

Unit Standard 113924

Activity 1 (SO1, AC1)

This is a group activity

Define ethics in your own words. Give an example of ethical behaviour as it relates to your culture or to your personally.

Define values in your own words. Give an example of values as it relates to your culture or to your place of work.

Define a belief system. Give an example of a belief system as it relates to your culture your church or your group of friends.

Write down 5 of your own beliefs.

Why do you believe that these beliefs are the only correct ones?

What do you think of people who have different beliefs?

Define the following concepts in your own words, by using practical examples. In other words e.g. what is right – it is right to stay at home when I am sick versus, it is wrong to pretend that I am sick.

- ✓ What is right?
- ✓ What is wrong?
- ✓ What is good?
- ✓ What is bad?
- ✓ What is pretty?
- ✓ What is ugly?

Activity 2 (SO1, AC2-3)

This is an individual activity

Describe the source of your values and belief system.

Describe values and beliefs that you want to change as you no longer believe they are right for the circumstances you live and work in.

Work out an action plan for changing these values and beliefs

Value/belief	Steps to take

Activity 3 (SO2, AC 1-4)

This is a group activity.

Discuss the following statement in terms of how an individual can influence the behaviour of others and how this can impact on ethical conduct.

Human Dignity: "Every person shall have the right to respect for and protection of his or her dignity."

Discuss the implications of the above human rights as they relate to violence against women, how an individual can influence the behaviour of others and how this can impact on ethical conduct.

Refer back to the assessments of the previous exercise and your list of five beliefs. How many of those beliefs impact on the rights of other people as stated in our Constitution?

Does the fact that other people's rights are violated by your beliefs motivate you to change these beliefs? What will you do about this?

Discuss ways in which cultural differences and religious differences can impact on the language you use. Give at least three examples.

Has anyone ever passed on confidential information about yourself to other people who you did not want to know? How did this make you feel?

What information is regarded as confidential in a work environment regarding employees?

What information is regarded as confidential in a work environment regarding customers?

What information is regarded as confidential in a work environment regarding the organisation?

What should happen to people who ignore the rules of confidentiality?

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Activity 4 (SO3, AC1-5)

This is a group activity.

Give examples of what is considered ethical business practices in relation to the following topics:

Bribery
Loose talk .
Industrial espionage
Invoice fraud
Product fraud
Advertising fraud
Favouritism .
Encroachment upon and penetration of confidential information systems. .
Employees must be honest with and loyal to clients.
The concept of the work ethic ties in closely with the concept of total quality management. .
Pride.
Loyalty.
Honesty.

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Discuss the cost of poor ethics to the business

How can each employee contribute to an ethical work environment?

Refer to the code of conduct handout and in your groups, discuss the following:

What does the code of conduct say about the confidentiality of employment and medical records?

Would it be unethical to tell a third party about an employee's HIV status? Explain your answer.

Which gifts may be received by an employee and under what conditions?

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Which gifts may be given to a supplier by an employee and under what conditions?

What does the code of conduct say about honesty?

In a group, discuss the impact the following unethical behaviours have on the organisation and fellow employees:

A worker stays away from work at least one day every week

A worker continually finishes work late and as a result the production line is held up.

The supervisor hands the overtime sheet late and the workers have to wait another month for overtime payments.

The supervisor does not finish performance appraisals on time and as a result the employees have to wait another year for salary increases, promotions and production bonuses.

Discuss the work you have to do in your work situation. If you are not employed, refer to the section about receiving visitors and use this as an example. Make a list of the tasks you have to perform every day. Discuss the effect unethical conduct such as staying away from work, arriving late and leaving early will have on the following:

productivity
accountability
attendance
delivery of work on time

Activity 5 (SO4, AC 3)

This is an individual activity

Your friend is late for work every day. You do not believe in telling tales, but his/her lateness is causing you to fall behind in your work. Furthermore, company policy requires you to report this. What should you do?

A colleague who is a friend of the family has called in sick on a Friday morning, but you know that s/he is actually on their way to Durban or Pietersburg, to visit family. What should you do?

One of your colleagues is stealing small amounts of money from the petty cash or from the cashiers, as they do not have food at home. What should you do?

Activity 6 (SO4, AC1)

This is a group activity

Role Play 1

This role play requires 3 people: John, Ezekiel and the supervisor.

John is doing private jobs over weekends for customers of the organisation to earn extra money. The work should actually have been done by the company. This is unethical behaviour. How should Ezekiel deal with it? The solution must be in the form of a demonstration

Role Play 2

This role play requires 3 people. Anna, Mary and the supervisor

Anna leaves five minutes early every day in order to catch an earlier bus home. What should Mary do? The solution must be in the form of a demonstration

Role Play 3

This role play requires 3 people. Peter, Paula and the supervisor

Peter regularly calls in sick on Mondays and after long weekends. What should Paula do?
The solution must be in the form of a demonstration

Role play 4

This role play requires 2 people: John and Mary

John was hungry and ate the left over rolls in the bakery. This behaviour is unethical and is seen as "dishonesty". Mary, John's supervisor, grew up in poverty and knows how it feels when one is hungry. How should Mary handle this situation? The solution must be in the form of a demonstration

Activity 7 (SO4, AC2)

Case study 1

Your organisation is dumping hazardous waste in a river near by where children play. Demonstrate what you should do about this.

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Case study 2

One of the other departments is sending out products that have not passed the quality check, in order to meet their targets. Demonstrate how you would deal with this

Case study 3

You have become aware that your organisation has paid a bribe to a public official in order to secure a very big tender, which will mean extra overtime and bonuses for all the staff. Demonstrate what you should do.

Case study 4

You have just heard that your company obtained confidential information about product prices of a competitor and they are adapting their price lists accordingly. Demonstrate what you should do.

Activity 8 (SO4, AC4)

Role Play 1

This role play requires 3 people.

Eliza has overheard two employees Janet and Emma, discussing the HIV/AIDS status Hendrik employee. Which of Hendrik's rights have been undermined? Demonstrate the action that Eliza should take.

Role Play 2

The supervisor of a different department or section, Thabo, does not like gay people and refuses to promote a gay person, Stevie, working in the department. What right of the employee is being undermined? Demonstrate what Stevie should do.

Role Play 3

At lunch time, the men all sit together and make rude comments about the women walking by on their way to the shops. What rights of the female employees are being undermined? Lizzie is fed up with this and decides to take action. Demonstrate what she should do.

Activity 9 (Employment Equity Act)

In terms of the Employment Equity Act, what information must be included in the Employment Equity Plan regarding the profile of the workforce?

What steps should be taken if your employer lies about the composition of the workforce?
