

# 2019 Business Conduct Training: Fairness and Equality in the Workplace

## Frequently Asked Questions

1. What are the labor / charge codes for this training?  
Please seek guidance from your local ethics officer or your Finance office.
2. How can I get some help?  
Your local ethics officer can help with any questions, concerns or problems you might have.
3. How do I provide feedback on the training?  
We try to make the training better each year by using the suggestions and feedback provided by employees during the previous year. We want to hear what you liked and did not like, what worked and didn't work, what topics you'd like to see covered in future years and what format you think works best for this required training.  
Please be sure to complete the "Feedback Survey for ET219H". Upon completion of the course acknowledgement, you will receive an email from iLearn asking for feedback.
4. I have some direct reports who cannot attend my session in person. What should we do?  
When an employee is unable to take the training with his or her own manager, it is acceptable for that employee to participate in any other in-person session, even if it's with a manager in a different department, and even if it's with employees at another Sector.  
Because the workshop is centered on group discussions, remote participation is not recommended, but it is permissible to do so. You should thoroughly test any remote participation method before every session.
5. Will I receive training credit when I facilitate my employee's sessions, or is credit given only when I attend the training facilitated by my manager?  
Either before or after you conduct your employee's sessions, you should attend the training provided by your manager, if possible. However, training credit is given when you attend or facilitate the training.
6. I'm having technical problems with the training, where do I go for help?  
If you have technical problems, please open a ticket with your local IT Helpdesk.