

# Gill's Company Ethical Guidelines Worksheet

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*In order to carry out its mission with excellence . . . in order to pursue and achieve its vision . . . what are the most important ethical guidelines about right and wrong that we need to commit ourselves to---from our newest hires to our veterans, our management, and our board of directors? This questionnaire is being distributed to all of our employees. Everyone's input is critical if we are going to have a meaningful, helpful code of ethics. Thank you for your help.*

First, take about ten minutes to jot down your responses to the five questions below.

Second, compare your answers with those of the others in your breakout group, asking questions of clarification, and making suggestions for how to put things more clearly and helpfully.

Third, make a few changes and additions to upgrade your suggestions (try to write legibly but don't worry about grammar or handwriting) . . . then turn in this page with your name and contact information so we can follow up with you if we need further clarification.

Name \_\_\_\_\_ Phone/E-mail: \_\_\_\_\_

- 1. What are the basic tasks that make up your job? (name them briefly)**
- 2. On each of those tasks you have listed, what written guidelines should we give to help new employees avoid doing the wrong thing---and know clearly how to do the right thing? (jot them down)**
- 3. What in your opinion are the most likely ethical temptations or challenges someone in your work area is likely to face? (describe them briefly)**
- 4. What company guideline could help someone avoid getting into ethical trouble in each of those areas? (jot down some guidelines)**
- 5. Are there any other ethical principles or guidelines that, in your opinion, really need to be part of our company code of ethics to make it strong and complete? (jot them down)**