



ELEMENTS OF AN EFFECTIVE ETHICS PROGRAM

COMPANY VALUES

WHAT ARE COMPANY VALUES?

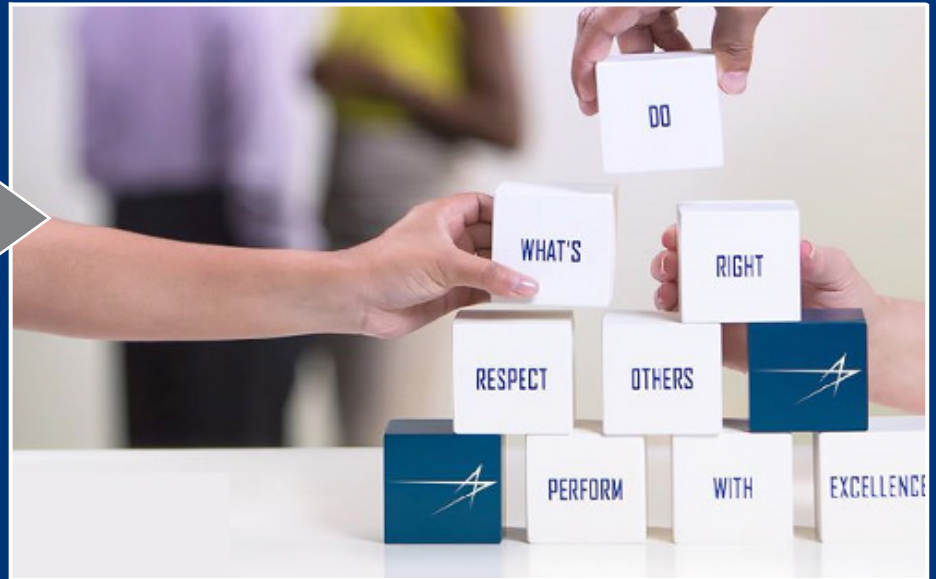
Company values are the standards and principles that describe your organization's culture and guide its operations. Company values are typically sets of single words or short phrases, not full sentences.

WHY IDENTIFY COMPANY VALUES?

- ✓ Shape your company's culture and its ethics program
- ✓ Guide internal decision-making (i.e. Would this decision align with our company values?)
- ✓ Communicate how you do business to internal and external stakeholders

OTHER RESOURCES

Ethics & Compliance Initiative (ECI):
www.ethics.org/resources/free-toolkit/definition-values
Lockheed Martin Core Values:
www.lockheedmartin.com/content/dam/lockheed-martin/eo/documents/ethics/eat-our-values.pdf



GATHER IDEAS

Start making a list of all the words and phrases you might use. If you're having trouble, look at the examples on the ECI's website or browse the websites of your customers.



TALK TO TEAM

Ask others for help defining what is important to your company and what sets it apart. You could lead a team discussion or conduct a survey or focus group.



REWORK & REVISE

Combine similar ideas, reword, and condense the list so your values cover key aspects of your culture without being redundant. They should be easy to remember and live by.



COMMUNICATE

Introduce your values to all employees. Refer to them often, use them to make tough decisions, and work them into internal and external communications.