

Hey there. I'm Lisa Rivera, a Human Resources manager at MTV Networks. How are you? Actually, don't bother answering that. I can't hear you. This course is interactive, but not **that** interactive.

Anyway, we're both here for the same reason: to make sure you understand the **MTV Networks Business Conduct Statement**.

Sounds easy, right? One statement? We'll be done in about 20 seconds. But of course it's more than that. The **Conduct Statement** contains some of the basic principles and rules you'll need to know so you'll be successful at MTVN.

A Quick Overview

MTV Networks is composed of a wide variety of channels, from mtvU to Nick at Nite to Comedy Central to CMT. Our **Business Conduct Statement** applies to all employees at all of these networks.

This course will help you recognize ethical and legal issues surrounding topics like antitrust, conflicts of interest, harassment, and recordkeeping. It won't make you an expert, but it will tell you where to go for help if something seems a little off. It'll help you steer clear of shady short-term gains that hurt us all in the long run. Basically, it'll protect you from hurting the company, your fellow employees, and yourself.

After you complete this course, you'll be able to

- evaluate ethical dilemmas more clearly
- work more effectively with colleagues and customers
- report suspected problems through the proper channels
- say you completed this course

Promoting Personal Respect

So here's a question for you. What's our most precious resource?

It's our employees. They're the source of our innovation, our edge, and our high standards. So at MTV Networks we know a key to our continued success is maintaining a diverse pool of employees. We're committed to having a staff that reflects the myriad backgrounds, perspectives, and attitudes of our consumers.

MTV Networks has always promoted diversity in its programming, and we practice what we preach by providing equal employment opportunities and a workplace free of discrimination.

MTVN recruits, hires, and promotes without regard to race, color, religion, national origin, ethnicity, age, gender, gender identity, gender expression, marital status, sexual orientation, disability, veteran status, or any other basis prohibited by law.

That's a long list. How can you keep track? Just remember that no matter who you are or where you come from, you'll have an equal opportunity to succeed at MTVN.

You'll also be protected from harassment—sexual or otherwise. This means anything that targets someone based on the previously mentioned categories: race, religion, national origin, age, gender, sexual orientation, disability, etc. In general, if behavior is demeaning in any way, it's probably inappropriate.

Remember, harassment can be anything that makes it difficult for someone to do his or her job. It can be something said, physical contact, a suggestive screensaver, or a supposedly funny e-mail. It can take place on duty or off, in the office or on the road.

Supervisors must be extremely committed to recognizing and preventing harassment, especially sexual harassment. Avoid anything that could be an unwelcome sexual advance.

On a related note, in most cases romantic relationships between coworkers are allowed, but they **must** be disclosed to Human Resources and/or Legal. It helps us prevent the appearance of favoritism.

The key to avoiding harassment is to simply treat your coworkers with respect. Think ahead before you speak. If something seems demeaning or even vaguely inappropriate, don't do it. And if you do feel like a target of harassment, report it. More on that a little later.