

DOING THE RIGHT THING

On the Job

The goal of this book is to help people make ethical decisions in the work place. Each lesson presents a commonly found work situation that requires discussing and clarifying individual and group values.

How should I handle criticism?



Should I take time off to help a friend?



Should I report someone stealing?



What should I do when I know I'll be late?



Should I punch in for someone else?



Should I stay late to finish my work?



Should I lie to help my boss?



How should I make a suggestion?



Should I work on my own time to finish my work?



Should I borrow company property?



How should I defend my work quality?



Should I tell my boss I had an accident?



Should I say that I don't understand?



How do I say that I still don't understand?



Should I take a lesser paying job or not?



How do I tell my boss about a coworker?



How should I keep busy at work?



Should I take a "mental health" day?



Should I keep a company secret?



Which supervisor should I listen to?



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NOT UNDERSTANDING

1 Read the situation below.

THE SITUATION



You are in a job training class. Your teacher is explaining something and giving instructions. She is talking fast and using words that you do not understand. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

| MY RANKING | |
|----------------------|---------|
| <input type="text"/> | ↑ BEST |
| <input type="text"/> | |
| <input type="text"/> | |
| <input type="text"/> | |
| <input type="text"/> | WORST ↓ |
| <input type="text"/> | |
| <input type="text"/> | |

POSSIBLE SOLUTIONS

1.

Visit the director of the school and tell him or her your problem.

2.

Ask a friend to help you.

3.

Do nothing
Just listen and try to understand.

4.

Guess what the instructor is saying and try to do it.

5.

Wait until the end of the class and tell your teacher that you did not understand.

6.

Ask the teacher to slow down and repeat the instructions.

7. (Other)

| GROUP RANKING | |
|----------------------|---------|
| <input type="text"/> | ↑ BEST |
| <input type="text"/> | |
| <input type="text"/> | |
| <input type="text"/> | |
| <input type="text"/> | WORST ↓ |
| <input type="text"/> | |
| <input type="text"/> | |

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.