Self-Restraint

- **Not** doing what you have the power to do

  *An action isn’t proper just because it’s allowed or you can get away with it.*

- **Not** doing what you have the right to do

  *There is a world of difference between what you have the right to do and what is right to do.*

- **Not** doing what you want to do

  *An ethical person sometimes decides to do more than is required and less than is allowed.*
The Six Pillars of Character

TRUSTWORTHINESS

RESPECT

RESPONSIBILITY

FAIRNESS

CARING

CITIZENSHIP
Overhead #4/Worksheet #3: Four Dimensions of Trustworthiness

Four Dimensions of Trustworthiness

- HONESTY

- INTEGRITY

- RELIABILITY (PROMISE-KEEPING)

- LOYALTY
Worksheet #4: Trustworthiness on the Job

Trustworthiness on the Job

Read the following scenario and then decide which answer is most appropriate and why. Be prepared to discuss your choice in the group.

During his break, Marvin was playing basketball in the parking lot. During the pick-up game, which went way beyond his break time, he slipped and twisted his ankle. He was limping back in the shipping department after break. His employer saw him limping and, thinking Marvin had slipped on the job, told him to fill out an incident report. His boss offered to take care of Marvin's medical expenses and give him time off from work, even though Marvin was still capable of performing his work duties. What should Marvin do?

A. Keep quiet and take the time off with medical benefits. The company can afford it. Who's going to rat him out?

Possible result of this choice:

B. Quit his job because he doesn't want to be dishonest and if he tells the truth he might be fired.

Possible result of this choice:

C. Tell his boss he was playing basketball when he should have been working and twisted his ankle. Apologize and pay for his own medical care. Tell his boss he can still work.

Possible result of this choice:

D. Marvin should just blow off work the next day.

Possible result of this choice:
INTEGRITY

People with integrity:

- Are undivided and complete—they act according to their beliefs
- Are consistent—what you see is what you get
- Know who they are and what they value

What do we call someone without integrity?
Worksheet #6: Integrity at Work

Integrity at Work

Read the following scenario and then decide which answer is most appropriate and why. Be prepared to discuss your choice in the group.

Wanda recently began work at the D&D Company. She has been talking to you during breaks and lunch, and seems very friendly. She gushes over her other co-workers when she is around them, talking about how much she loves working at the company. Lately, however, Wanda has been gossiping and bad-mouthing these same co-workers when they are not around. She’s also revealed some personal information about several co-workers and asked you some very personal questions. What should you do?

A. Ignore the gossip, questions, and comments. After all, it’s not bothering you and you get to hear a lot of dirt!

Possible result of this decision:

B. Start gossiping about her to other people. What goes around....

Possible result of this decision:

C. Tell the boss what a jerk Wanda is.

Possible result of this decision:

D. Politely tell Wanda you are uncomfortable with gossip and personal issues that have no place at work. Distance yourself from her if she continues.

Possible result of this decision:
Reliability
(Promise Keeping)

- Avoid bad-faith excuses
- Avoid unclear commitments
- Avoid unwise commitments

Reliability means accepting the responsibility to make every reasonable effort to fulfill a commitment.
Worksheet #8: Reliability at Work

Reliability at Work

Read the following scenario and then decide which answer is most appropriate and why. Be prepared to discuss your choice in the group.

Fred knows his employer is going to ask him to do a boring—but necessary—job. Fred should:

A. Avoid the boss as long as possible by hanging out in the lunch room, taking a lot of cigarette breaks, or hiding in the employee locker room.

Possible results of this decision:

B. Clutter up his work area, look frazzled, and loudly complain about how overworked he is.

Possible results of this decision:

C. Sigh, roll his eyes, and accept the job, but then conveniently "forget" to do it.

Possible results of this decision:

D. Accept the task cheerfully. Tell your boss how much he likes his job and that he'd really like to head up the new safety project.

Possible results of this decision:
What is Loyalty?

- Responsibility to promote the interests of certain people, organizations, or affiliations

- Requires us to keep some information confidential

- Requires us to avoid conflicting interests

When would it be OK to share confidential information?
Loyalty at Work

Read the following scenarios and then decide which answers are most appropriate and why. Be prepared to discuss your choice in the group.

Zack and Donetta are clerks at D&D Groceries. A customer asks them where she can find TipTop paper towels. "Hey, man, you don't want to get those here," Zack remarked. "They are like way too expensive, like everything else here." "Yeah," Donetta chimed in. "You ought to go to QuickSave. Their stuff is totally cheaper. You'll need some bags, though. Here, take these with you." Donetta reached under the counter and gave the customer a stack of paper bags.

Obviously, Zack and Donetta have a loyalty problem. How will this affect D&D Groceries? How will it affect them? How should they have responded?

Amanda works as a records clerk at a local mental health facility. As such, she has access to patient records. Friday night Amanda was out with her friends at a local bar. "Wait 'til you hear this!" she excitedly told them. She then breathlessly related the juiciest details of several patients, including their names. The group howled with laughter.

Confidentiality is a critical aspect of loyalty. What might be the consequences of Amanda's actions?

Paul is the director of a non-profit agency. The agency just received a large federal grant to set up a satellite location. The agency needs to purchase furniture and other accessories for the new location. Paul's old college buddy owns an office furniture store. He and Paul recently sat down over lunch to discuss the project. Although Paul's friend was going to charge over twice what other office suppliers would charge, Paul agreed to purchase everything from him. To "sweeten the pot," Paul's friend is going to give Paul an entertainment center for his home.

What are the possible consequences of Paul's actions? How would this be considered unethical and a conflict of interest? How has Paul shown a lack of loyalty?
Worksheet #10: Loyalty at Work (Page 2)

You work at a large retailer. You've recently been promoted to a well-paying job in personnel. Your responsibility is to log each store's time clock records into a spreadsheet. After working in this position for a few months, you begin to notice that it appears that minors are working too late at night, working during school hours, and working too many hours per day. You know this is in violation of child-labor laws and state regulations. What should you do?

What are the possible consequences of this action?
RESPECT

- Prohibits violence, humiliation, manipulation, exploitation

- Reflects civility, courtesy, decency

- Recognizes dignity and the right to make informed choices

- Reflects tolerance and acceptance
Men & Women

The Situation

The company

Your company builds truck trailers. Shop employees work in teams of four to six people, including a group leader. Work assignments are always changing. A person may do a one-person job today, but work with someone else on a two-person job tomorrow.

In the past, only men worked on the shop floor. Two years ago, this changed. Now five teams have women on them. But many of the men still don't think women can do this work.

The problem

A woman joined one team two years ago. Many of the men on the team teased her and played practical jokes on her. She talked to the group leader and to the human resources manager about this. The problems stopped for a while.

But soon the situation got worse. Some of the men still don't accept the woman. They talk only to each other and ignore her. They won't let her do certain jobs. They show by their words and actions that they don't want to be her work partner.

The team's production is down, and its error rate is up. The group leader calls a meeting to get the team members to work out their differences.
Overhead #9/Worksheet #13: Responsibility

Responsibility

- Being in charge of your choices and your life

- Being accountable for what you do and who you are

- Doing your best, being diligent, reliable, careful, prepared, and informed

- Finishing what you start

- Looking for ways to do your work better

- Exercising self-restraint
The Final Three Pillars

- Fairness
- Caring
- Citizenship
Why People Don't Act Ethically

- If it's necessary, it's ethical
- If it's legal and permissible, it's proper
- It's just part of the job
- It's all for a good cause
- I was just doing it for you
- I'm just fighting fire with fire
- It doesn't hurt anyone
- Everyone's doing it
- It's OK if I don't gain personally
- I deserve it
- I can still be objective