

WHAT ARE ETHICS & COMPLIANCE COMMUNICATIONS?

Communications on ethics and compliance topics can take an unlimited number of forms. The messages can be 'evergreen' or time-sensitive, and they can be transmitted electronically, verbally, or on paper.

WHY COMMUNICATE ABOUT ETHICS?

- ✓ Comply with regulations, such as FAR Clause 52.203-13
- ✓ Remind employees of specific compliance responsibilities and obligation to speak up

OTHER RESOURCES

Lockheed Martin Ethics Poster Templates: email address below
DII Model Small Business Toolkit: www.dii.org/featured-tools
Ethics Unwrapped: <http://ethicsunwrapped.utexas.edu/>
Y-Comply digital publication: www.corporatecompliance.org/Resources/SCCEPublications/Y-Comply.aspx

ELEMENTS OF AN EFFECTIVE ETHICS PROGRAM COMMUNICATIONS



IDENTIFY TOPICS

Make a list of ethics and compliance issues that are common, complex and/or represent a serious risk. Try to include Ethics contact information and reference your core values in all messages.



CONSIDER AUDIENCE

Determine whether each message is relevant to all employees or just some (i.e. only managers, new hires, manufacturing, etc). This will affect the wording, frequency and distribution of messages.



DRAFT MESSAGES

Draft short messages that clearly tell employees what you want them to know or do. Incorporate humor and real-life examples to make messages more memorable.



LEVERAGE EXISTING TOOLS

Identify the channels your company already uses to communicate with employees (website, newsletter, team meetings, etc) and find ways to integrate ethics messages.