

# Lesson 17: Doing the Right Thing or Doing What is Right – Ethics in the Workplace

Category: Employability Skills

## Employability Skills

- a) Interpersonal Communication
- b) Problem Solving & Critical Thinking
- c) Flexibility & Adaptability
- d) Work Ethic: Integrity, Responsibility, & Accountability

## Instructional Direction

Students should have a discussion about what workplace ethics are and how they govern the conduct of both employers and employees. As a group brainstorm and create one list of ethics that apply to employers (ex. to provide a safe work environment) and another that apply to employees (ex. to treat company resources with care). Once the discussion is concluded students should break into small groups and each group should be assigned one of the ethical scenarios to problem solve.

## Learning Outcome(s)

Students will be able to analyze and propose solutions for ethical dilemmas in the workplace.

## Resources Needed

1. Workplace Ethics Scenarios (Blackline Master 17a)

## Modification and Extensions

- Students could ask an adult to describe a real life ethical dilemma they faced. Have students come up with possible solutions to the dilemma; then, have them go back to the adult and ask how they resolved it in real life. Student should then compare and contrast the real life solution with their proposed solutions. Students could be shown clips from the show “What Would You Do” and then describe the most ethical way to handle the situation.



# WORKPLACE ETHICS SCENARIOS

## Scenario #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.

## Scenario #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.

## Scenario #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.

## Scenario #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.

