

WHAT ARE YOUR WORK ETHICS? Name _____

Everyone has standards which guide their conduct. These standards can be applied to your personal and business life. Such moral standards are called your ethics. A company's guidelines and rules encourage ethical conduct of their employees. For Example:

Be Punctual: Be at your work station approximately 10 minutes before starting time.

Be Time Conscious: Take only the time allotted to you for your coffee and lunch breaks. An emergency is the only reason to make personal telephone calls during your working hours.

Be a Consistent Worker: Work consistently, with or without supervision

Be Courteous: Treat others the same way as you would like to be treated.

Be Businesslike: Keep personal problems personal by not discussing family/ friends at the training station. The photocopier and office supplies should be used for business purposes only. Accept responsibility for your errors. Learn how to prevent their re-occurrence rather than to hide the error.

Be Mature in Problem Situations: Discuss minor problems with your training supervisor. Major problems should be directed to your teacher monitor as soon as they occur.

Respect Confidentiality: Accept responsibility to be entrusted with confidential facts. Investigate what information can and cannot be disclosed.

ETHICS IN SCHOOL: PRELIMINARY TO ETHICS IN THE WORKPLACE

School is a preparation for life. Since your work is an important part of your life, then ethics in school leads to ethics at work. Here are ten situations where you are to decide whether the conduct is ethical. If ethical, place an e before the statement; if not ethical, place an n.

1. _____ Your friend Joe wants to copy your homework paper. You let him.
2. _____ Your friend Alice wants help with her math homework. You give her some hints to start.
3. _____ Arlene steals a box of paper clips from the teacher's desk. You see her do it but do not come forward.
4. _____ Edgar set a fire in the school basement. It was caught in time, but could have caused loss of life. You saw Edgar do it but didn't speak up.
5. _____ You get a hold of a test your teacher is giving tomorrow. You make copies for friends.
6. _____ You get a hold of a test your teacher is giving tomorrow. You sell copies for \$1 each.
7. _____ You write a letter to the local newspaper critical of a recent school board ruling.
8. _____ You skip school. You write a note from your father about your absence and sign his name.
9. _____ Your teacher gives you a low mark on a test so you sprinkle tacks behind her car.
10. _____ Your teacher give you a low mark on a test so you send your mother to find out why.

Choose any one of the above. Write the reason for your decision.

The Meaning of “Ethics in the Workplace”

Below are eight workplace situations. If ethical, place an e before the statement; if not ethical, place an n.

1. _____ John Jordan has two years to go before retirement age. He goes to sleep on the job and you fire him.
2. _____ You want to do business in a foreign country where cash “under the table” is a requirement. You refuse to pay, and lose a big sale.
3. _____ You get a quantity of cleaning compound containing benzene. You have some left. Rather than leave it around, you pour it down the sewer.
4. _____ A company fires employees for not meeting company ethics rules even though there were no violations of the law.
5. _____ An accountant signs a client’s tax return because he was paid to do so, even though he knows it contains falsehoods.
6. _____ A company officer learns ahead of time that profits are rising, so he hurries to buy more company stock.
7. _____ The sales rule, “Let the buyer beware,” applies to everything sold in a store.
8. _____ In every instance, the most important thing is to bring the highest possible return to the stockholders.

TRUSTWORTHY?

Name three people that you can trust:

Is there a quality about these people that allows you to put your trust in them?

How trustworthy do you see yourself? Place a checkmark (✓) on the continuum.

Where would you like to be on the continuum? Place an (x) on the continuum.

Trustworthy ----- *Not so Trustworthy*

Consider your feelings on the following:

Is there a difference between telling someone a secret and gossiping?

Why are rumors spread?

Is there a difference between a rumor and a lie? Explain your opinion.

Are rumors harmful, beneficial or both? Explain.