

Topics of the “Eight High-Energy Hours that Pay” Workshop

The general content organization of the Eight High-Energy Hours that Pay workshop is shown below. The individual items will not take equal amounts of time. The amount of material covered will depend upon the needs of the group as they develop during the day.

1.The place of ethics in business today.

- a. What is ethics?
- b. Difference between individual and organizational ethics
- c. Moral and non-moral values
- d. Creating ethical expectations in the corporate culture
- e. A positive ethics program is a driver of superior business performance
- f. Neo-ethics: a new way of looking at business ethics

2.The place of ethics in our The Company.

- a. Our mission: What is our business?
- b. Awareness of different stakeholders: Who are we responsible for? Who are we responsive to?
- c. Environment: Do we — how should we — relate to the natural environment?
- d. Competitors: How should we treat each other in the market place?
- e. Globalization: What are our guidelines in a global business environment?
- f. Core values: What should not be compromised?
- g. Desired culture: What is the meaning of working here?
- h. Image: How do we want to be seen by others?

3.The importance of compliance (legal and ethical).

- a. Law as an Ethical Fact: community ethics; justice and utility factors.
- b. Federal (and state) Sentencing Guidelines
- c. Sarbanes-Oxley and its kin
- d. Electronic data: snooping, keeping, and shredding.
- e. Protecting The Company's financial, moral, and social capital

4.Training in ethical decision making — for managers.

- a. A formatted procedure for ethics decision is a way of working together to make ethical business decisions and fewer mistakes.
- b. How to use a process to make ethical decisions.
- c. The Ethical Process™ or The Responsible Manager™ or Business Process Pragmatism™

5.Ethics from the view of the entry level employee in the corporate structure.

- a. Understanding the value systems of employees.
- b. Working with entering values by adding to life experiences.
- c. Teaching employees to respect diversity of co-employees.
- d. Teaching employees to advance the business goals of Connex.
- e. Overcoming the fear of being called a snitch. Teaching employees to respect

the integrity of The Company.

f. Motivating the employee to make ethical decisions does not use the same levers as in motivating the manager.

g. Empowering the employee: culture and tools they can use.

6. Why have an ethics program implementation? Why do “we”(The Company team) think an ethics culture and compliance program is desirable? (Desirable = Worth having as being useful, advantageous, or pleasing.)

7. Creating an ethical culture.

a. Clarifying expectations

b. Understanding the value systems of employees

c. Working with the value systems of your team. “You” are responsible for your team. Who is your team. You are responsible for the ethics culture in your team.

d. Creating alignment between employees' values and The Company's mission and values.

e. Take infractions of compliance code seriously.

f. Creating conditions of mutual respect.

g. Using The Company values in decision making

8. The components of an effective ethics and compliance program.

a. Goals and a code of conduct: What needs to be included?

b. Model ethics and compliance programs - Components

c. Selecting the right components for a particular organization out of the many available. One size does not fit all.

d. Designing a competent ethics and compliance program.

e. Setting policies and goals (Policies are General. Goals are SMART: Specific, Measurable, Attainable, Reasonable. Time-specific.)

f. Developing corporate documents

g. Rolling out an effective ethics program throughout The Company