

SMALL BUSINESS AND
ENTREPRENEURSHIP

ETHICS IN THE
WORKPLACE

What do Ethics in the
Workplace Consist of?

Ethics in the Workplace

- The application of moral principles, standards of behavior, or set of values regarding proper conduct in the workplace as individuals and in a group setting
- Ethics allow you to distinguish the difference between right and wrong



The Essentials

Every company is different but they all should take the following into consideration:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring

Relationships and Ethics

- Ethics applies to any relationship between the following individuals:
 - Management/Supervisors
 - Colleagues/Employees
 - Customers
- Communication is key among management, employees, and customers in order for respect to be extended to each person within the organization, and promote relationships that are based on honesty and integrity
- Be cautious to cross the line between personal friendships in the workplace and professionalism

What are some examples
of good ethics in the
workplace?

Good Workplace Ethics

- Staying productive
- Be accountable for your actions
- Take initiative
- Think critically to be able to solve problems
- Blowing the whistle
- Be punctual
- Stay positive
- Stay professional
- Take pride in your work
- Immediately attempting to correct an issue
- Set the example

How to Encourage Good Ethics in the Workplace

- Fair consequences
- Fair treatment
- Recognition
- Communication (be clear and consistent)
- Have office policies
- Transparency
- Trainings
- Have plans of action
- Constructive feedback

Benefits of Good Ethics in the Workplace

- Loyalty
- Desirable work environment
- Produce results
- Build good references
- Good office morale
- Growth and expansion
- Recognition

What are some examples
of poor ethics in the
workplace?

Poor Ethics

- Illegal practices
- Stealing
- Ignoring procedures and policies
- Abusing confidentiality agreements
- Falsifying information
- Making decisions for your own personal gain
- Lack of communication
- Withholding information

Poor Ethics

- Poor customer services
- Gossiping
- Abusing computer privileges
- Ignoring problems
- Blackmail
- Lying
- Bribes
- Taking on roles that are not under your job title
- Being unpunctual; poor attendance



Rationalization by the Wrongdoer

- Attempt by wrongdoer to justify why they acted a certain way:
 - Everybody does it
 - It's not part of my job description
 - Nobody is going to notice
 - I don't get paid enough
 - Unrealistic expectations of what the job entails

Sexual Harassment

Is a form of
unethical behavior
in the workplace

Sexual Harassment

- Sexual Harassment is based on the victims perception, not the intent
- The victim does not have to be of the opposite sex
- The harasser can be anyone in the work environment
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct
- The harasser's conduct must be unwelcome

Sexual Harassment

- Sexual Harassment consists of :
 - Unwelcome sexual advances
 - Request for sexual favors
 - Verbal or physical conduct of a sexual nature
- It can effect:
 - The victims work performance and work
 - The victims employment status
 - The creation of a hostile, intimidating, offensive work environment

Examples of Sexual Harassment

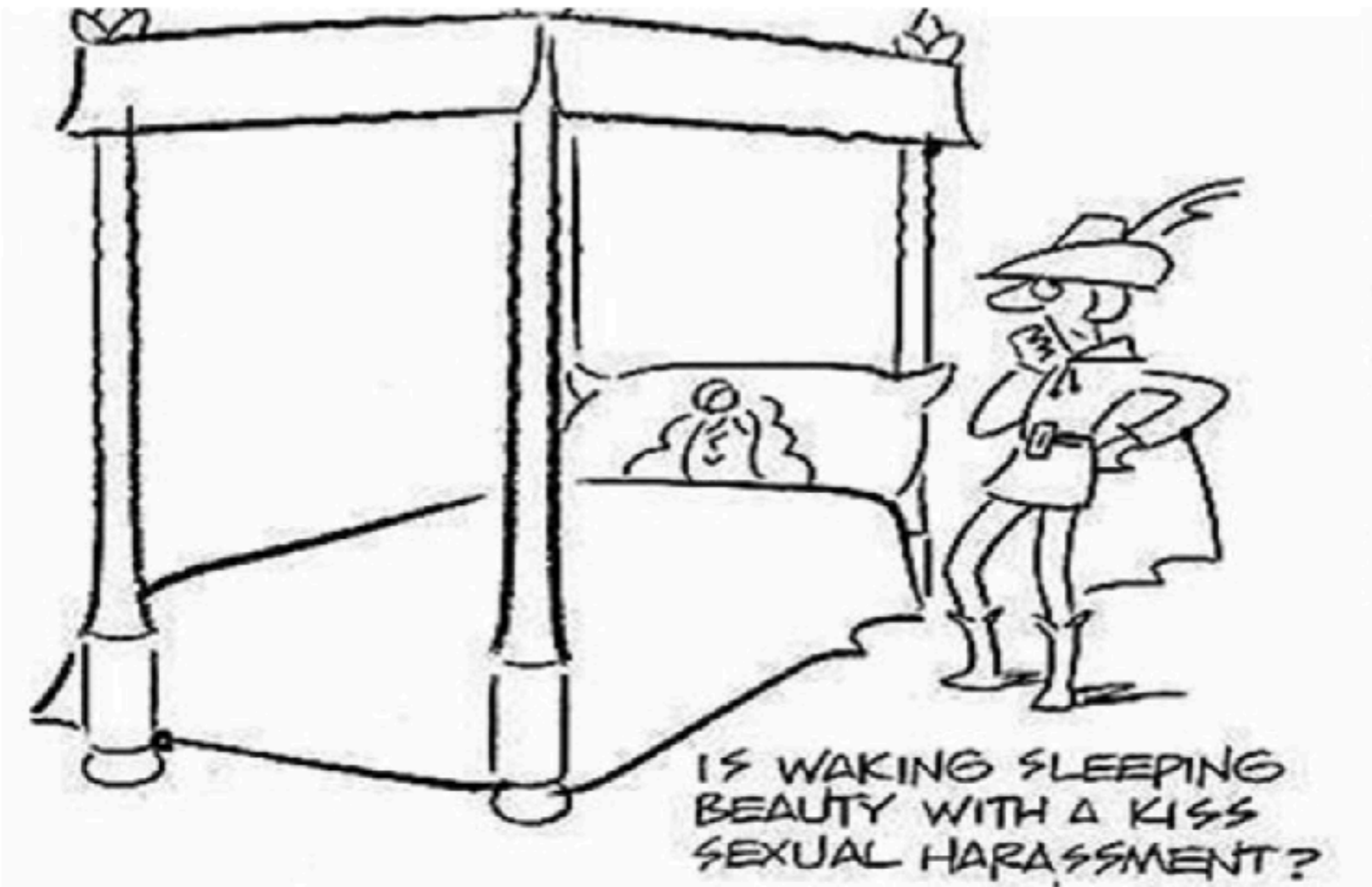
- Sexual comments
- Undue attention
- Verbal and physical sexual advances
- Inappropriate body language
- Visual displays
- Explicit sexual behavior
- Sexual bribery
(Quid Pro Quo)

What to do about Sexual Harassment

- The victim should instantly inform the harasser directly that the conduct is unwelcome and must stop

Consequences of Poor Ethics in the Workplace

- Stricter rules
- Fewer privileges
- An undesirable work environment
- Stunts growth and productivity
- Causes a domino affect among other colleagues
- Potential job loss
- Potential closing of the organization



How to Make Ethical Decisions

- 1) Review the goal
- 2) Look at your options
- 3) Determine the consequences
- 4) Make the correct decision
 - Be objective
 - Set the example
 - Avoid conforming to the norm

Thank you !

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Make-up Assignment

- Step 1: Review PowerPoint
- Step 2: Answer questions found on the last slide
 - Answer questions on a Word document
 - Include your name, instructors name, course name, class time, name of the workshop, date, questions, answers.
- Step 3: Login to Career Corner. Go to My Account then My Documents. Upload your make-up assignment to the Make-up Assignment-Coop section.

Make-up Assignment

- 1) What do ethics in the workplace consist of?
- 2) Is sexual harassment based on the victims intent or perception?
- 3) Provide 3 example of poor workplace ethics.
- 4) Provide 3 examples of good workplace ethics.
- 5) How do you make ethical decisions?