



Listening

Business Ethics in the Modern Workplace (pg. 106)

Professional Challenge

Title: Action plan for addressing workplace ethic concerns.

Introduction: To address complaints about unequal pay and lack of diversity in promotions, I propose an action plan focused on fairness, transparency, and accountability. Ethical practices are vital for fostering trust and improving employee satisfaction.

Key Recommendations:

- Regular audits: conduct annual pay and promotion audits to identify and eliminate disparities.
- Anonymous reporting channels: implement secure platforms for employees to report unethical behavior without fear of retaliation.
- Diversity training programs: organize workshops to educate management and staff on the importance of inclusivity and equal opportunity.

Expected outcomes:

- Increased employee trust and satisfaction.
- Enhanced compliance with company policies and ethical standards.
- A positive reputation for the company as an ethical employer.

Rubric:

Criteria	Excellent (5)	Good (4)	Satisfactory (3)	Needs Improvement (1-2)
Clarity of Ideas	Ideas are exceptionally clear and well-organized.	Ideas are clear and mostly well-organized.	Some ideas are clear; minor organization issues.	Ideas lack clarity or organization.
Relevance of Solutions	All recommendations are highly relevant and actionable.	Most recommendations are relevant and actionable.	Some recommendations are relevant but lack detail.	Recommendations are irrelevant or impractical.



Answer Key

Use of Evidence	Thorough use of research with strong references.	Adequate use of research and references.	Minimal use of research or weak references.	No evidence or references provided.
Presentation Delivery	Confident, professional, and engaging delivery.	Clear and professional delivery, with minor lapses.	Delivery is somewhat clear; limited engagement.	Delivery is unclear or unprofessional.
Language Use	Precise, professional, and free of errors.	Mostly professional; few minor errors.	Some professional language; noticeable errors.	Language is unprofessional or error-filled.

Speaking

Debate on Ethical Dilemmas in the Workplace (pg. 108)

Activities

1. Role-play Workplace Ethical Dilemmas.

Scenario 1: A manager asks you to overlook a safety issue to save time.

Employee:

- I understand we are under a lot of pressure to meet deadlines, but safety is a priority for both the team and the company.
- What if addressing this now helps us avoid a bigger issue later, like legal consequences or employee harm?

Manager:

- I see your point, but meeting the deadline is crucial for our client relationship.
- Let's find a compromise- can we address the safety issue in a way that doesn't delay the project significantly?

Scenario 2: A co-worker takes credit for your work during a team meeting.

Employee:

- I appreciate your enthusiasm in presenting ideas, but I noticed you mentioned the project I worked on without clarifying my role.



Answer Key

- Can we ensure in future meetings that credit is given where it's due? Collaboration works best when everyone's contributions are acknowledged.

Co-worker:

- I didn't realize I hadn't mentioned your contribution- it wasn't intentional.
- Next time, I'll make sure to highlight the teamwork involved in the project.

Video

Ethical Dilemmas in the Workplace: The Ethics Guy on ABC News

2. Group Discussion (Video Analysis).

Possible answers:

- The ethical dilemma of whether to report a colleague's misconduct is particularly relatable. It's a common situation where one has to balance personal integrity with the fear of retaliation or damaging workplace relationships. Another relatable dilemma is deciding how to act when a manager pressures you to prioritize deadlines over safety or ethical considerations.
- If faced with a colleague's misconduct, I would document the incident thoroughly and consult with a trusted mentor or HR representative before taking any formal actions. For a situation involving pressure from a manager, I would explain my concerns about the long-term consequences of ignoring the issue and suggest alternatives that align with ethical standards.
- Yes, I agree with his advice. He emphasizes acting with integrity while following company policies, which strikes a balance between personal values and organizational protocols. His suggestion to consult with a trusted advisor or mentor when unsure about the ethical implications of a situation is particularly practical, as it helps ensure the decision is thoughtful and well-informed.
- Potential consequences include retaliation, damaged relationships with colleagues, or being labeled as a troublemaker. These can be minimized by ensuring anonymity when reporting, fostering a culture of transparency, and having strong anti-retaliation policies in place.
- Companies can create clear and accessible reporting systems, provide ethics training, and regularly communicate the importance of integrity. They should also recognize and reward ethical behaviour to build trust in their processes.

Writing

Addressing Discrimination in the Workplace (pg. 110)



Answer Key

Activities

2. Work individually or in pairs.

Possible answer:

Executive Summary

Discrimination in the workplace is a pressing ethical issue that negatively impacts employee morale, productivity, and the company's reputation. To address this, we propose implementing clear anti-discrimination policies, diversity training, and anonymous reporting channels to create a fair and inclusive environment.

Problem Statement

Discrimination often appears in the form of unequal pay, biased promotions, or lack of diversity in hiring. These practices foster a toxic work culture, reduce employee satisfaction, and increase turnover rates. Furthermore, organizations that fail to address these issues risk legal consequences and damage to their public image.

Proposed Solution

We recommend a three-phase approach to combat workplace discrimination:

- Phase 1: develop and communicate anti-discrimination policies within three months.
- Phase 2: conduct diversity and inclusion training for all employees and managers within six months.
- Phase 3: implement inclusive hiring practices, such as using diverse panels and standardized criteria, within one year.

In addition, establishing anonymous reporting channels will allow employees to voice concerns safely, fostering trust and transparency.

Call to Action

Organizations must act now to allocate resources and leadership support for these initiatives. By addressing discrimination proactively, companies can enhance employee morale, reduce turnover, and improve their reputation as ethical employers. Investing in a fair and inclusive workplace is not just a moral obligation- it is a smart business decision.

Professional Challenge

Project: Develop an Ethical Policy for a Company (pg. 113)



Answer Key

Introduction

At EcoSmart Solutions, we are committed to promoting ethical practices in all aspects of our business operations. Our ethical policy reflects our core values of transparency, sustainability, and respect for our stakeholders, ensuring that our company contributes positively to society and the environment.

Core Values

- **Transparency:** we maintain open and honest communication with employees, customers and partners.
- **Accountability:** each team member takes responsibility for their actions and decisions.
- **Sustainability:** we prioritize eco-friendly practices in every stage of our business.
- **Fairness:** equal opportunities and fair treatment are fundamental to our workplace culture.
- **Respect:** we value diversity and encourage respectful interactions at all levels.

Code of Conduct

- Employees must act with honesty and integrity in all dealings.
- Confidential information must be protected and only shared when appropriate.
- Discrimination and harassment are strictly prohibited.
- Employees are encouraged to report unethical behaviour through anonymous reporting channels.
- All business practices must comply with local and international laws.

Reporting Procedures

To ensure accountability, we provide multiple channels for reporting ethical concerns:

- An anonymous online form available on our website.
- A designated Ethics Officer available via email or phone.
- Quarterly reviews to address systemic issues.
- **Accountability**

Ethical violations will be thoroughly investigated. Disciplinary actions, including training, suspension, or termination, will be applied based on the severity of the violation.

Rubric:

Criteria	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)



Answer Key

Introduction	Clear, concise, and sets a professional tone. Purpose and importance are well-defined.	Mostly clear, with minor details missing about purpose or importance.	Somewhat clear; purpose or importance is vague or incomplete.	Lacks clarity and fails to address purpose or importance.
Core Values	Values are relevant, well-explained, and aligned with the company type.	Values are mostly relevant and explained but lack depth.	Values are vague or only partially relevant to the company.	Values are unclear or irrelevant to the company.
Code of Conduct	Detailed, actionable, and aligns with values. Covers key workplace behaviors.	Covers most key behaviors; some details may be missing.	Partially aligns with values; lacks specific guidelines.	Does not align with values or lacks clarity and specificity.
Reporting Procedures	Clear, practical, and ensures confidentiality. Includes multiple channels.	Clear but lacks diversity in reporting methods or details.	Procedures are vague or not fully practical.	Lacks clear or practical procedures for reporting.
Accountability Section	Clearly defines consequences and ensures fairness.	Defines consequences but lacks full clarity or fairness details.	Consequences are vaguely defined or incomplete.	Does not define consequences or ensure fairness.
Language and Vocabulary	Professional, concise, and free from errors. Uses advanced ethical terms effectively.	Mostly professional; few minor errors. Good use of vocabulary.	Some errors or inconsistencies; limited use of ethical terms.	Language is unprofessional, with significant errors.
Final Delivery	Well-organized, visually appealing, and easy to follow.	Organized and clear, but visuals or layout could improve.	Somewhat organized; readability could be improved.	Disorganized or difficult to follow.