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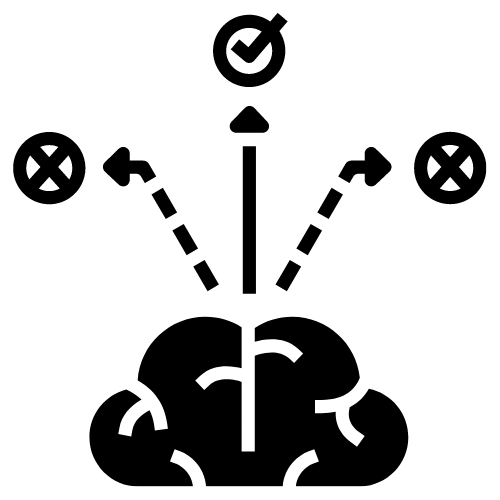
**Business Ethics   
Quick Reference Sheet**

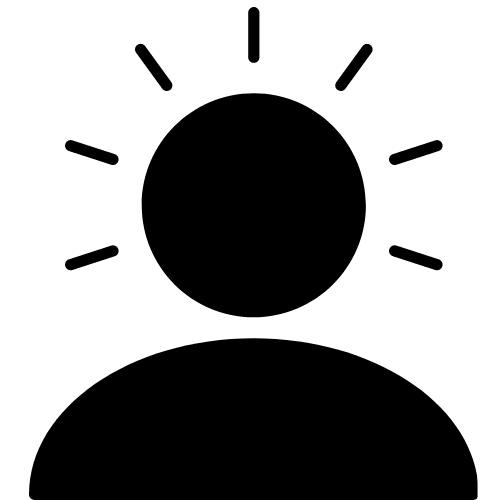
**What is Business Ethics?**

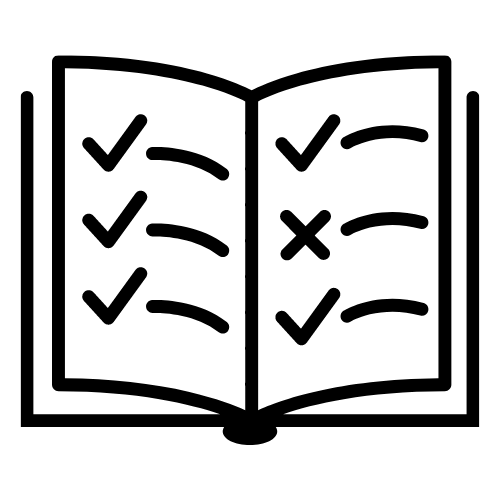
**Benefits**

Implementing ethics in the workplace will lead to increased profits and long-term growth. Unethical business practices can cause immediate financial gain, but, in the long-run, will cost companies. Customers, and employees. When unethical practices become public knowledge, it is difficult for a business to recover its reputation. Organizations with reputations for being ethical will also find it easier to earn credit, find investors, and expand into international markets. There are also benefits at the organizational level.

**Organizational Benefits:**







People often assume that businesses are unethical; businesses seem to be constantly linked to scandal. Company culture helps determine the ethics of a particular organization, so it is crucial that businesses behave ethically in every working relationship and create the foundation for an ethical company culture.

**Ethical Obligations:**

* **Employees:** Companies need to treat all of their employees ethically. Begin by providing employees with the rights guaranteed to them by the United States Department of Labor. Ethical businesses, however, may go beyond the minimum requirements in the way that they treat their employees.
* **Shareholders and investors:** There is a moral obligation to pay back investors and meet the needs of shareholders, particularly low level shareholders.
* **Customers:** Every business needs to build ethical customer relationships by providing safe products and honoring warranties. Consumers are growing more aware of which companies treat them fairly, and they will support the ones they trust.
* **Community:** Businesses have an ethical obligation to be involved in their local communities. This includes communities where they interact with customers and beyond.
* **Vendors and Other Companies:** Always deal ethically with vendors and other organizations you work with.
* Convinces employees that the company truly values ethical decision-making.
* Builds awareness of ethical issues.
* Creates an ethical guideline for employees to follow.

Before making any final decisions, use the following steps to make sure that you are making ethical decisions.

* Determine the ethics of a situation: Does the decision affect a group, or have legal ramifications?
* Gather Information: Learn as much as possible about the situation, and get the point of view from all parties involved.
* Evaluate Actions: Make different decisions based on the different ethical standards.
* Test Decisions: Would you be proud of this decision if it were advertised?
* Implement: Implement the decision, and evaluate the results.

* **Legal**: Socially responsible companies are obligated to meet legal requirements that govern their industries. Health and safety standards and fair treatment of employees fall under this type of responsibility.
* **Financial**: Financial responsibility is more than turning a profit. Financial ethics cover everything from fair salaries to fair payments for raw materials and services, and fair pricing for customers.
* **Philanthropic**: Many organizations are being recognized for their philanthropy. Philanthropy can come in the form of donations, community service, education, and environmental programs. Some companies consider the environment its own type of social responsibility.
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There are different types of responsibilities related to businesses. Ethical organizations will shoulder that responsibility and consider the social ramifications of their actions.

**Types:**

**Making Ethical Decisions**

**Identify Types of Responsibilities**





