



# Ethics

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Doing the Right Thing



# What are Ethics?

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The discipline of dealing with what is good and bad with moral duty and obligation. The principles of conduct governing an individual or group. These values go beyond what the law requires or prohibits.



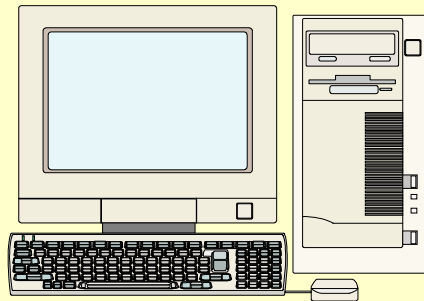
# Terms Associated with Ethics

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- ✧ Honesty
- ✧ Loyalty
- ✧ Dependability
- ✧ Attitude
- ✧ Initiative
- ✧ Cooperation

# Honesty

- ✧ Refusal to lie, steal, or deceive in any way
- ✧ Fairness
- ✧ Adherence to facts
- ✧ Uprightness in character



Are you being honest when you copy software from a friend?

# Loyalty

- ✧ Faithful in allegiance
- ✧ Firm adherence of a promise
- ✧ Conscientious observance of a duty



Are you able to trusted with confidential information from a friend or on the job?

# Dependability

- ✧ Reliable
- ✧ Trustworthy
- ✧ Straightforward



When you tell someone you'll meet them at a certain time are you prompt?

# Attitude

- ✧ A good attitude reflects good work ethics
- ✧ Be positive



Are you a positive person to be around?

# Initiative

- ✧ Enterprising
- ✧ Doing things without being told
- ✧ Going beyond what is expected



Do you do things on your own  
or only when asked to?



# Cooperation

- ✧ Working well with others
- ✧ Associating with others for mutual benefit
- ✧ Considering how other feel

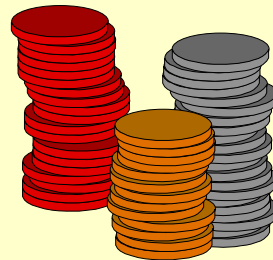


Do you work well when given group activities or projects?

# Case Study

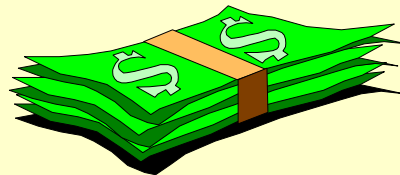
## “Pocketing the Difference”

- ✧ John, a hard-working effective cashier
- ✧ Occasionally register does not balance
- ✧ Reports shortages
- ✧ Pockets overage for “college fund”
- ✧ Overage has never been more than a dollar or two

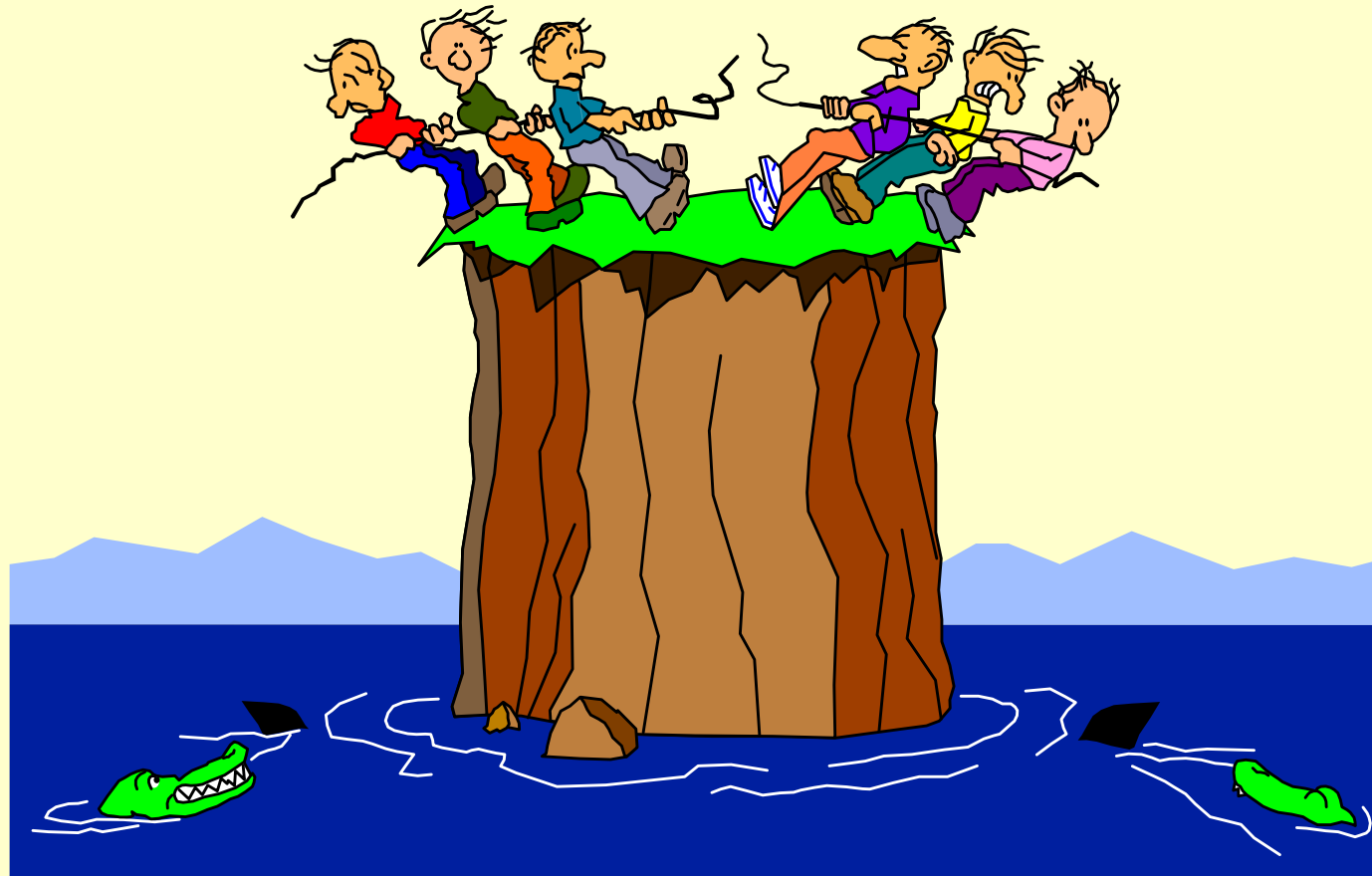


# Case Study continued...

- ✧ One day a customer pays with a \$50 bill.
- ✧ John thinks it's a \$20 bill and gives change accordingly.
- ✧ The customer doesn't notice that the change is incorrect.
- ✧ At closing his register is \$34.80 over



# What should he do?

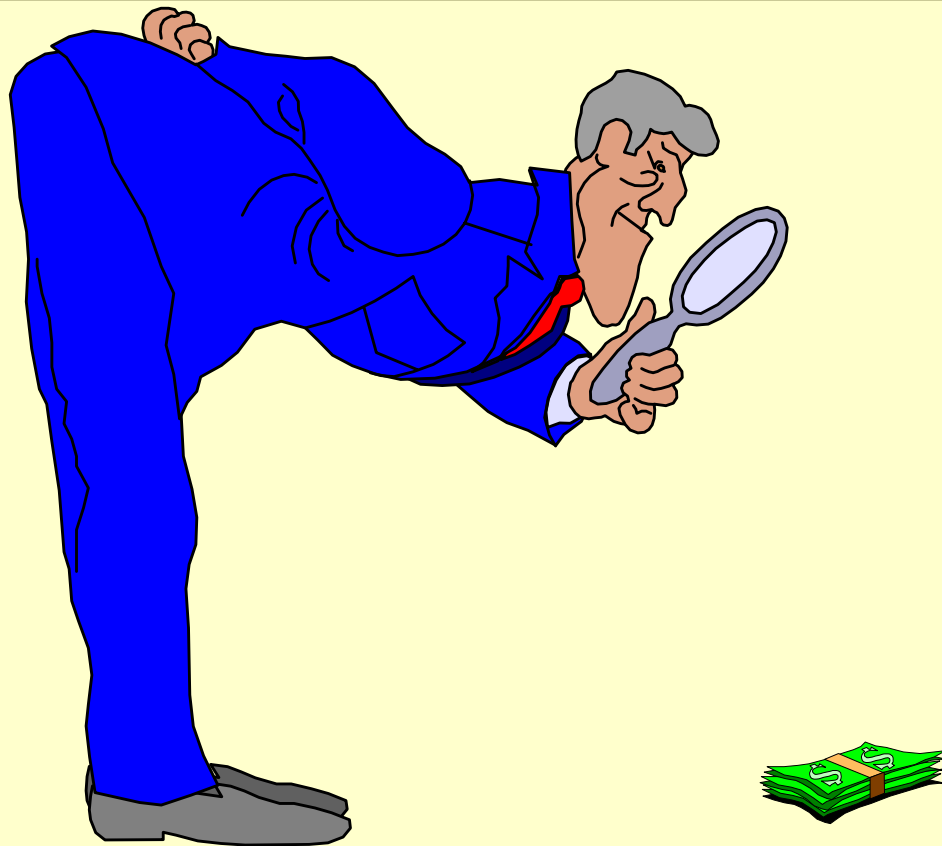


10/31/00

Dionne Johnigan, Stephenson High School, Stone Mountain, GA, Dekalb County Schools

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# Let's Take a Closer Look



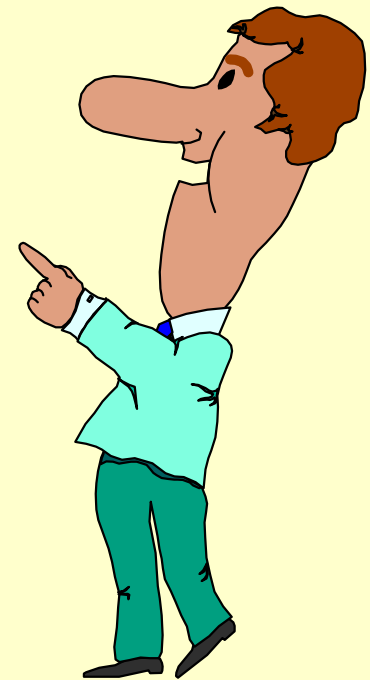
# What are the ethical issues?

- ✧ Taking money that does not belong to him
- ✧ Deciding what to tell the store manager




# What are the alternatives?

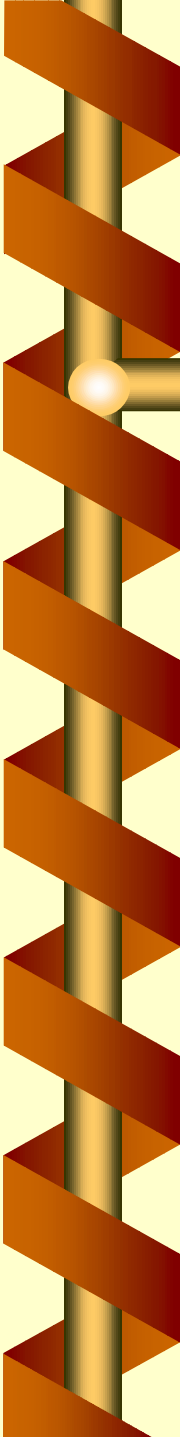
- ✧ Take the money
- ✧ Tell the manager about the discrepancy



# Who are the affected parties?

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- \* John
  - \* The store manager
  - \* The customer



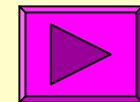


# How do the alternatives affect each party?

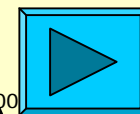
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- ✧ If John keep the money he can add it to his college fund
- ✧ He may have to return it if the manager finds out or if the customer returns
- ✧ The manager may develop a bad opinion of John
- ✧ The customer may develop a poor opinion of the store

# What is the decision?



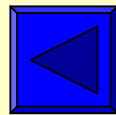
**Keep It**



**Report It**

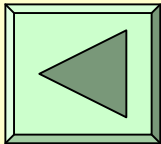
# Bad Choice

Bad decision! The customer comes back for the money. The boss finds out John took the money and he is fired.



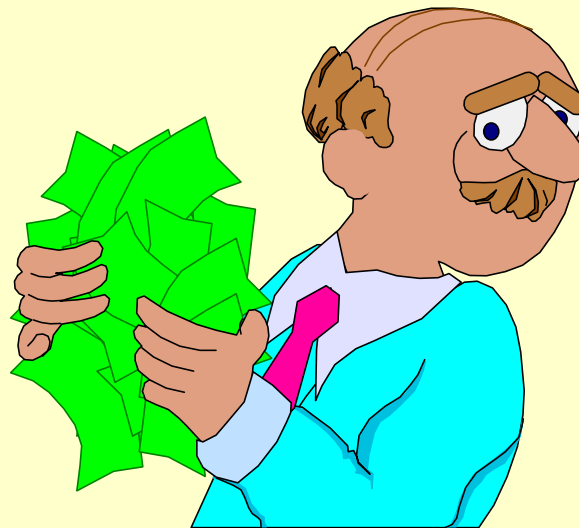
# Good Decision

Good Choice! The customer returns for the money and is pleased that John was honest. John bossed is impressed and John receives a bonus.

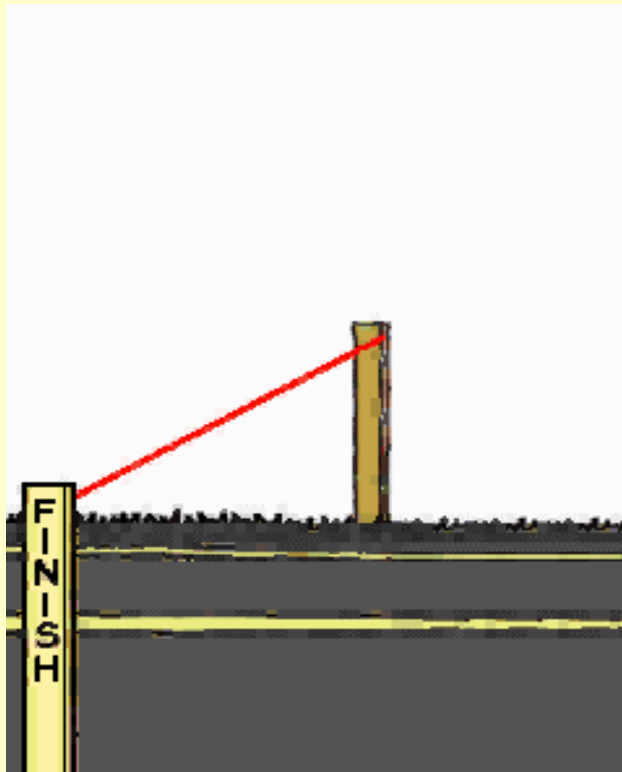


# Think About It

Is John justified in taking the overage from his register when it's only a dollar or less?



# It's Up to You!!



**Remember, do the  
right thing!!**