ELEMENTS OF AN EFFECTIVE ETHICS PROGRAM
# POLICIES & PROCEDURES

## WHAT ARE **POLICIES & PROCEDURES?**

Company policies, which are generally based on laws, regulations and/or contractual obligations, outline how the company addresses a particular risk. Procedures guide employees on how to comply with policies and adhere to best practices.

## WHY HAVE **POLICIES & PROCEDURES?**

✓ Comply with laws, regulations, contractual obligations, etc.

✓ Mitigate risk by setting clear expectations for employees

✓ Reduce variation in approaches to common situations or tasks

## OTHER RESOURCES

**DII Small Business Toolkit:** www.dii.org/featured-tools
**Lockheed Martin Anti-Corruption Policies:** www.lockheedmartin. com/en-us/who-we-are/ethics/anti-corruption.html
**Lockheed Martin ESH Policy Summary:** www.lockheedmartin. com/en-us/who-we-are/eesh.html



### TAKE INVENTORY OF POLICIES

Review your existing policies and procedures, even those not yet in writing. Considering the ethics and compliance risks to your business, identify any gaps in coverage.

### START WITH TEMPLATES

Download the template policies from the DII Small Business Toolkit. Alternatively, check your customers' websites for any guidance or resources they may provide.

### CUSTOMIZE TEMPLATES

Edit the content of the templates so they reflect how your company actually operates. Adjust the policies' format to fit your internal style and update as needed.

### FOLLOW AND COMMUNICATE

Train and communicate with employees to ensure they understand the policies and procedures that apply to them, and why, when and how to ask a question or report an issue.