



Workplace Ethics

How do you make decisions?

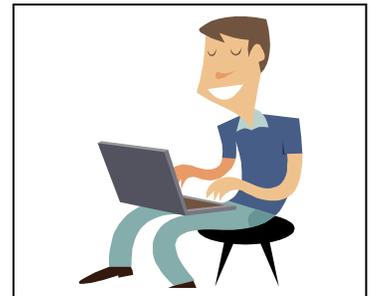
Is decision-making a skill that was taught to you?

Do you have personal rules for decision-making?

If you have rules, do these rules change if you are making decisions at home, at school, with friends, or at work?

Now, let's discuss ethics.

What are ethics:



A list of work ethics for an employer or a company might be:

- To provide a safe work environment for staff and employees
- To treat employees with dignity and respect
- To provide a fair wage for the services rendered
- To handle all business transactions with integrity and honesty

A list of work ethics for an employee might include:

- To show up on time
- To tend to company business for the whole time while at work
- To treat the company's resources, equipment, and products with care
- To give respect to the company; that means honesty and integrity

What types of ethical issues might come up at work?



Four-Step Process for Making Ethical Decisions at Work:

1. Define the problem (or ethical situation).
2. List the facts that appear to be most significant to the decision (and consider who is affected).
3. List two or three possible solutions (and how these solutions could impact each person).
4. Decide on a plan of action.

Workplace Ethics: Case Studies

For each of the following case studies, assume you are employed by a large computer company, with approximately 1,000 employees. The company is located in your town. Read each case study and follow the four steps for making ethical decisions.

Case 1: LaKeisha is an administrative assistant in the Human Resources Department. Her good friend Michael is applying for a job with the company and has agreed to be a reference for him. Michael asks for advice on preparing for the interview. LaKeisha has the actual interview questions asked of all applicants and considers making him a copy of the list so he can prepare.

Case 2: Emily works in the Quality Control Department. Once a year, her supervisor gives away the company's used computers to the local elementary school. The company does not keep records of these computer donations. Emily really needs a computer. Her supervisor asks her to deliver 12 computers to the school.

Case 3: Marvin is an assistant in the Building Services Department. He has just received a new work computer and is excited to try it out. His supervisor has a strict policy about computer usage (for business purposes only), but Marvin wants to learn the email software. He figures one good way to do this is to send emails to his friends and relatives until he gets the hang of it. He has finished all of his work for the day and has 30 minutes left until his shift is over. His supervisor left early.

Case 4: Jennie was recently hired to work as a receptionist for the front lobby. As receptionist, she is responsible for making copies for the people in her office. Her son, Jason, comes in and needs some copies for a school project. He brought his own paper and needs 300 copies for his class. If he doesn't bring the copies with him, he will fail the project. The company copier does not require a security key, nor do they keep track of copies made by departments.



Steps to Solving Ethical Dilemmas- Choose one of the case studies you just read and answer the following questions.

Identify the problem or ethical issue:

What are the facts?

What are some possible solutions?

What are you going to do?

Also consider....how will you know if your decision was the right one?