

XYZ TECH • 10-MINUTE MODULE

# Welcome to Corporate Compliance

Practice making ethical, policy-aware decisions—on any device.  
Select Next to continue; use Back or Home at any time.

**Start module →**

Keyboard: Tab to move • Enter/Space to select

[CC] Captions + transcript available • [ALT] Visual descriptions included

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## LEARNING OBJECTIVES

# By the end, you can...

**01**

**Recognize an ethical concern**

**02**

**Choose a policy-aware response**

**03**

**Act when requirements are unclear**

Success means applying the decision rule in realistic workplace situations—not memorizing legal language.

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WHY ETHICS MATTER

# One decision travels.

Ethical choices protect people, preserve trust, and help the organization perform responsibly.



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[ALT] Employee pauses at a shared-screen request.

## SCENARIO 1 • CHOOSE ONE

# You notice a concern.

A teammate asks you to send a file that may contain information they are not authorized to receive. The deadline is today.

**A Send it—meeting the deadline comes first**

**B Pause, verify access, and raise the concern**

**C Ignore the request and say nothing**

Select a response. Focus states shown for keyboard users.

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# Correct: pause before acting.

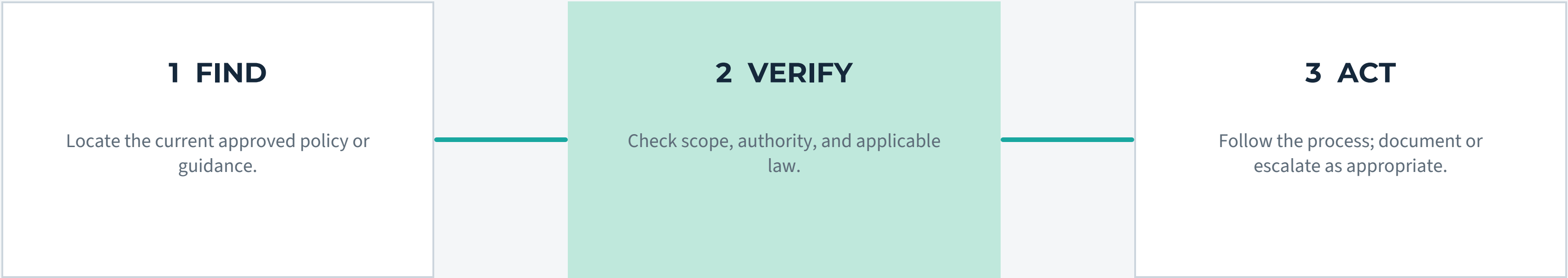
Verifying authorization protects people and information while keeping the issue visible. Speed never removes responsibility.

**PAUSE → CHECK → ASK / ESCALATE**

Decision rule: when an action could cause harm or conflict with expectations, stop and confirm before proceeding.

# Know the route—not every clause.

Requirements vary by role, location, and situation. Use approved sources; never guess or invent a rule.



## SCENARIO 2 • POLICY IN PRACTICE

# The requirement is unclear.

A project is ready to launch, but you cannot confirm whether an approval is required in your location.

**A Launch now; ask later**

**B Pause and consult an approved source**

**C Copy what another team did**



[ALT] Manager reviews an uncertain approval path.

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# Unclear means verify.

The responsible choice is to pause, use a current approved source, and ask the right owner. Another team's practice may not apply to your role or location.

**CURRENT**

**APPLICABLE**

**AUTHORIZED**

Use guidance that meets all three tests.

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# Which situation signals an ethical concern?

**A A request could expose restricted information**

**B A meeting starts five minutes late**

**C A teammate prefers a different font**

Select one. Tab moves focus; Enter submits.

**Submit answer**

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# Policy requirements are unclear. What first?

**A**  
**Proceed based on memory**

**B**  
**Consult a current approved source**

**C**  
**Copy a colleague's approach**

**D**  
**Ignore the uncertainty**

Think: pause → verify → ask or escalate.

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# Apply the decision rule.

01  
A data request seems unauthorized. What do you do?

02  
An approval rule varies by location. What do you verify?

03  
A deadline conflicts with a control. What takes priority?

Choose the best response in each case, then submit all answers.

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# Rationale, not just results.

## ✓ Strong decisions

You paused, checked the applicable requirement, and involved an authorized source.

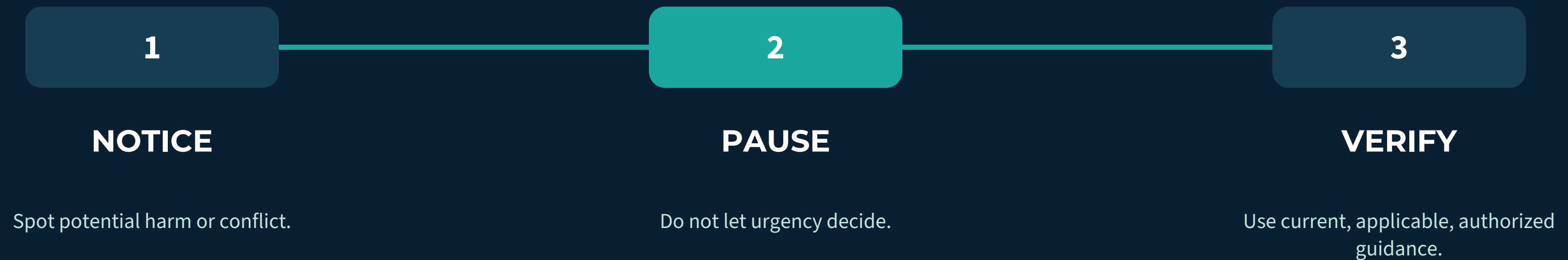
## ↺ Corrective feedback

If you acted from memory, speed, or peer precedent, revisit: pause → verify → ask or escalate.

Retry missed questions. Your latest response replaces the previous attempt.

## KEY TAKEAWAYS

# When in doubt, slow the decision—not the standard.



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# Access first. Humans accountable.

## Accessibility

Keyboard-friendly controls, visible focus, strong contrast, captions/transcript, and alt-text placeholders.

## Ethical technology

Use AI assistance transparently. Protect data, check bias and accuracy, and keep meaningful human review.



[ALT] Inclusive team reviews an accessible, AI-assisted workflow.

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MODULE COMPLETE

# Ready to choose with integrity.

You can now recognize concerns, verify responsibilities, and act through approved channels. Return to your learning portal to record completion.

[Return to portal →](#)

Completion recorded • Transcript available • Resources remain accessible

10 MIN  
CORPORATE COMPLIANCE  
XYZ TECH

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[Done](#)