THE GREAT

E&C SCAVENGER HUNT

Quick! Where would you find your company's code of conduct right now? Don't worry—most people need a minute to think about it too! This 15-minute scavenger hunt challenges your team to locate the essential resources they'll need when questions arise.

Put everyone's resource-finding skills to the test while revealing just how accessible (or hidden!) your program materials really are. Ready to hunt? Grab the question list and see how quickly you and your colleagues can track down these compliance essentials. Bonus: You'll walk away knowing exactly where everything lives when you need it most!

Optional Twists:

- Reward The Winner: Fastest to find all the requested resources gets a prize!
- Start A Competition: Get a scoreboard going and turn it into an organization-wide contest!
- Team Relay Race: Divide into small teams and have each person find one resource before passing to the next teammate.

1. **It's your first day and you want to make a good impression!** Where can you find our code of conduct to brush up on company values?

2. **Quick—you need to reference our employee handbook RIGHT NOW.** What's the URL or location where you can access it?

3. **Pop quiz! You just found it!** What's the title of our code of conduct? (Hint: It might not just be "Code of Conduct"!)

4. **Surprise! A vendor just sent you a generous gift basket.** But uh oh—it's over the permitted value of $_____. Where do you go to disclose this?

5. **You prefer to report online anonymously.** What's the exact URL for our web-based reporting portal?

6. **You witness something that doesn't sit right with you.** What's the phone number for our reporting hotline?
   a. Bonus: Where is the nearest physical location (poster, kiosk, etc.) where you could find reporting information?

7. **It's 2am and you can't sleep because something's bothering you about work.** Can you report to our hotline outside of business hours? (Yes/No, and what are the hours if applicable?)
   a. Bonus: Where did you find this information?

8. **You reported something last week and want to check on it.** Where do you go to follow up on your report and what information do you need?

9. **Your cousin's company wants to do business with us— is this a conflict of interest?** Where can you find our Conflict of Interest policy?

10. **You're planning a team outing and want to make sure the activity is appropriate.** Where's our policy on entertainment and hospitality expenses?

11. **You need to understand our anti-retaliation protections.** Which section of our code of conduct covers this? (Page number or section title)

12. **You have a tricky ethics question that needs a real human.** Who is our Chief Ethics & Compliance Officer (or equivalent title), and what's their email address?
    a. Bonus: What’s one fun fact about them?

13. **You're not sure if your question is HR or Compliance related.** Name one way to figure out who to ask.

14. **You're traveling internationally for work.** Is there a pre-travel compliance checklist, and if so, where is it?

Scavenger hunt bonus round! Find one E&C resource we haven't mentioned yet and write down where it's located.

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FOLLOW-UP CONSIDERATIONS

Overall Performance:

- If less than 30% of your colleagues could complete the quiz, what does that say about the accessibility of your resources? Is there a way you could consolidate them into a single, easy-to-find hub?
- If more than 80% breezed through the quiz, congratulations! But don't rest on your laurels—ask participants what resources they wish existed but don't, or what topics need more clarity.
- How long did it take most people to complete? If it stretched beyond 20 minutes, your resources might be harder to locate than they should be for real-world scenarios.

Specific Gaps & Patterns

- Are there any questions that everyone struggled to answer? How can you make that resource easier to find? Consider adding quick-access links, prominent intranet placement, or QR codes in common areas.
- Did newer employees perform significantly worse than tenured staff? This might signal gaps in your onboarding process or a need for better new-hire resource orientation.
- Did one department dramatically outperform others? What are they doing differently? Can you replicate their communication strategies or awareness tactics organization-wide?
- Were physical reporting locations harder to find than digital ones (or vice versa)? Consider whether you need better signage, more prominent web placement, or both.

Resource Accessibility

- Did people know resources existed but couldn't remember where to find them? You might have an awareness problem, not an access problem. Consider regular reminders, email signatures, or desktop wallpapers.
- Were participants frequently landing on outdated pages or broken links? Time for a resource audit and some digital housekeeping!
- How many clicks did it take to find each resource? If it's more than 3-4, consider whether you can create shortcuts or a dedicated E&C landing page.

Program Effectiveness

- Did remote workers struggle more than on-site employees? Ensure your digital resources are just as prominent and accessible as physical ones—remote work is here to stay!
- Were certain high-risk resources (like the reporting hotline or disclosure portal) especially hard to find? These should be your easiest-to-access resources. Prioritize making them prominent everywhere.
- Did anyone provide feedback that a resource doesn't actually exist? That's valuable intel! Consider whether there's a genuine need you should address.

Action Planning

- Based on the results, what's the ONE thing you could change today to make your program more accessible? Start there.
- Which resources need better promotion before your next awareness campaign or Compliance Week?
- Is there an opportunity to crowdsource solutions? Ask participants: "If you were designing our E&C resource hub, what would you change?"
- Should this become a regular pulse check? Consider running mini-versions quarterly to track improvement and maintain awareness.

The Bottom Line

If your team struggled to find resources during a game, imagine how hard it would be during a real ethical dilemma when stress is high and time is limited. Use these insights to build a more accessible, user-friendly ethics and compliance program that's there when your people need it most.

Remember

Low scores aren't a failure—they're valuable data that shows you exactly where to focus your improvement efforts!