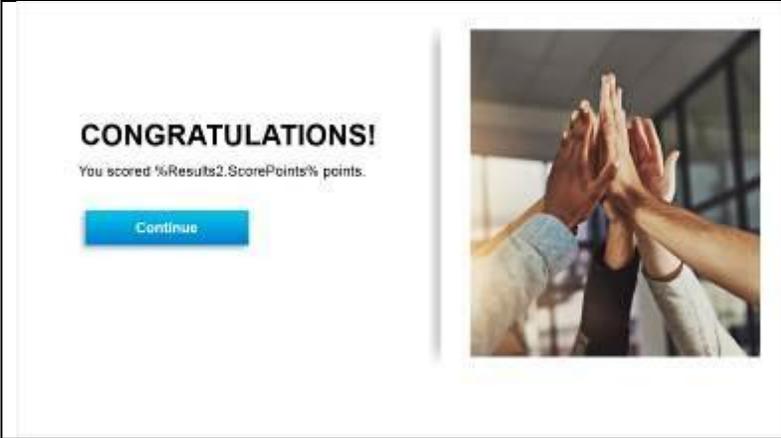
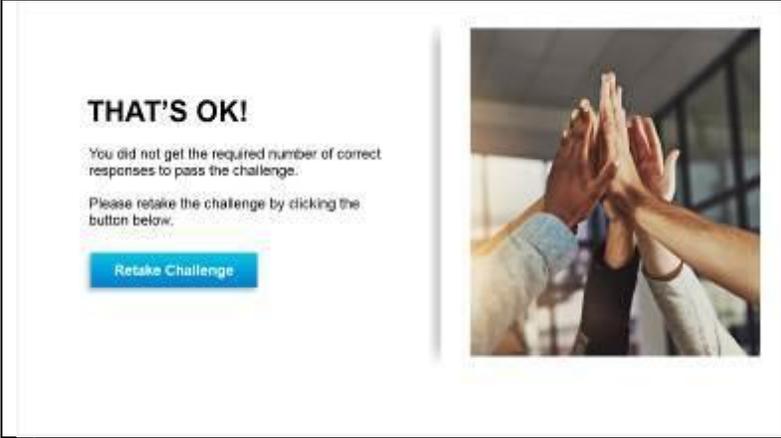
Slide Image	On-screen Text	Narration/Audio						
<p>Q3.5 INFORMATION SECURITY</p>								
<p>(Pick One, 500 points, 1 attempt permitted)</p>								
	<p>It is risky to share a password under most circumstances.</p> <table border="1" data-bbox="892 519 1381 673"> <thead> <tr> <th>Correct</th> <th>Choice</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>True</td> </tr> <tr> <td></td> <td>False</td> </tr> </tbody> </table>	Correct	Choice	X	True		False	
Correct	Choice							
X	True							
	False							
<p>Correct (Slide Layer)</p>								
	<p>Correct: Sharing a password is risky and is a violation of policy. In some situations, sharing a password may even land someone in legal trouble.</p>							

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Slide Image	On-screen Text	Narration/Audio										
Q3.6 INFORMATION SECURITY												
(Pick One, 500 points, 1 attempt permitted)												
 <p>Check Your Understanding... Select the correct answer and click Submit.</p> <p>Jane, a new employee, was asked to set up her account on the organization's communication system. Which password would be the strongest?</p> <ul style="list-style-type: none"> <input type="radio"/> janespassword <input type="radio"/> janespassword123 <input checked="" type="radio"/> Pb&jFa\$itas6245 <input type="radio"/> Pbj sandwich6245 <p style="text-align: right;">Submit</p>	<p>Jane, a new employee, was asked to set up her account on the organization's communication system. Which password would be the strongest?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 10%;">Co</th> <th>Choice</th> </tr> </thead> <tbody> <tr> <td>rre</td> <td>janespassword</td> </tr> <tr> <td>ct</td> <td>janespassword123</td> </tr> <tr> <td>X</td> <td>Pb&jFa\$itas6245</td> </tr> <tr> <td></td> <td>Pbj sandwich6245</td> </tr> </tbody> </table>	Co	Choice	rre	janespassword	ct	janespassword123	X	Pb&jFa\$itas6245		Pbj sandwich6245	
Co	Choice											
rre	janespassword											
ct	janespassword123											
X	Pb&jFa\$itas6245											
	Pbj sandwich6245											
Correct (Slide Layer)												
 <p>Check Your Understanding... Select the correct answer and click Submit.</p> <p>Jane, a new employee, was asked to set up her account on the organization's communication system. Which password would be the strongest?</p> <ul style="list-style-type: none"> <input type="radio"/> janespassword <input type="radio"/> janespassword123 <input checked="" type="radio"/> Pb&jFa\$itas6245 <input type="radio"/> Pbj sandwich6245 <p>Correct: Since passwords should contain a combination of upper- and lower-case letters, numbers and special symbols, and ideally should not contain any actual words, Pb&jFa\$itas6245 is the strongest of the passwords shown since it is the only choice with all of those characteristics.</p> <p style="text-align: right;">Continue</p>	<p>Correct: Since passwords should contain a combination of upper- and lower-case letters, numbers and special symbols, and ideally should not contain any actual words, Pb&jFa\$itas6245 is the strongest of the passwords shown since it is the only choice with all of those characteristics.</p>											

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Slide Image	On-screen Text	Narration/Audio
5.19 RESULTS SLIDE		
<i>(Results Slide, 0 points, 1 attempt permitted)</i>		
Success (Slide Layer)		
	<p>CONGRATULATIONS!</p> <p>You scored %Results2.ScorePoints% points.</p>	
Failure (Slide Layer)		
	<p>THAT'S OK!</p> <p>You did not get the required number of correct responses to pass the challenge.</p> <p>Please retake the challenge by clicking the button below.</p> <p>Retake Challenge</p>	
6. episode 6		
6.1 REPORTING NON-COMPLIANCE		

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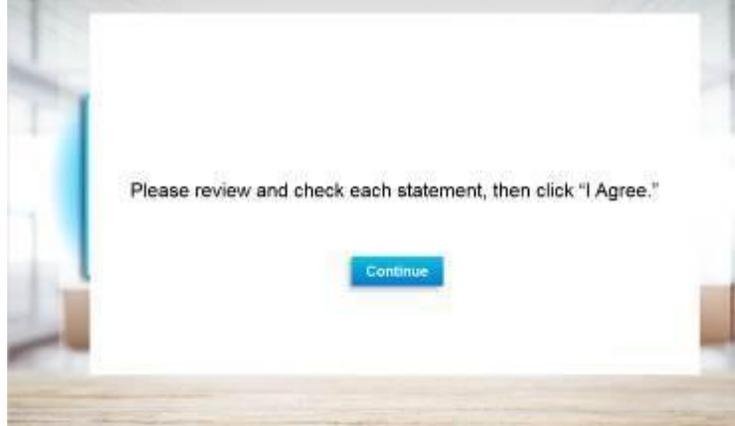
Slide Image	On-screen Text	Narration/Audio
	<p>Every employee has an obligation to report suspected violations, regardless of who the suspected offender is.</p>	<p>- One of the key goals of this training is to promote an environment where all employees conduct themselves ethically and legally. In addition to conducting themselves ethically and in accordance with this code of shared ethics and values, every employee has an obligation to report any suspected violations of this code, or the law, regardless of the identity or job position of the suspected offender.</p>
<p>6.2 HOST OUTRO</p>		
	<p>Congratulations!</p> <p>Review the policy</p> <p>Acknowledge that you understand the conduct that is expected</p> <p>Certificate of completion</p>	<p>- Congratulations on completing this training. In a moment, you'll have another opportunity to review your organization's code. After that, you'll be asked to acknowledge that you understand the material that's been covered and the conduct that is expected of you, and then you'll get your certificate of completion. Remember, if you ever have doubts about how to proceed in a particular situation, please seek guidance. Thank you again for participating in this training.</p>
<p>6.3 ACKNOWLEDGMENT</p>		

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Slide Image	On-screen Text	Narration/Audio
	<p>Code of Shared Ethics and Values</p> <p>Please review the following statements and check the box next to each to indicate your agreement.</p> <ul style="list-style-type: none"> • I certify that I have reviewed the Code of Shared Ethics and Values and understand the requirements. • I agree that I will comply with all of the requirements of the Code including the obligation to report violations by others. • I agree to fully cooperate with any investigation or inquiry as to whether a possible violation of the Code has occurred. 	<p>Please review each of the following statements and check the box next to each to indicate your agreement.</p>
<p>Review (Slide Layer)</p>		

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Slide Image	On-screen Text	Narration/Audio
	<p>Please review and check each statement, then click "I Agree."</p>	