**Unit 2: Chapter 5 – Ethics and Corporate Responsibility**

Before reading Chapter 5 see if you can answer the following questions! You can try researching the topics and making notes below each of them.

1) What are ethics?

2) What are business ethics and why are they important?

3) What are the types of intellectual property?

4) Explain “whistle blowing” and “conflict of interest.” What do you personally think about either of these things?

5) What is corporate social responsibility? What exactly does it entail?

6) Should businesses be concerned about the environment? Why or why not?

7) Lastly, what is philanthropy?

Once you are finished, read chapter 5 and see if your knowledge/research uncovered the same things. Jot down any important points that you did not answer but are discussed in the chapter.

Unit 2 looked at communication in business and ethics and corporate responsibility. Below you will find several scenarios related to conflict and/or ethics. In groups of 3 pick two scenarios and be prepared to work through them. You can discuss/explain them or act them out in a skit etc. as well as possible ways that you would deal with each of the scenarios. Let me know what two scenarios you will be doing.

1) Elsa and Juanita have just finished doing a house call for the company they work at.  Elsa wants to stop for a drink before going back to the company.  Juanita tells Elsa this is time theft and drinking on the job is a serious infraction of company rules. Elsa drives to the bar anyway since the car belongs to her. Elsa has walked into the bar. Juanita is sitting in the car trying to figure out her next move. What should Juanita do?

2) Larry works in a company that is going out of business. The management is in legal trouble and almost never in the building. There are several computers on desks that have no employees. Some of the workers are taking computers as they clean out their desks and no one seems to care. Today is Larry’s last day and he is tempted to take a computer back home. All the equipment and furniture will probably be sold at auction and the proceeds given to creditors. The creditors are mostly huge companies. What should Larry do?

3) Ernest has absorbed the workload of a fellow worker that was a friend but his friend was recently laid off. Ernest has a lot of questions about the job and could ask his friend for advice. Ernest wants to have drinks or coffee with his friend and ask advice but is not sure how to go about this. Ernest also thinks such a meeting might be “rubbing salt into the wound” of his friend. What should Ernest do?

4) Jacob is waiting for his ride outside of work. Jacob observes two of the company security workers loading boxes of paper into a van and driving off. Jacob has seen this occur more than once and suspects the security guards may be stealing. The security guards are quite large and tough looking. What should Jacob do?

5) Jane is an attractive female at a large company. Jane has been promoted on a regular basis and is making a large salary for her age. Lately, a senior manager has been flirting more and more with Jane and Jane knows from experience that the situation is escalating. Jane has thought of getting a new job. Jane has considered wearing a fake wedding ring. Jane has considered being direct and just letting the senior manager know that she is not interested. Jane has even considered filing a formal complaint if the situation goes too far but hopes she can stop the situation from getting too far ahead. She could also be promoted again and make even more money if she plays along with his advances. What should Jane do?

6)  Joseph is a factory worker. Joseph looks at his pay cheque stub and realizes there is too much overtime. Joseph knows from experience this sort of mistake is almost never caught and even if caught, he will not be held not responsible since this is the responsibility of payroll. Joseph is struggling to make ends meet. What should Joseph do?

7) Keith has been writing reports for his boss at a medium sized company. The boss signs his name to the reports and gives Keith zero credit. The boss treats Keith well in all other ways. Keith is increasingly irritated about not getting credit but wonders if he just needs to take the good with the bad. What should Keith do?

8) Linda’s subordinate Anne has been let go. Anne wants a letter of recommendation. Anne was an excellent employee but is hated by Linda’s boss who is the person who fired Anne. Linda is in an industry sector in which everyone knows everyone. There is a high probability that Linda’s letter of recommendation will be known by her own superior. What should Linda do?

9)  Lori has the actual interview questions that her company uses when interviewing all applicants. Lori’s nephew wants a copy of the interview questions as he has applied for a position and will be interviewing in two days. Lori initially refuses but her sister calls her up and argues that family comes first. Lori does think family is important and that giving a copy of the interview questions is not all that big a deal. However, Lori still feels uncomfortable about giving anyone an unfair advantage in an interview.

10) Sarah was recently hired to work as a secretary and is working after hours and not being paid overtime. Her son, John, needs some copies for a school project and arrives at the office. The son has brought his own paper and needs 100 copies for his class project. If John doesn’t bring the copies to class tomorrow then he will fail the project. The copy shops are all closed. There is no one else in the office. There is basically no oversight about copies she makes since she often does special projects for the boss. What should Sarah do?

11) One of the newest salespeople in your division is a real goof-off, never showing up for work on time, distracting other people with his antics and so on. You complain about him to your boss, who tells you the kid is the son of the company president. Your boss instructs you not only to leave the new guy alone but also to make his sales numbers look good by throwing him some no-brainer accounts. What do you do?

12) While in the restroom, you overhear your boss telling a colleague that Bob is going to be laid off at the end of the quarter in about two weeks’ time. Bob is a good friend of yours. Do you tell him?

13) Your co-worker asks you to cover for him so he can sneak out of work early to go to his son’s softball game. Do you agree? If he went anyway, would you keep silent?

14) Your best friend is the VP of one of the companies with which your firm does business. You take her out for lunch just to catch up on personal stuff, and you pick up the check. Do you declare this a “business lunch” and submit the receipt for reimbursement?

15) You and a colleague were sent out of town to attend a two-day work-related conference in Banff. On the flight there, you and your colleague joke about how you were getting a free ski holiday and that you should take the rental car and tour around and have fun instead of going to the boring conference. You did not mean what you said and you thought it was understood that you were just sharing a joke. The next morning during the first break at the conference, your colleague suggests that you both take off and go skiing. You disagree and make it clear that you feel you should attend the conference. Your colleague seemed to let it drop. After lunch, however, you return to the conference and realize that your colleague is not there, nor does he respond that night when you call the room. You attend the next day of the conference and again, your colleague is nowhere in sight. It is a small conference and there is no way that your colleague could have attended without you seeing him. Back in the office, your manager sends an invitation to meet with you and your colleague to talk about the conference. Your colleague goes by your desk and says to you, “Hey, I’m just going to let you talk in the meeting.” and walks ahead into the manager’s office. What should you do?

**\*There will be a Unit 2 Test\***