Ethics Quiz
Workplace Ethics Quiz

Compare your responses:

1. 34% said personal email is wrong
2. 37% said using office equipment for schoolwork is wrong.
3. 49% said playing computer games at work is wrong.
4. 54% said Internet shopping at work is wrong.
5. 61% said it’s unethical to blame your error on technology.

6. 87% said it’s unethical to visit pornographic sites at work.

7. 33% said $25 is the amount at which a gift from a supplier or client becomes troubling, 33% said $50 and 33% said $100.

8. 35% said a $50 gift to the boss is unacceptable.
9. 12% said a $50 gift from the boss is unacceptable.
10. 70% said it’s unacceptable to take the $200 football tickets.
11. 70% said it’s unacceptable to take the $120 theater tickets.
12. 35% said it’s unacceptable to take the $100 food basket.
13. 45% said it’s unacceptable to take the $25 gift certificate.
14. 40% said it’s unacceptable to take the $75 raffle prize.
15. 11% reported they lie about sick days.
16. 4% reported they take credit for the work or ideas of others.
The Problem is often the Difference between:

**Intention** vs. **Perception**

- What was your intention in this situation?
- You are the only one who truly knows

- How did other people view your actions or statements
- What they think will affect your professional reputation and may be difficult to correct
Components of Ethical Behavior:

- Character Qualities
- Core Ethical Principles
Character Qualities:

1. Trustworthy/Risk-worthy:

What are the traits?

"It takes years to build trust, and a few seconds to destroy it"
Character Qualities continued:

2. Respect
   ▫ Decency
   ▫ Autonomy
   ▫ Tolerance

3. Responsibility
   ▫ Accountability
   ▫ Confidentiality
   ▫ Self-restraint
   ▫ Pursuit of Excellence
Character Qualities continued:

4. Fairness
   - Objectivity

5. Impartiality
   - Treating people equally

6. Citizenship
   - Being a good member of the group
Core Ethical Principles

• Hippocratic oath
• Speak your truth impeccably
• Don’t take things personally
• Don’t make assumptions
• Do your best
1. **Be Impeccable With Your Word**

- Speak with integrity.
- Say only what you mean.
- Avoid using your word to speak against yourself or to gossip about others.
- Use the power of your word in the direction of truth and love.

~ From The Four Agreements by Don Miguel Ruiz
2. Don’t take anything personally

- Nothing others do is because of you.

- What others say and do is a projection of their own reality, their own dream.

- When we are sensitive to the opinions and actions of others, but don’t take the burden of responsibility for their actions we won’t be the victim of needless suffering.
3. Don’t make assumptions

• How do we keep from making assumptions?

• What’s the most difficult, but necessary skill a social worker should have?
4. ALWAYS DO YOUR BEST

• Your best is going to change from moment to moment; it will be different when you are healthy as opposed to sick.

• Under any circumstance, simply do your best, and you will avoid self-judgment, self-abuse and regret.
**STEP TEN: USE DECISION-MAKING CHECKLIST**

Using the 0 through 6 scale, evaluate your immediate and preventive-solution decisions and action-steps against the following eight tests. Tab over and place an “X” in the most appropriate column. Then, total all answers, check the appropriate Decision-Making Confidence Scale, and follow the suggested actions.

<table>
<thead>
<tr>
<th>EFFECTIVE DECISION-MAKING TESTS</th>
<th>RATING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Relevant Information Test. Have we obtained as much information as possible to make an informed decision and action-plan for this situation?</td>
<td>0 1 2 3 4 5 6</td>
</tr>
<tr>
<td>2. Involvement Test. Have we involved as many as possible of those who have a right to have input to, or actual involvement in, making this decision and action-plan?</td>
<td>0 1 2 3 4 5 6</td>
</tr>
<tr>
<td>3. Consequentialist Test. Have we attempted to accommodate for the consequences of this decision and action-plan on any who could be significantly affected by it?</td>
<td>0 1 2 3 4 5 6</td>
</tr>
<tr>
<td>4. Ethical Principles Test. Does this decision and action-plan uphold the ethical principles that we think are relevant to this situation?</td>
<td>0 1 2 3 4 5 6</td>
</tr>
<tr>
<td>5. Fairness Test. If we were any one of the stakeholders in this situation, would we perceive this decision and action-plan to be fair, given all of the circumstances?</td>
<td>0 1 2 3 4 5 6</td>
</tr>
<tr>
<td>6. Universality Test. Would we want this decision and action-plan to become “universal law” so it would be applicable to all—including ourselves—in similar situations?</td>
<td>0 1 2 3 4 5 6</td>
</tr>
<tr>
<td>7. Preventive Test. Does this decision and action-plan prevent or minimize similar situations from happening again?</td>
<td>0 1 2 3 4 5 6</td>
</tr>
<tr>
<td>8. Light-Of-Day (or 60 Minutes TV Program) Test. Can our decision and action-plan—including how we made it—stand the test of broad-based public disclosure so everyone would know everything about our actions?</td>
<td>0 1 2 3 4 5 6</td>
</tr>
</tbody>
</table>

**Effective Decision-Making Confidence Scale**

What is the total of all of your checked numbers? _____ Now, check the box representing the appropriate range. If needed, revise your decision and action-plan.

<table>
<thead>
<tr>
<th>CHECK RANGE</th>
<th>TOTALS</th>
<th>HOW CONFIDENT CAN YOU BE OF HAVING DONE AN EFFECTIVE JOB OF DECISION-MAKING?</th>
</tr>
</thead>
<tbody>
<tr>
<td>44 - 48</td>
<td></td>
<td>Extremely confident – Do not need to revise your decision.</td>
</tr>
<tr>
<td>39 - 43</td>
<td></td>
<td>Very confident – Do not need to revise your decision.</td>
</tr>
<tr>
<td>33 - 38</td>
<td></td>
<td>Somewhat confident – Should revise your decision.</td>
</tr>
<tr>
<td>24 - 32</td>
<td></td>
<td>Not very confident – Definitely revise your decision.</td>
</tr>
<tr>
<td>0 - 23</td>
<td></td>
<td>Not at all confident – Definitely redo your entire analysis.</td>
</tr>
</tbody>
</table>
Cheating
Danny Needs Help
Who’s Paying the Bills
Advice
Would you?

1) You wake up one morning with the flu. Would you:
   a. Stay at home and rest.
   b. Stay at home and work.
   c. Go to work but avoid socializing with people.
   d. Go to work but socialize only with the people you don’t like.
2) You’re having breakfast in a crowded restaurant and overhear two colleagues discussing confidential information about a client. They mention the client by name. Would you:

a. Mind your own business.
b. Talk with your colleagues about the matter and leave it at that.
c. Report your colleagues to a supervisor.
d. Secretly record them with your cell phone video camera and post the clip on YouTube.
3) You take your 12-year-old son to the local multiplex to see the latest blockbuster. At the box office, you see a sign that says, “Children (up to 11), $6.00. Adults, $11.75.” Would you:

a. Ask for one adult and one child ticket.
b. Ask for two adult tickets.
c. Give your son $6 and have him ask for a ticket.
d. Buy two adult tickets, watch the film you paid for, then sneak into another auditorium and watch another for free.
4) You’re having a romantic dinner and order an expensive bottle of wine as part of the festivities. When the check arrives, you notice that the wine hasn’t been included in the bill. Would you:

a. Tell the waiter about the oversight.
b. Keep it to yourself but leave a larger tip than you were planning to.
c. Keep it to yourself and leave your standard tip.
d. Use some of the money you’ve saved to donate to your favorite charity.
5) While driving you to lunch, your friend whips out her smart phone and starts checking her e-mail. Would you:

a. Ask her to stop doing that.
b. Ignore it.
c. Tell her to pull over and let you out.
d. Grab her phone and toss it out the window.
If You’re Unsure - Before You Act -- ASK:

• Is this legal?
• Is it against company policy?
• Could the action cause loss or harm to anyone?
• If everyone I knew saw me, would I feel uncomfortable?
• How would I feel if this were reported on the 6 o’clock news?
The reputation of a thousand years may be determined by the conduct of one hour.

Japanese proverb
“Ethics, too, are nothing but reverence for life. That is what gives me the fundamental principle of morality, namely, that good consists in maintaining, promoting, and enhancing life, and that destroying, injuring, and limiting life are evil.”

Albert Schweitzer
References

• Texas Social Work Code of Ethics
  http://www.dshs.state.tx.us/socialwork/sw_conduct.shtm

• Texas State Board of Examiners of Professional Counselors Code of Ethics

• Texas Health & Safety Code - Chapter 611 Mental Health Records
  http://law.onecle.com/texas/health/chapter611.html

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