

# ETHICS FOR EVERYONE

## ETHICAL OPINION POLLING

Directions: In what category does each of the behaviors on the list belong?

<b>E</b>	Clearly Ethical
<b>L</b>	Light Gray, Ethical, but a little fuzzy
<b>M</b>	Medium Gray/Fuzzy. Not obviously unethical, but not really ethical either.
<b>D</b>	Dark Gray, Shady. Leaning strongly toward unethical.
<b>U</b>	Clearly Unethical

- \_\_\_\_\_ 1. Conducting personal business on company time (sending personal messages on company e-mail; extending lunch breaks to run errands).
- \_\_\_\_\_ 2. Using or taking company resources for personal purposes (home office, kids' school, etc)
- \_\_\_\_\_ 3. Calling in sick when you're not really sick.
- \_\_\_\_\_ 4. Going to work to meet a deadline when you're obviously sick or contagious.
- \_\_\_\_\_ 5. Telling or passing along an ethnically or sexually oriented joke.
- \_\_\_\_\_ 6. Reporting a safety violation in another department.
- \_\_\_\_\_ 7. Engaging in negative gossip or management to people outside the company.
- \_\_\_\_\_ 8. Bad-mouthing the company or management to people outside the company.
- \_\_\_\_\_ 9. Reading information or documents on a co-worker's desk or computer screen without their knowledge.
- \_\_\_\_\_ 10. Passing along personal information shared in confidence.
- \_\_\_\_\_ 11. Calling a customer to report a small billing error that will require your company to give them a refund.
- \_\_\_\_\_ 12. Ignoring an organizational rule or procedure.
- \_\_\_\_\_ 13. Explaining behavior with, "No one told me not to do this."
- \_\_\_\_\_ 14. Failing to follow through on something promised by a date/time without renegotiating the deadline.
- \_\_\_\_\_ 15. Withholding work-related information shared in confidence that others may need.
- \_\_\_\_\_ 16. Letting someone fail at a task to strengthen your own position.
- \_\_\_\_\_ 17. Accepting credit for something that someone else did.
- \_\_\_\_\_ 18. Manipulating or withholding information in order to make a sale.
- \_\_\_\_\_ 19. Relying on your boss to check your work for errors.
- \_\_\_\_\_ 20. At tax time, making two copies of your personal returns on the office copier.