

# FOUNDATIONS IN HR ETHICS



**GENTEX<sup>®</sup>**  
TRAINING CENTER



## Introduction

Foundations in HR Ethics Training Course prepares HR professionals to navigate ethical challenges with confidence, fairness, and professional integrity. Ethical decision-making shapes trust between employees and organizations, influencing culture, reputation, and legal compliance. This course explores core ethical principles, including fairness, confidentiality, and transparency, alongside practical frameworks such as the SHRM Code of Ethics and ethical decision-making models. Furthermore, participants examine real workplace dilemmas involving discrimination, conflicts of interest, and data privacy. As a result, attendees gain the confidence to handle sensitive HR situations responsibly. Gentex Training Center designed this program to strengthen ethical foundations across every HR function and decision.

## Foundations in HR Ethics Course Objectives

- Explain core ethical principles relevant to HR practice
- Apply the SHRM Code of Ethics to workplace decisions
- Use ethical decision-making models to resolve dilemmas
- Identify conflicts of interest within HR responsibilities
- Apply fairness principles to recruitment and promotion decisions
- Manage confidentiality and data privacy in HR processes
- Address discrimination and bias in HR decision-making
- Build ethical guidelines for whistleblower protection
- Apply ethical standards to disciplinary and termination decisions
- Develop a personal code of ethical conduct for HR practice

## Course Methodology

- Interactive workshops combining ethical theory with practical exercises



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- Case studies illustrating real HR ethical dilemmas
- Group discussions exploring conflicting workplace interests
- Role-play scenarios addressing sensitive ethical situations
- Templates for ethical decision-making frameworks
- Short lectures introducing key ethical principles and terminology

## Who Should Take This Course

- HR professionals handling sensitive workplace decisions
- Line managers making recruitment and disciplinary decisions
- Compliance officers supporting ethical HR practices
- HR business partners advising on workplace conduct
- Organizational development professionals shaping culture
- Professionals preparing for expanded HR responsibilities

## Foundations in HR Ethics Course Outlines

### Day 1: Foundations of Ethics in Human Resources

- Define core ethical principles relevant to HR practice
- Explore the SHRM Code of Ethics and its application
- Discuss the link between ethics and organizational trust
- Review common ethical challenges within HR functions
- Assess the impact of ethical lapses on reputation
- Examine case studies of ethical HR decision-making
- Identify personal values influencing ethical judgment





## Day 2: Ethical Decision-Making Frameworks

- Apply structured ethical decision-making models to dilemmas
- Practice analyzing conflicting interests in HR scenarios
- Discuss the role of organizational values in ethical choices
- Use a stakeholder analysis approach to ethical decisions
- Explore consequences of poor ethical decision-making
- Build a personal ethical decision-making checklist
- Review real-world examples of ethical reasoning

## Day 3: Fairness, Bias, and Discrimination in HR

- Apply fairness principles to recruitment and promotion
- Identify sources of unconscious bias in HR decisions
- Discuss discrimination risks across the employee lifecycle
- Practice reviewing HR policies for fairness gaps
- Explore inclusive decision-making practices
- Build a bias-awareness checklist for HR processes
- Review case studies of discrimination-related disputes

## Day 4: Confidentiality, Privacy, and Conflicts of Interest

- Manage confidentiality and data privacy in HR processes
- Identify conflicts of interest within HR responsibilities
- Apply data protection principles to employee records
- Practice handling sensitive employee information appropriately

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- Discuss ethical boundaries in dual-relationship situations
- Build guidelines for managing conflicts of interest
- Review common privacy breaches in HR practice

## Day 5: Ethical Standards in Discipline and Whistleblower Protection

- Apply ethical standards to disciplinary and termination decisions
- Build ethical guidelines for whistleblower protection
- Practice conducting fair and transparent investigations
- Discuss retaliation risks and prevention strategies
- Develop a personal code of ethical conduct for HR practice
- Create a personal follow-up plan for continuous improvement
- Review key takeaways and course learnings

## Conclusion

By successfully completing the Foundations in HR Ethics Training Course, participants will have acquired practical skills to apply ethical principles, resolve workplace dilemmas, and manage confidentiality responsibly. Moreover, attendees will understand how to address bias, protect whistleblowers, and apply fair standards to disciplinary decisions. Gentex Training Center equips professionals with these capabilities to lead HR functions with integrity and professional confidence.

## FAQs





## Q1 What is the "Foundations in HR Ethics" course about?

This course teaches HR professionals how to apply ethical principles to workplace decisions, including fairness, confidentiality, and conflict resolution. Participants learn practical frameworks that support responsible, transparent decision-making across all HR functions.

## Q2 What are the key benefits of the "Foundations in HR Ethics" course?

Participants gain the ability to handle sensitive HR situations with confidence and reduce ethical and legal risks. Additionally, they learn to identify bias, protect confidentiality, and strengthen trust between employees and the organization.

## Q3 What skills will I gain from the "Foundations in HR Ethics" course?

Attendees develop skills in ethical decision-making, bias identification, confidentiality management, and fair disciplinary practices. These core competencies help professionals navigate sensitive HR situations with fairness and professional integrity.

## Q4 What tools, methods, or standards are covered in the "Foundations in HR Ethics" course?

The course covers the SHRM Code of Ethics, structured ethical decision-making models, and stakeholder analysis approaches. These frameworks provide practical, research-based methods for addressing ethical challenges in HR practice.



## **Q5 How is the "Foundations in HR Ethics" course applied in real-world practice?**

Participants apply ethical frameworks directly to real workplace dilemmas involving bias, confidentiality, and conflicts of interest. This hands-on approach ensures professionals can make fair, responsible decisions immediately upon returning to work.