Chapter 2

Activity SS2-2 Ethics Checklist

Directions: Ethics are the moral principles or beliefs that direct a person’s behavior. A person’s sense of ethics illustrates his or her integrity and helps in making good decisions. Complete the following activities as directed for each ethics exercise.

Part 1

Create a checklist that you use when making decisions regarding ethical situations. An ethics checklist has been started for you. Add as many bullets as needed.

Ethics Checklist

• Has confidentiality been honored?

• Who will be affected by this action and is the action fair to all involved?

• How will I feel personally if I take this action?

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Part 2

Read the following cases. After reading, determine if you think ethics are respected or violated. Use the checklist you created as you analyze each case.

Case 1

You have a friend who wants to apply for a job at the company for which you work. As an employee, you have access to the company server. An error has been made and you realize you have full view of confidential material. You find the interview questions and employment tests that are administered to applicants. You contemplate printing and giving the information to your friend so he can be prepared when applying for the job.

Analysis of the situation:

Case 2

You work for a company that builds and repairs electronic equipment. The company regularly buys materials and components from electronic recycling centers to refurbish or rebuild and sell at discounted rates. Whatever does not sell gets donated to schools, libraries, and community centers. No itemized records are kept for these donations, only a receipt of goods with a calculated value of the donation, and your friend really needs a new tablet for night school.

Analysis of the situation:

Case 3

A friend of yours works for a hotel as a reservationist who books room blocks for events. A music festival is in town, and you friend has informed you a number of bands will be staying in the hotel at which he works. He said he cannot tell you specifically who it is or on what floor they are staying, but he does tell you what their most recent album title is.

Analysis of the situation: