

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employability Skills Area: Ethics and Professionalism**

**Assignment Name: Ethical Business Practices**

Ethical Business Practices Worksheet

**Directions**: Read the 10 business practices listed below. Determine if the business practice is ethical or unethical. Type a short statement (using complete sentences) explaining why you believe the business practices below are ethical or unethical.

1. Managers should treat the business earnings as their personal income.

2. As your business grows, have your records checked once a year by a reputable accountant.

3. Business owners should require themselves and one other person to sign checks.

4. Businesses do not need to conduct regular employee performance reviews.

5. As a large business, you can offer your employees company stock at a discount.

6. Managers do not have to accurately report the companies’ earnings with employees and shareholders.

7. There is zero tolerance for violations against public and employee safety.

8. If you are the manager, you are allowed to conduct personal business on company time.

9. Because of their positional authority, managers are allowed to take the credit for ideas others come up with.

10. If they are in a bind, managers can use company resources for personal purposes.