Activity 3-2

Ethics Self-Assessment

**Directions:** Complete the following ethics self-assessment. Read each statement. Place a check mark in the appropriate column to rate how the statement applies to you. Add all of the points you have checked on the assessment and compare your total points to the scoring scale.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Statement | Always | Usually | Occasionally | Almost Never |
| 1. I avoid any potential conflict of interest or even the appearance of wrongdoing. | 5 | 4 | 3 | 2 |
| 1. I put social benefit over my personal gain. | 5 | 4 | 3 | 2 |
| 1. I refrain from gossiping or spreading rumors. | 5 | 4 | 3 | 2 |
| 1. I do not use business equipment for my personal use. | 5 | 4 | 3 | 2 |
| 1. I do not support others involved in illegal or unethical behaviors, even if it does not affect me directly. | 5 | 4 | 3 | 2 |
| 1. When faced with an ethical conflict, I find an acceptable solution. | 5 | 4 | 3 | 2 |
| 1. I show respect for my peers, teachers, employer, and family. | 5 | 4 | 3 | 2 |
| 1. I make decisions in a timely manner, even the difficult ones. | 5 | 4 | 3 | 2 |
| 1. I ask the advice of others when making ethically challenging decisions. | 5 | 4 | 3 | 2 |
| 1. I only make promises that I know I can and will keep. | 5 | 4 | 3 | 2 |
| 1. I participate in community service and encourage others to as well. | 5 | 4 | 3 | 2 |
| 1. I follow rules and regulations even when no one is monitoring my behavior. | 5 | 4 | 3 | 2 |
| 1. I respect everyone’s right to confidentiality. | 5 | 4 | 3 | 2 |
| 1. I do not let another person get in trouble for a mistake I made. | 5 | 4 | 3 | 2 |
| 1. I do not tolerate any form of harassment. | 5 | 4 | 3 | 2 |
| 1. I act quickly and decisively when others are treated unfairly or discriminated against. | 5 | 4 | 3 | 2 |
| 1. I respect those of different ethnicities, genders, abilities, religions, and levels of education. | 5 | 4 | 3 | 2 |
| 1. I do not withhold important information for my own personal gain. | 5 | 4 | 3 | 2 |
| 1. I do not take credit for someone else’s accomplishments. | 5 | 4 | 3 | 2 |
| 1. I do not pretend to be sick when I am perfectly well. | 5 | 4 | 3 | 2 |
| TOTALS |  |  |  |  |
| TOTAL SCORE: \_\_\_\_\_\_\_\_\_\_  **80–100.** Congratulations! You have high ethical standards.  **70–79.** Great job! Keep striving for the top and be ethical in all that you do.  **Below 70.** Review the textbook section on ethics and do some independent reading. Consider your role in business operations and how you want other professionals to view you. | | | | |

Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your Word document FirstnameLastname\_Activity3-2.docx (i.e., JohnSmith\_Activity3-2.docx).