





Page Titl	Page Title       Unit Launch       Type       Text and Static Image / Graphic       Number       1							
	Screen Layout							
Event	Audio	On-Screen Text (OST)						
1.	1. Professional Banking Fundamentals							
		Chapter 2 – Ethics and Professionalism in Banking						
	Ethics is Social							
		Let's get started						



Page Title     Overview     Type     Text and Static Image / Graphic     Number     2							
	Screen Layout						
Event Audio	On-Screen Text (OST)						
1.	This unit will take approximately 25 minutes to complete.  To navigate through this unit, there are						
	arrows to continue next and go back.						
	This unit is one of several in the Ethics and Professionalism in Banking chapter. A Knowledge Check will be provided at the conclusion of the chapter to assist in reinforcing your learning. This does not count towards your final exam.						
Page Title Learning Introduction and Objective	Animated Text and Static Image / Graphic	Number 3					
	Screen Layout						
Event Video/Audio 1	On-Screen Text (OST) Introduction						
	Welcome to the Ethics is Social unit						



	By the end of this unit you will be able to:  • Understand expectations of 'ethical conduct  Click here to begin		
Page Title Ethics is Social	Type Animated Text and Static Image / Graphic	Number 4	
	Screen Layout		
Event Audio	On-Screen Text (OST)		
1	Given we don't tend to live isolated lives, ethics involves consideration of other people and the natural environment.		
	Ethics involves making decisions that are almost always likely to involve and affect		



other people or the environment. Therefore, to make a sound ethical decision we need to be aware of all the implications, not just those that impact ourselves. For example:

- What are the implications of buying 'fast fashion' items? For example, the impact on the environment or the working conditions of the workforce and the potential for their exploitation.
- What are the implications of being present at a work lunch where a colleague tells you and two other people a racist joke 'in private'?



Page Title

Ethics is Social

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5

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#### **Ethics is Social**

Because we don't tend to live isolated lives, ethics involves consideration of other people and the natural environment.



Our building blocks of ethics – values – have been shaped by people. How did you end up with your particular set of values? Think about them and identify where they came from. Most often our values are based on family traditions, educational environments, cultural practices, religious traditions, friendships or relationships, and even what we have learned about fair play in sport.

Event	Audio	On-Screen Text (OST)	
2		Given we don't tend to live isolated lives, ethics involves consideration of other people and the natural environment	
		Our building blocks of ethics – values – have been shaped by people. How did you end up with your particular set of values? Think about them and identify where they came from. Most often our values are based on family traditions, educational environments, cultural practices, religious traditions, friendships or relationships, and even what we have learned about fair play in sport.	



Written and Unwritten Ethics Static text and active 6 interaction on each image ≡ ☆× **Ethics is Social** What makes ethics complex is that there is no single source of truth and there's not necessarily just one 'right thing to do'. That's why it is frustrating when people tell us that to act ethically, we just 'do the right thing'. And doubly frustrating when people say that everyone knows right from wrong and that to be ethical, we simply just choose to do what we know is right. Yes, they are correct in the sense that ethics consists of not deliberately choosing actions what we know are wrong. If ethics was just about making a decision when there is a clear 'right' choice and clear 'wrong' choice life would be much simpler. Given the social element of ethics, written and unwritten ethics help us to make ethical decisions and act ethically. Audio On-Screen Text (OST) Event What makes ethics complex is that there 1 is no single source of truth and there's not necessarily just one 'right thing to do'. That's why it is frustrating when people tell us that to act ethically, we just 'do the right thing'. And doubly frustrating when people say that everyone knows right from wrong and that to be ethical, we simply just choose to do what we know is right.

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		and unwritten	cial element of ethics, written ethics help us to make ons and act ethically.			
Page Title	Written and Unwritten Ethics	Туре	Static Text	Number	6	
			Screen Layout			
Event	Audio	On-Screen Tex	v+ (OST)			
2	Accuro	Firstly, as a country the need for expectations by well-being the decisions by well-being the decisions by well-being the decisions and community expectations, as a control of the decision o	ommunity we often shortcut everybody to make individual writing down what we think is			
Page Title	Written and Unwritten Ethics	Туре	Static text and dynamic interaction on each image	Number	6	
			Screen Layout			
	Audio	On-Screen Tex	xt (OST) many more factors we are	Internal Develo	pment Notes	Screen/Media Treatment
3		expected to c	onsider when making acting ethically that are not			



written down and we generally accept them as the 'ethical norms' of our workplaces, families, communities or countries. For example, many people would expect that the 'Australian way of life' involves being loyal to your mates, being prepared to roll your sleeves up and have a go and to give others a 'fair go'. In workplaces there may be unwritten norms about how much unpaid overtime is expected in certain roles, or whether senior people are expected to be more resilient to bullying than less senior people, or norms about how we might try not to convey 'bad news' up the line to senior management. Page Title Written and Unwritten Ethics **Drag and Drop activity** 6 Screen Layout The definition is to appear under the titles with the activity being drag the example that links to the definition. Audio On-Screen Text (OST) Event Drag and drop the term to match the description Unwritten ethics (Description) Can be problematic especially when they are misunderstood or it's not easy to understand what the ethical norm actually Example 1 If my organisation values 'integrity' but there is a norm of 'mateship', I might get the impression that integrity means not



reporting a colleague who takes leave regularly but fails to record some of it.

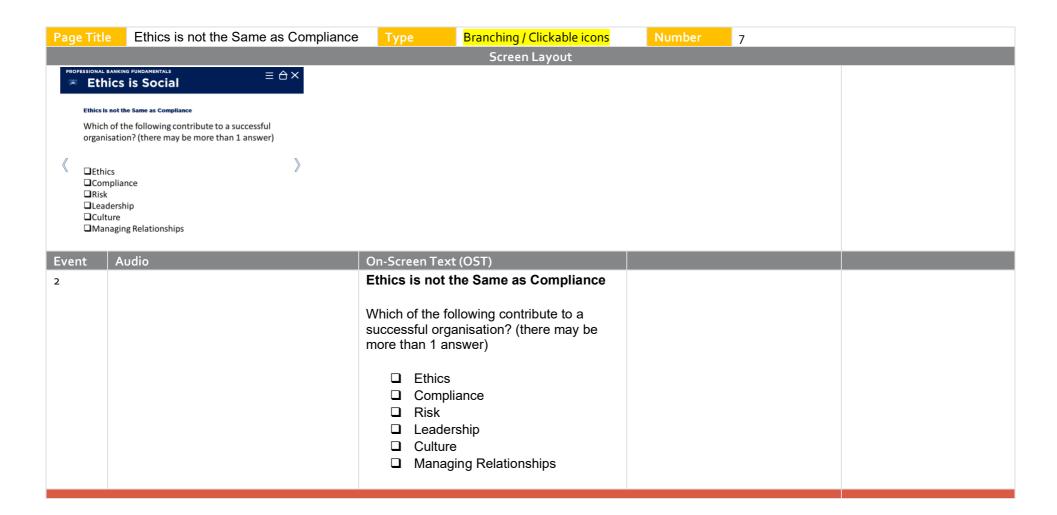
Written ethics (Description)Guidelines can be problematic, especially when they are too broad or generalised in an attempt to cover too wide a range of situations. Conversely, they can be too detailed and prescriptive so that we remove the need for judgement.

Example 2 If the speed limit is 60km per hour, but I'm rushing a snakebite victim to hospital, is it behaving ethically if I stay within the speed limit?



Page Tit	Ethics is not the Same as Compliance	Type	Static Text	Number	7				
			Screen Layout						
Event	Audio	On-Screen Tex	ct (OST)						
1		American busi about 'ethics a roles. Furthern common pract investigate mist the rules. How synonymous we Ethics involves acting on those there are no for 'right' thing to discernment at Compliance has aspect and a can certainly be to, ethical deci would be unetle comply with the	less cultures (often in North inesses) it is common to talk and compliance' functions or more, in some sports it is tice to have an 'ethics unit' to sbehaviour and infractions of vever, ethics is not with compliance.  Is making decisions and be decisions, often where formal rules or the agreed do. Ethics involves and judgement.  It is more of a 'conformance' checklist formality to it and be an aspect of, and support ision making. For example, it chical to deliberately not the directive of a regulator or reganisation's financial						







Page Titl	Ethics Does not Necessarily Mean Following the Rules	/ I	Animated Text and Static mage / Graphic	Number	8	
			Screen Layout			
Event	Audio					
Event 1	Audio	Your parents probe that you had to fol be a 'good' person.  One of the problet time they can be what a modern so thinks is acceptable unintended conserved be a good thing, 'j might not always to do.  Click on the image.  There was a time that allowed peop women less than dump toxic waste.	Necessarily Mean ules  coably instilled in you that blow the rules in order to on.  come with rules is that over come disconnected from cociety (or organisation) cole. Also, they can have equences that may not.  Whilst having rules can just following the rules' be the most ethical thing.  The to reveal examples.  When there were rules cole to keep slaves, pay men for the same job, in river systems.			
		though they had r Bankcard was cor Australian financia	ky, handy and seemingly,			



Page Title	Ethics Does not Necessarily Mean Following the Rules	Туре	Animated Text and Static Image / Graphic	Number	8	
			Screen Layout			
Note t	Note to developer: rather than have this as as static text and to reduce the volume of slides could this content be a					
click and	reveal action linked to page 7.					
Event	Audio	On-Screen Tex	et (OST)			



2		(OST appears by clicking on the graphic or similar icon) Challenge a Rule by clicking here!  If the rules do not seem to apply to a particular situation, rather than simply break them, you might be better to apply your judgement and offer a 'reasoned challenge' to the rules. Challenge the rule but make sure you have thought through all the issues and implications for all involved and present a strong argument for why the rule should not apply.		
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Ethics is not About Manners or being Agreeable

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Animated Text and Static Image / Graphic

9

Screen Layout

PROFESSIONAL BANKING FUNDAMENTALS

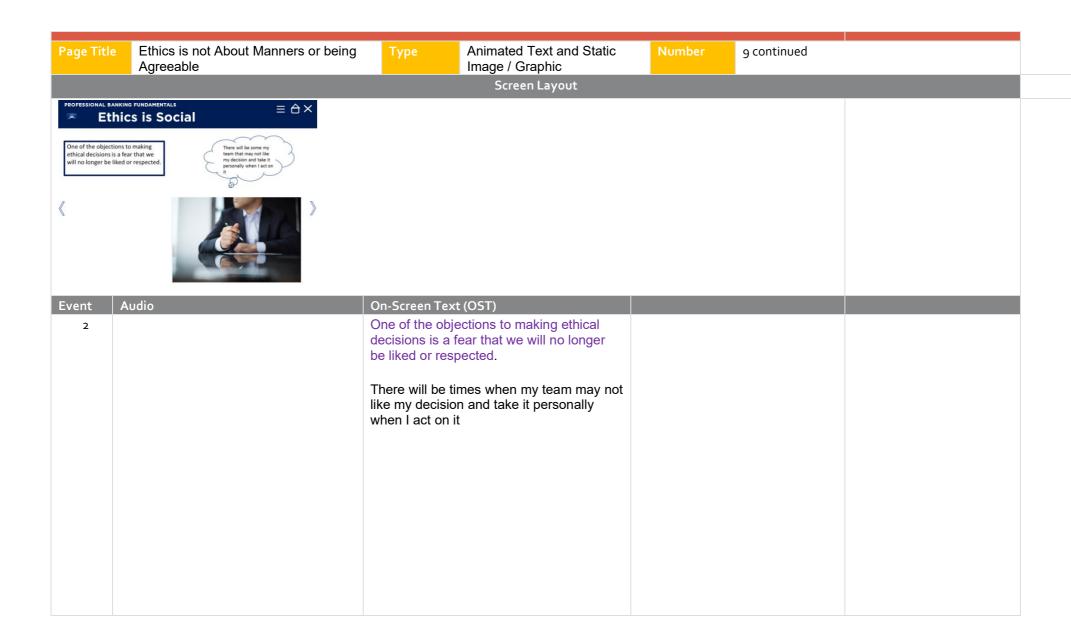
Ethics is Social

Acting ethically is sometimes confused with acting in a polite or agreeable way. Ethics is not about outward appearances or pleasing other people. It's not about deliberately upsetting them either. Ethics requires us to navigate complicated situations often involving other people (remember, ethics is social) when stress-levels and emotions can be heightened.

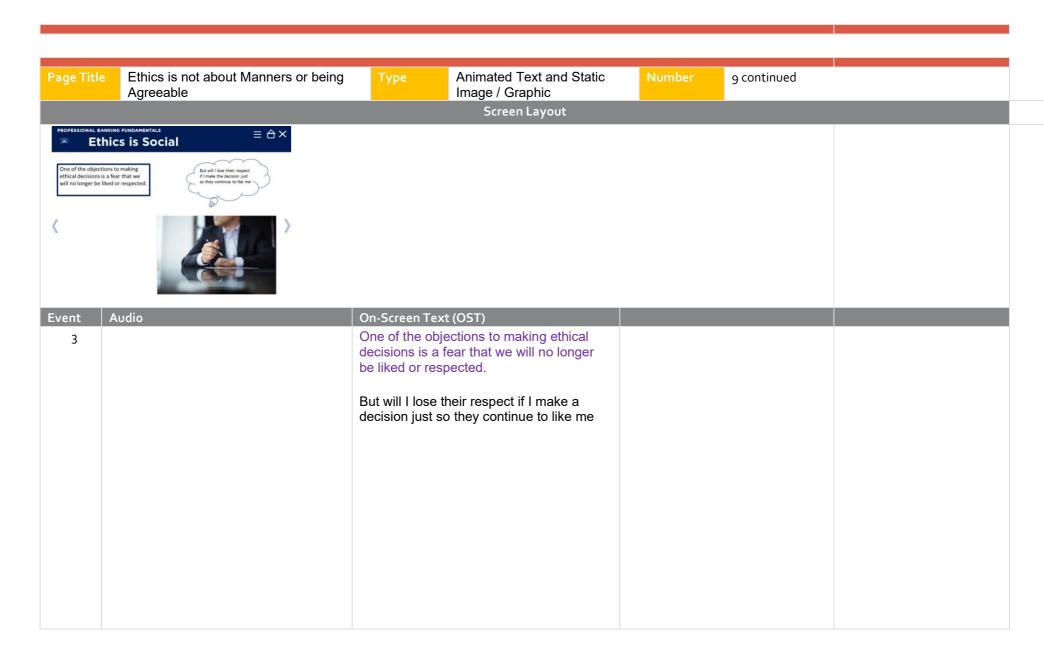


Event Audio On-Screen Text (OST)	
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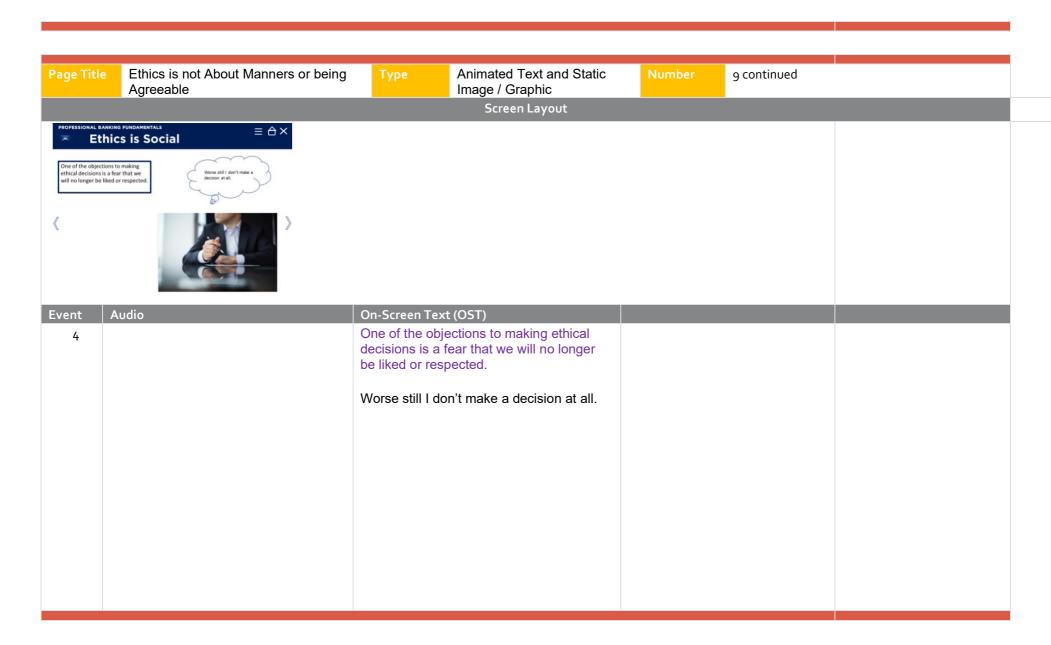




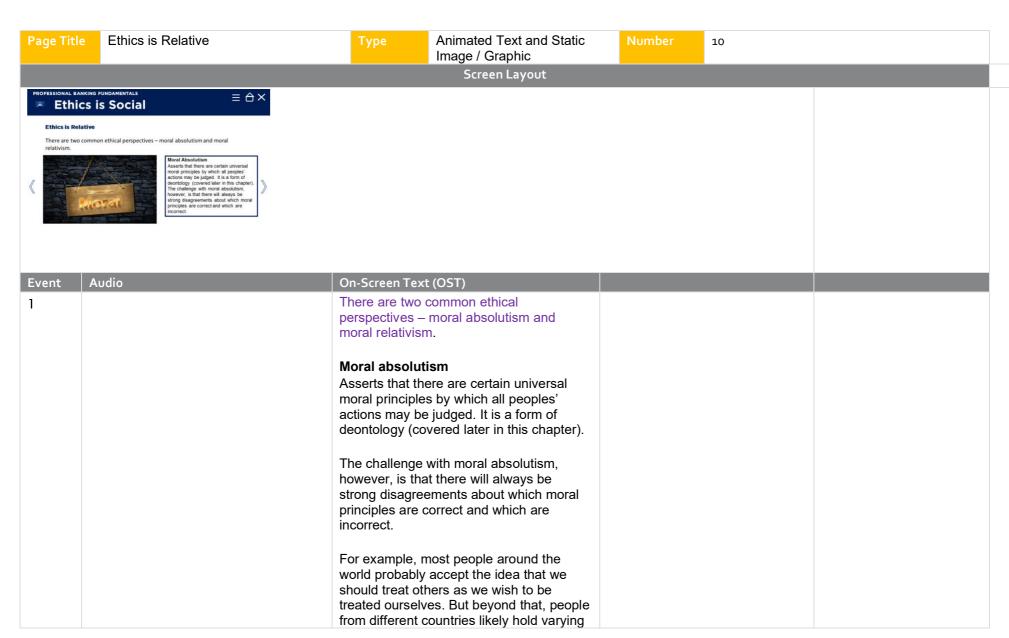








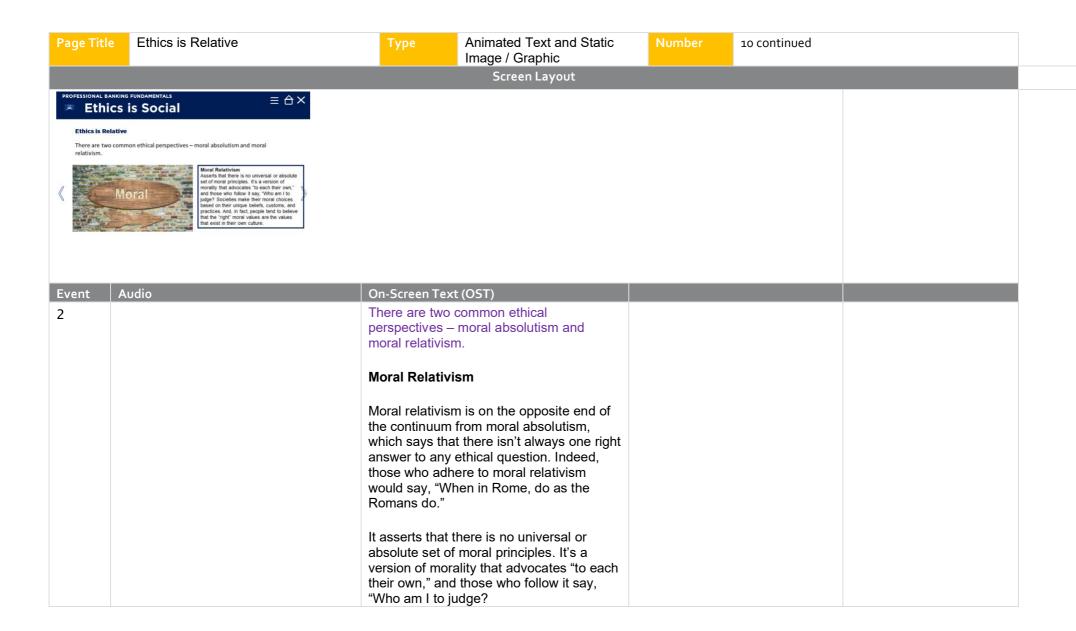






	of abortion to capital punishment.	

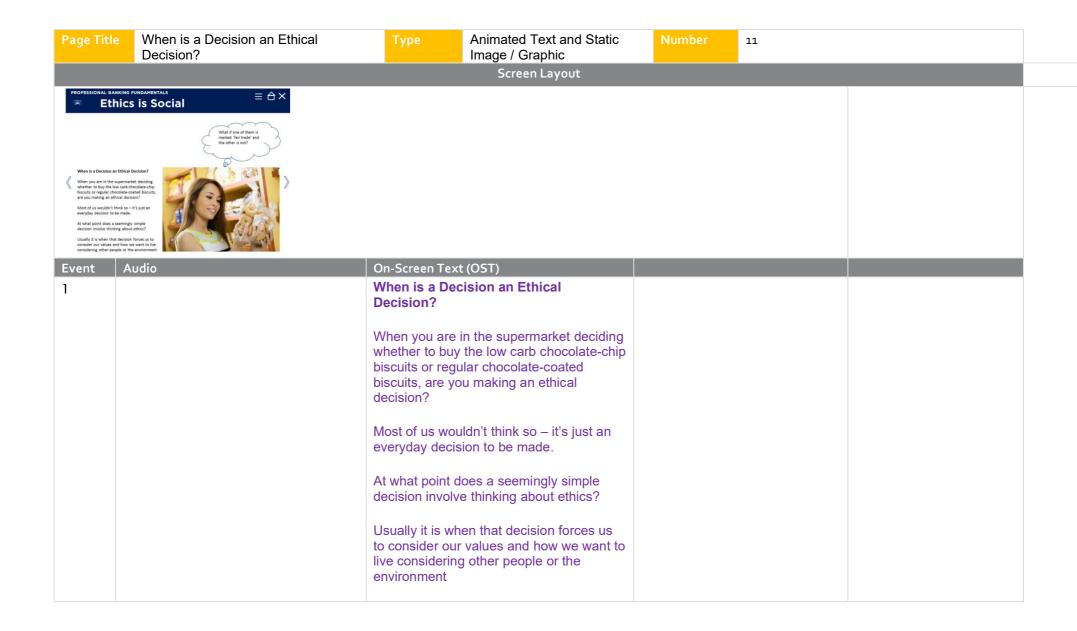






Societies make their moral choices based on their unique beliefs, customs, and practices. And, in fact, people tend to believe that the "right" moral values are the values that exist in their own culture.	







	What if one of them is marked 'fair trade' and the other is not?	



Audio	On-Screen Text (OST)		
	When is a Decision an Ethical Decision?		
	When you are in the supermarket deciding whether to buy the low carb chocolate-chip biscuits or regular chocolate-coated biscuits, are you making an ethical decision?		
	Most of us wouldn't think so – it's just an everyday decision to be made.		
	At what point does a seemingly simple decision involve thinking about ethics?		
	Usually it is when that decision forces us to consider our values and how we want to live considering other people or the environment		
	Audio	When is a Decision an Ethical Decision?  When you are in the supermarket deciding whether to buy the low carb chocolate-chip biscuits or regular chocolate-coated biscuits, are you making an ethical decision?  Most of us wouldn't think so – it's just an everyday decision to be made.  At what point does a seemingly simple decision involve thinking about ethics?  Usually it is when that decision forces us to consider our values and how we want to live considering other people or the	When is a Decision an Ethical Decision?  When you are in the supermarket deciding whether to buy the low carb chocolate-chip biscuits or regular chocolate-coated biscuits, are you making an ethical decision?  Most of us wouldn't think so – it's just an everyday decision to be made.  At what point does a seemingly simple decision involve thinking about ethics?  Usually it is when that decision forces us to consider our values and how we want to live considering other people or the



I'm buying them for my household where some of my family are trying to eat more healthy foods? When is a Decision an Ethical Decision Animated Text and Static 11 continued Image / Graphic Screen Layout FESSIONAL BANKING FUNDAMENTALS

Ethics is Social ≡ ☆× When is a Decision an Ethical Decision? Audio On-Screen Text (OST) Event When is a Decision an Ethical 3 **Decision?** 



When you are in the supermarket deciding whether to buy the low carb chocolate-chip biscuits or regular chocolate-coated biscuits, are you making an ethical decision?

Most of us wouldn't think so – it's just an everyday decision to be made.

At what point does a seemingly simple decision involve thinking about ethics?

Usually it is when that decision forces us to consider our values and how we want to live considering other people or the environment

What if one type of biscuit is made locally and the other is made overseas?

When is a Decision an Ethical Decision

Animated Text and Static Image / Graphic

11 continued

Screen Layout

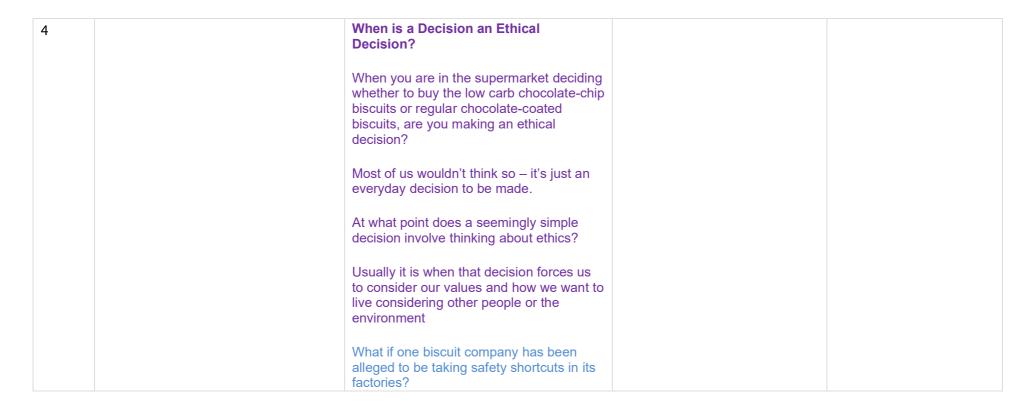


Event

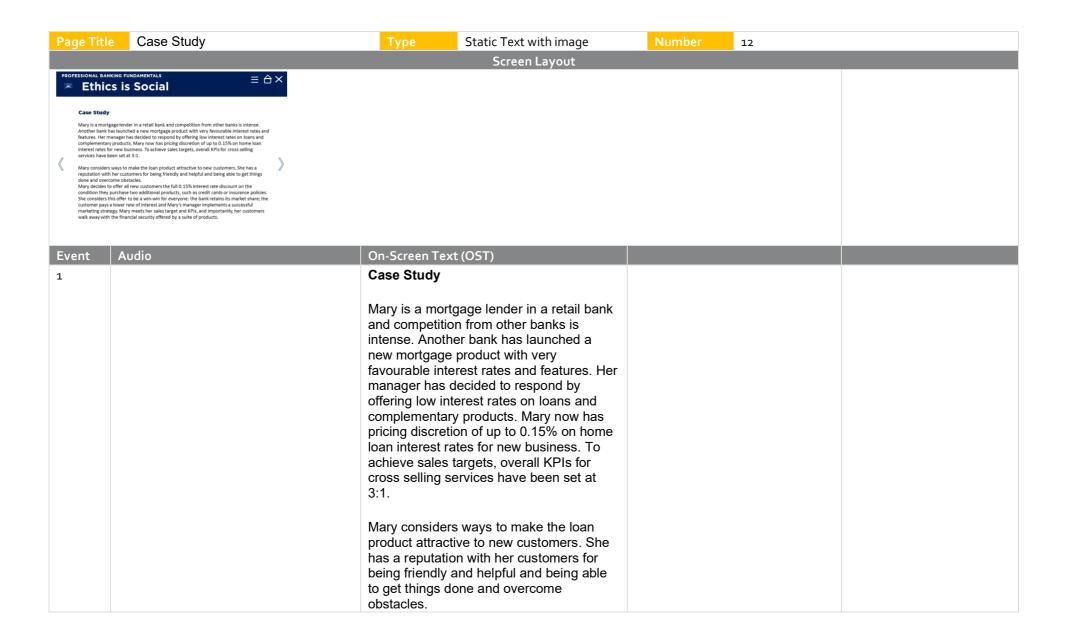
Audio

On-Screen Text (OST)





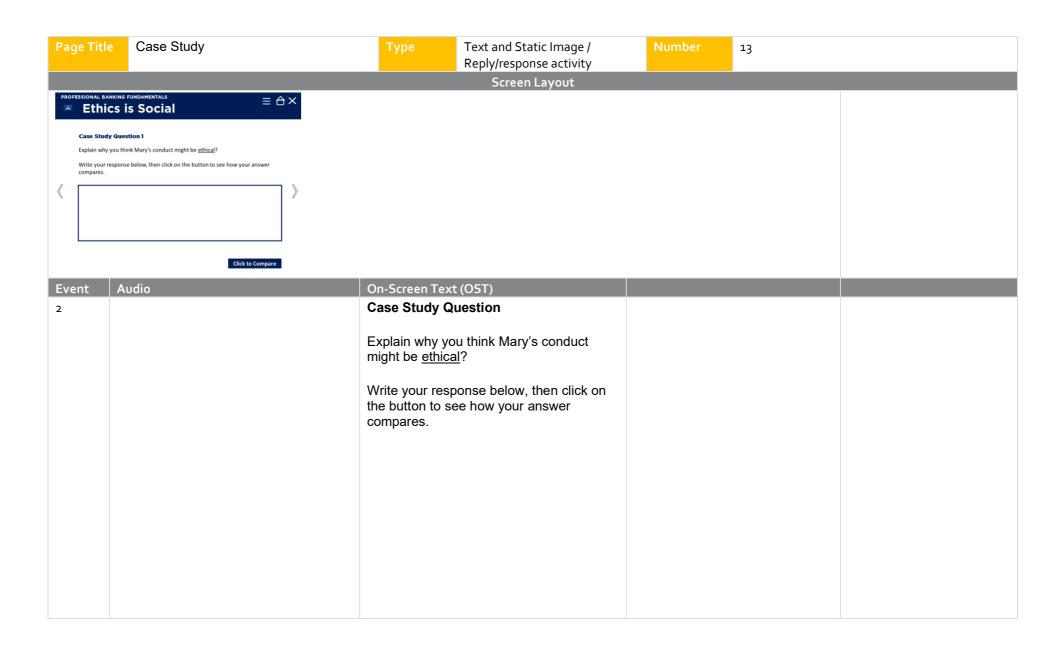




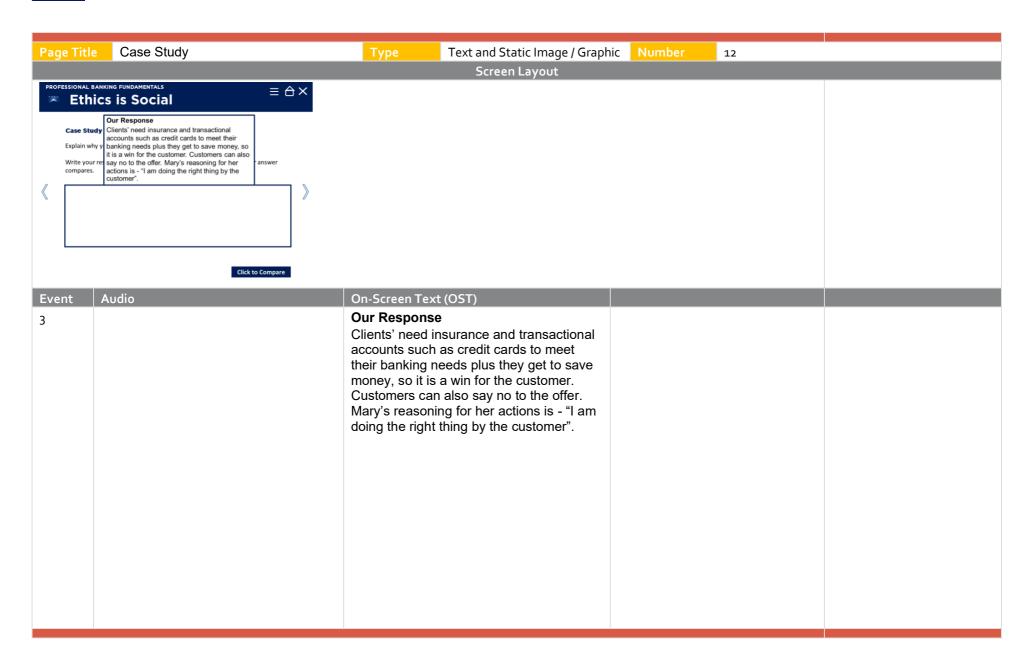


Mary decides to offer all new customers the full 0.15% interest rate discount on the condition they purchase two additional products, such as credit cards or insurance policies. She considers this offer to be a win-win for everyone: the bank retains its market share; the customer pays a lower rate of interest and Mary's manager implements a successful marketing strategy. Mary meets her sales target and KPIs, and importantly, her customers walk away with the financial security offered by a suite of products.











Page Title	Case Study	Type	Text and Static Image / Graph	ic Number	12				
	Screen Layout								
Event	Audio	On-Screen Text	: (OST)						
4		Question 2							
		might be uneth	u think Mary's conduct ical? conse below, then click on ee how your answer						
Page Title	Case Study	Туре	Text and Static Image / Graph	ic Number	12				
-1 age IIII		Туре	Screen Layout	ic Nomber					
Event	Audio	On-Screen Text	: (OST)						
5		Some thoughts The actions could be considered unethical given the client's full financial needs are not being considered when offering the discount rate, subject to cross sales. In addition, the action taken by Mary is solely for her benefit to achieve KPIs and not directly a need for the customer. Others							



	may consider Mary's approach could be considered miss-selling.	



Page Title	Some Questions to Help Test the Ethics of a Decision	Туре	Static and animated text	Number	13	
			Screen Layout			
Event	Audio	On-Screen Text	t (OST)			
1		a Decision	ns to Help Test the Ethics of			
		Think about the	ese questions.			
		Does this align want to be?	with my values and who I			
		Is this consister values?	nt with my organisation's			
			d consistent with the spirit ws, regulation and policies?			
		Am I treating other people as I would like to be treated myself (or my family) in the same situation?				
		What would my role model do if they were in this situation?				
		Do I understand all of the long-term advantages and disadvantages that result from this decision?				
		the dignity of of	ion demonstrate respect for ther people despite d cultural distance?			



Page Title	Some Ethical issues for the Banking and Finance Industry	Туре	Text and Static Image / Graphi	c Number	13		_	
	Screen Layout							
F								
Event	Event Audio On-Screen Text (OST)							



2.	So far, we have mentioned a number of ethical dilemmas requiring decision-making at an individual or team level	
	However, there are some very broad- ranging ethical issues that we must also consider at an industry-level. Remember, a key danger is maintaining the status quo and not pausing to consider and challenge what we do and how we might do it.	
	Let's look at some examples of contemporary ethical issues encountered within banking and financial services more broadly.	

Page Title	Some Ethical issues for the Banking and Finance Industry	Туре	Text and Static Image / Graphic	Number	13 continued			
	Screen Layout							
Event A	udio	On-Screen Te	xt (OST)					



3.

### Do the products and services that we sell add value to society?

Are cheap investment home loans in the best interests of housing affordability for all Australians? Should financial services companies offer complex products like Contracts for Difference (CFDs) and Foreign Exchange (FX) trading to retail clients? How do banks refuse to offer products that customers demand, yet still be responsive to their needs?

### What level of profitability is appropriate?

Should a bank be concerned about being too profitable or does it have an overriding duty to maximise profit? Should banks pay additional taxes or levies to government in recognition of their social license to operate? Should small banks have differing rules and regulations in order to increase competition in the industry?

### Should bankers draw ethical boundaries around the scope of their business?

Should they operate in countries where governments turn a blind eye to discrimination against LGBTI people or do business with manufacturers of military weapons? What polices should be adopted when considering business opportunities associated with companies that are legal, but which may polarise the opinions of stakeholders such as poker machine manufacturers, tobacco companies, thermal coal and oil miners.



### How far does the duty of the employee extend?

Should a bank be judgemental about what an individual does in their personal life? What sort of social media policy for employees is fair? What sort of surveillance and monitoring of staff is necessary or appropriate?

## How can we address issues of transparency while still respecting confidentiality?

Are there cases where breaching confidentiality might be ethically appropriate? Are employees able to discuss their concerns with an independent party? How do we ensure that whistleblowing is neither stymied nor abused?

# How can we design remuneration, reward and recognition systems in ways that drive positive appropriate behaviours?

How do we ensure that 'success' is not skewed towards profitability at the expense of putting a client's best interest first?



Page Titl	e The Ethical Landscape	Type Text and Static Image / Graph	nic Number 14						
	Screen Layout								
Event	Audio	On-Screen Text (OST)							
1		Ethics is 'essential' to the banking and finance industry as it is a core obligation and a right for individuals, teams, organisations, the industry itself, and even for Australian society.  Here is one way to picture the ethical landscape:							
		Stakeholder POSSIBLE AREA OF ETHICAL							



	CONCERN AND INFLUENCE
Banking and	What decision is the 'best'
finance	decision that I can make?
professional	What behaviours do I need to
	model for others?
	What contribution can I make to
	this organisation being ethical?
	this organisation being ethical:
Banking and	How do we improve the quality of
finance team	our collective decision-making?
	Do we understand the needs and
	concerns of stakeholders?
	What barriers or tensions are
	there that make it difficult for our
	people to improve ethical
	practices?
Organization	What is our purpose? Are our
Organisation	What is our purpose? Are our values powerful enough and do
	we consistently use them when
	making Board and Executive
	decisions?
-	Daniel base the sight several
	Do we have the right supports and controls in place to ensure
	sound decision-making across
	the organisation?
	What common industry practices
	and 'ways of thinking do we need
	to challenge, even if there is a cost or risk to our business?
	Sect of flor to our business:
Industry	How do we ensure fair
_	competition and broad
	representation of industry
	participants in a market that has highly concentrated market
	shares?
	Silai So.
	How do we engage with
	government, advocacy groups
	and the broader public without



	being pressured to put a positive 'spin' on everything?
	Can we build consensus among different industry participants on important issues where consensus matters?
Government	What level of regulation and supervision of privately-owned organisations is appropriate?
	On which issues do we take a 'non-negotiable' stance with the industry and on which issues do we invite participation?
	How do we hold Boards and Executives accountable for the ethical conduct of their organisations?
Australian society	Can we trust the banking and finance industry? Which institutions do we trust to look after our interests in regard to our financial products?
	Is the banking and finance industry making a positive or negative contribution to society?
	What role do I want governments to play in the banking and finance industry?



Page Tit	Page Title     Completion/Next Steps     Type     Static text     Number     15							
			Screen Layout					
Event	Audio	On-Screen Te	ext (OST)					
4.		Well done. You Ethics is Social	u have now completed the all unit.  bu like to do now?  ee next unit.					