

# Instructional Scenario

## An Ethical Decision at Work



Course/Duty Area: Business Management/Enhancing Career Exploration and Employability Skills

### Scenario:

You are an administrative assistant in the human resources department. Your best friend is applying for a job with the company and has an interview scheduled for next week. Your friend knows that you have access to the interview questions and casually asks if you could help them prepare by giving them some hints as to what the questions could be.

### Big Question:

What do you think could happen to your employer if someone found out that your friend had an unfair advantage in the hiring process?

### Focused Questions:

- How does one know if they are making the right decision?
- What is the difference between *responsibility* and *accountability*?
- How does one demonstrate ethical behaviors at work, such as
  - professionalism
  - honesty
  - responsibility
  - leadership?
- Why do employers want employees to take responsibility and be accountable for decisions and actions?
- Why should one accept consequences?

### Student Project or Outcome:

Use the Steps for Making Ethical Decisions below to solve the ethical dilemma in the scenario. Discuss with a partner or group and present your course of action to the class.

### Steps for Making Ethical Decisions

1. Identify the ethical issue or problem.
2. List the facts that have the most bearing on the decision.
3. Identify anyone who might be affected by your decision and how.
4. Explain what each affected person would want you to do about the issue.
5. List three alternative actions and identify the best- and worst-case scenario for each alternative, anyone who would be harmed by this choice (and how), any values that would be compromised by selecting this alternative, and any automatic reasons why this alternative should not be selected (legal issues, rules, etc.).
6. Determine a course of action.

### Project-Based Assessment:

Apply the Steps for Making Ethical Decisions to a decision you or someone you know has faced. Create a presentation to demonstrate how business ethics play a role in decision-making. Include an explanation of the

benefits of cultivating business ethics.

Teacher Resources:

What are Business Ethics and Why are They Important, Harvard Business School Online

*Instructional scenario submitted by Stephanie Gwaltney, Menchville High School, Newport News Public Schools*