

WORK ETHICS AND BEHAVIORS: WHAT ARE THEY?



**COMPETENCY
CATEGORY:**

Life Survival Skills

**COMPETENCY
NUMBER:**

G.53

TITLE:

Exhibit work ethics and behaviors essential to success.

OBJECTIVE:

Upon completion of this module, students will be able to demonstrate good work ethics and behaviors essential to success.



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INTRODUCTION

Note to Specialist: Conduct the following role-play with one of your students.

Specialist: (In a face-to-face conversation with a female student)
“Well, you seem like the perfect candidate for the job. When can you start?”

Student: “This will be great. I can start on Monday.”

Specialist: “Great, see you then.”

(In the meantime the telephone rings... Ring, Ring!!!!)

Specialist: “Hello.”

Michelle: “Hi, this is Michelle. I have found you the perfect candidate for your job opening.”

Specialist: “I am sorry to hear that. I just hired a young lady. She is prepared to start on Monday.”

Michelle: “I have faxed her resume to you already. Would you at least meet with her?”

Specialist: “I don’t know. I already promised the job to ...”

Michelle (interrupting): “Do me a favor, will you? Just talk with this girl. She is just what you are looking for and she has a great resume.”

Specialist: “All right. I will just talk with her.”

(After the interview with the new candidate.)

Specialist (talking to himself/herself): “Michelle was right. This is the PERFECT candidate for the job. She has everything we are looking for and then some! Now what should I do? We can only hire one

candidate. I gave my word to _____ but this new young lady is perfect for the job.”

- What would YOU do in this situation?
- What is the ethical thing to do?
- We will be examining ethics and other work related behaviors that are essential to success in this module entitled- “Work Ethics and Behaviors: What Are They?”

Administer Pre-Assessment

OUTLINE

A. What are ethics?

1. Originates from the Greek word “ethica”
2. Means a person’s interior dwelling place
3. Came to mean a person’s basic orientation or disposition of a person toward life
4. It is one’s “inner being.”
5. The Ancient Romans translated the Greek word ethics from which we get our English word “morality.”
6. The emphasis was on the external actions not the internal being.
7. The English word “moral” describes actions which are considered acceptable.
8. Today the word ethics has many meanings-our feelings or disposition toward life; our emotions and feelings, our thoughts, truths, standards, values, virtues, and morals.

COMPLETE LEARNING ACTIVITY G.53-1
“INTERNET SEARCH GAME”

B. What are work ethics?

1. Getting your work done and being happy about it
2. Being flexible, adapting to the situation at hand
3. Being patient with your job situation; Taking things in stride.
4. Going beyond the call of duty
5. Not complaining about your job or the work to be done
6. Respecting your peers and your boss

Note to Specialist: Refer to other modules in the JAG curriculum that are related to this module. For example, C.14- Demonstrate Appropriate Appearance, F.33- Base Decisions on Values and Goals, F.36- Demonstrate a Positive Attitude, G.48- Demonstrate an Openness to Change, G.49- Provide Constructive Feedback, C.19- Practice Effective Human Relations, E.30- Demonstrate Commitment to an Organization, G.51- Demonstrate Politeness and Civility, as well as others.

C. What are values?

1. What is truly the best thing to do (As opposed to what it is best for YOU.)
 - a. Choosing between one’s own interests and those of others

Example: You are working as a part time photographer for your local newspaper. They have given you an assignment to take a group picture at your high school next Monday.

On the way to the school to get the group photo there is a traffic accident. The police have arrived but you are the first photographer on the scene. You take a few photos and continue on your way.

The next day you are contacted by a much larger newspaper and are offered \$1000 for your photos. You quickly agree to sell your photos.

Is this a conflict of interest? Why or why not? What is the ethical thing to do?

2. A value is something that is important to us
3. Values are established as we grow up in life.
4. They are developed as we interact with others.
5. As we go through life we base our actions and decisions on our values.

Example: We decide to stay home with a sick parent instead of going out on a Friday night with our friends.

6. It is the same in the work place.
7. The values we establish and believe in are those that help us hold a job and advance in the world of work.
8. How can work values be developed?
 - a. Work values are built on the foundation of the personal values we hold.
 - b. They are learned over a long period of time by thinking and doing what is best for others.
 - c. What is the ethical or “right” thing to do?

- d. According to the Ancient Greeks the ethical thing to do was not always the “correct” thing to do but it was the “right” thing to do.

Example: A customer returns an electrical appliance to you and says, “This just doesn’t work right. I want my money back.”

Now you can tell, by looking at the appliance, that it has been damaged through misuse. The correct thing to do would be to protect your employer’s interests and not accept the damaged appliance in return. After all, it was damaged and the customer does not deserve a refund. Yet the “right” thing to do in order to maintain good customer relations is to accept the appliance as a return and to apologize for any inconvenience the return may have caused.

In the long run, the customer will be happy and will likely continue to patronize your place of business.

**COMPLETE LEARNING ACTIVITY G.53-2
“IN SEARCH OF VALUES”**

D. Work ethics: 12 basic values in life (and in the work place)

1. Compassion

- a. Compassion is caring about the feelings of others.

Example: One of your friends at work just received a call that her mother was hurt seriously in an accident. As a show of your compassion, you offer her comfort and assistance. You might offer to drive her to the hospital or call other friends for assistance.

Many times, people will take meals or other food items to the home to show their compassion for the family.

COMPLETE LEARNING ACTIVITY G.53-3
“COMPASSION”

2. Honesty

- a. Honesty would include not stealing or cheating others.
- b. Generally almost everyone knows what honesty is. But many times it is difficult to do the honest thing.

Example: You are working at the neighborhood lumber company. A large order has been delivered to the yard and it is your job to count the materials and have them distributed to the proper location.

You quickly notice that there is an error in the order. The shipping company has delivered 100 extra 2 x 4's and some other basic building materials. You know that no one will know if you take the “extras” and sell them to your friend who is building an addition on his house. Besides, your friend is a little short of money and this would really help him out.

You load the “extra” materials in your pickup and sign the delivery slip as being accurate.

Was this ethical? Why or why not?

COMPLETE LEARNING ACTIVITY G.53-4
“IS HONESTY THE BEST POLICY?”

3. Fairness

- a. Fairness is being just and impartial.

Example: You are the floor manager at a computer store. An ad was placed in the local newspaper for a computer system for \$995. The system generally retailed for

\$2995. The ad noted that there were limited quantities available at each store.

You noticed the error in the ad right away but your responsibility was to open the doors at exactly 10:00 AM.

Just as you opened the door the first customer walked in and went directly to the computer system and indicated to you that she would like to purchase the system. There were no items in stock on the main floor but you knew there were several in the back.

You could tell the customer there was an error in the ad and that the system was actually \$2995.

Or you could tell her you were out of stock and send her to another store.

Or you could sell her the system and absorb the loss.

What is the fair and ethical thing to do?

4. Self discipline

- a. Self discipline is maintaining control over one's self. This would include actions, language, and feelings.

Example: You are working at the front counter of a video store and a customer approaches you.

You can see that she is very upset. It is about a video she rented for her family that was returned late and she was charged \$5.00 as a late fee.

She insists that the video was not late and she wants a refund. You don't mind giving her the refund. What you would really like to give her is a "piece of your mind."

She is rude, nasty and insulting.

What is the ethical thing to do?

5. Cooperation

- a. Cooperation is working well with others. In the work place or in school, everyone has a job to do and is expected to do it.
- b. In school, it is your “job” to come to class, participate and follow the rules that the school and your Specialist have in place.
- c. In the work place it is very much the same. You are generally given an assignment or responsibility and you are expected to do it without an “attitude.”

Example: You and a fellow employee are asked to inventory the stock room supplies. It is not one of your favorite things to do and it can get boring. As the two of you head to the stock room, your friend grumbles, “It just isn’t fair. We always have to inventory the stock room.”

What is the ethical thing to do?

6. Respect

- a. Respect is the behavior of employees toward each other, toward customers, subordinates, supervisors, and peers.
- b. Respect can be respect for other people and property.
- c. Respect is to treat other people and other things as you would want yourself and your things treated.

Example: Jamile says, “Man, was Mr. Jackson mad at me! In fact, he almost fired me!”

“What for?” Jerome asks.

Jamile continues, “Man, I don’t really know but he said something about not having the necessary paper work for this order that was to be delivered today. Boy, is he ticked-off.”

Jerome gets this funny look on his face and says, “Oh man, it is my fault. I got this call late last night and I could not find any scrap paper so I wrote the message on the back of the order form. Here it is!”

What did Jerome fail to respect? What is the ethical thing to do?

7. Confidentiality

- a. Confidentiality is keeping a confidence.

Example: You are working in a large office for an insurance company. One of your fellow employees (Sarah) has just been offered a position with another company and has decided to accept the position.

Sarah has told you that she will be giving her 2-week notice in about a month.

Your immediate supervisor has already indicated that your department is very short of personnel.

Should you mention to your supervisor that Sarah is leaving?

You kind of feel that it would really be helpful to start the job search now as opposed to waiting four weeks.

What is the ethical thing to do? Why?

COMPLETE LEARNING ACTIVITY G.53-5
“COMMITMENT OR LOYALTY”

8. Commitment or loyalty
 - a. These two words are often interchanged with each other.
 - b. Commitment or loyalty to a friend is not to “cheat” on them or talk about them behind their back.
 - c. At one time or another all of us have had that happen to us. We know how hurtful this type of behavior can be.
 - d. In the work place it is very much the same when it comes to dealing with a co-worker or our supervisor.
 - e. In addition, in the work place it also means adhering to the goals and mission of the organization.
 - f. It involves speaking highly of your employer.

Example: Hector was overheard in a conversation to say, “I would never shop at the store I work at. The prices are marked up from the shipper on every order.”

Is this the ethical thing to say? Was Hector demonstrating loyalty to his employer? Why or why not?

9. Communications
 - a. Communications is not often considered a value but it can be and often is.
 - b. Communications as a value is being open to the exchange of ideas and opinions of others.
 - c. Communications involves interacting with others, asking questions, listening carefully, and seeking help when needed.

Example: Lets look at the conversation between the supervisor (Michelle) and one of her employees (Connie).

“Connie, there are two important things that I will need you to do today. First, I need you to make these calls and then I will need you to pull all of the files for tomorrow’s closings. Are there any questions?”

Connie, “No.”

“Very well,” said Michelle and off she went to do another couple of jobs.

After her supervisor had left, Connie said to herself, “I don’t want to make all these calls. Besides, I am going to need some help.”

Connie started into her job and she was right. She was going to need some help but she didn’t want to ask her supervisor so she continued making phone call after phone call. With just 10 minutes to go before closing time Connie remembered she was also to pull all the files for tomorrow’s real estate closings and there were at least 12. That was going to take at least 2 hours and she had to catch her bus at 5:15.

What was the ethical thing to do? When should Connie have talked with her supervisor?

10. Responsibility

- a. This is one of those values involving a conflict between what it is we want and what is the right thing to do.
- b. It is being accountable for ones actions, words, and deeds.
- c. Sometimes being responsible is not an easy task.

Example: “Oh man, you aren’t going to believe what I just did,” exclaimed Phillip. “Mr. Hicks will kill me and then he will fire me when he finds out.”

“What’s the problem?” asked James.

“I just deleted all this month’s payroll records in the computer. I knew we should not have been fooling around with this equipment,” said James.

“No fear, my main man. We just turn off the computer and leave with everybody else at 6:00. No one will know. Forget about it. The old man will never know who did it. Come on it’s just about quitting time,” said Phillip. So they turned off the computer and left by way of the back door.

All night James kept thinking about what they had done. He could not sleep that night because he knew that everyone was going to be upset when they didn’t get their paychecks tomorrow.

The first thing in the morning James headed straight to his employer before school. He was waiting at the front door when Mr. Hicks pulled up in his pickup.

James felt terrible as he relayed the story about what he and Phillip had done.

Under the circumstances, Mr. Hicks was mad but he did compliment James for taking responsibility for his actions.

Mr. Hicks indicated that “he would get right on it and see to it that the paychecks were ready by noon that day.”

Mr. Hicks inquired as to why Phillip didn’t stop by.

As James was about to leave Mr. Hicks said, “By the way, stop back at noon and pick up your paycheck and tell

Phillip not to bother coming to work this afternoon. I don't think I will be needing him any more."

"Oh, and there is one other thing, James. Remember the password that was issued to each of you when you started? I would have found out who was on the computer by looking at the time log and the passwords that were entered."

Did James do the ethical thing? Why or why not?

COMPLETE LEARNING ACTIVITY G.53-6
"A LITTLE LIKE FAMILY FEUD"

11. Dependability

- a. Dependability means that you can rely on a person.
- b. A dependable person is someone who will do what is asked of them time after time.
- c. Can you identify some dependable people that you can rely on time after time?
- d. Dependability is one of those work values or ethics that is often overlooked until it becomes a problem.
- e. For example, when was the last time a teacher thanked you for coming to class on time? But just be late a few times and dependability becomes a problem.
- f. In the work place it is the same.

Example: Let's say you are working at a local automotive dealership and your job is to detail the new cars before they go to the mechanics for a final check. You like your job but other things keep getting in the way when it comes to getting to work.

First you had to stay after school to meet with your project team in English class so you were 15 minutes late to work on Monday.

Tuesday you were running late and the traffic was bad and there was an accident and you were a few minutes late. No big deal.

On Wednesday, the girl of your dreams stops to talk with you after school. "Time flies when you are having fun." So you skip getting to work altogether that day.

On Thursday you have a flat tire when you get to the school parking lot. You think about calling to explain, but no one seems to notice the other times you have been late so you don't bother.

This time you are more than an hour late. When you arrive, you catch the eye of the service manager who is signaling you to see him in his office.

If you were the Service Manager what would you say about being dependable? What are some of the consequences of being late or not showing up for work at all? Is this ethical?

12. Flexibility

- a. Being flexible is being able to move from one task to another.
- b. Job specialization is a thing of the past. Being able to do multiple tasks is much more desirable.
- c. Being flexible in the work place is a must.

Example: You are looking for an employee who can serve as a receptionist at a dental office. You have interviewed two young ladies for the position.

The first young lady has had some dental office reception experience but had indicated to you that she did not want to do any filing or record keeping. She just wanted to answer the phone and log-in patients.

The second young lady didn't have as much experience but did express a willingness to handle the files and do record keeping.

Which young lady would you hire?

COMPLETE READING ACTIVITY G.53
"RICK'S INTERVIEW ADVENTURE"

COMPLETE MATH ACTIVITY G.53
"COMPARATIVE SHOPPING"

Administer Post-Assessment

LEARNING ACTIVITY G.53-1
“INTERNET SEARCH GAME”

OBJECTIVE: To search the Internet for examples of work ethics and behaviors

RESOURCES:

- Microcomputers with Internet access for teams of two
- Prizes (optional)

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Divide the class into teams of two.
2. Explain to the teams that they are to search the Internet to find examples of work ethics and work related behaviors.
3. After each team has conducted their search, have the teams report the results to the class.
4. You could award a prize for the most examples and the best examples found by the teams.

LEARNING ACTIVITY G.53-2

"IN SEARCH OF VALUES"

OBJECTIVE: To search the local newspaper for examples of values

RESOURCES:

- Newspapers for each group
- Scissors, rubber cement or tape and poster board

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Divide the class into teams of two.
2. Explain to the teams that they are to search the local newspapers for examples of values (both good and poor). Some examples: compassion, fairness, cooperation, respect, self- discipline, commitment or loyalty, responsibility, dependability, or flexibility.
3. After each team has conducted their search, have them cut out their stories and paste them on the poster board for display.
4. Have the teams present a summary of the story/article and discuss the values being reviewed.

DISCUSSION QUESTIONS:

1. Are there more examples of good values than of poor values? Why or why not?

2. What would YOU have done differently in one of the articles or stories?

LEARNING ACTIVITY G.53-3

“COMPASSION”

OBJECTIVE: To conduct a personal interview of someone who has had a friend or stranger who has demonstrated the value of compassion

RESOURCES: Tape recorder (optional)

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Have students think of a friend, relative or acquaintance they would like to interview.
2. Explain that the purpose is to find examples of compassion.
3. Have students develop a set of interview questions that they would like to ask.

Note to Specialist: Some of your students may need help with this part of the assignment.

4. After the students have developed their questions have them “practice” their interview skills with the class.
5. Assist your students in setting up their interview schedules.
6. Have students conduct their interviews using the tape recorder as a back up.
7. Upon completion of the interview have students write up their interview results and share them with the class.
8. Discuss the interviews with the class.

FOLLOW-UP ACTIVITY:

1. Have student send a “thank you” note to their interviewee.

LEARNING ACTIVITY G.53-4

“IS HONESTY THE BEST POLICY?”

OBJECTIVE: To conduct a classroom debate as to whether honesty is the best policy

RESOURCES: None

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Divide the class into two teams.
2. Present the following scenario to the class.
3. They are in the school rest room and they find a wallet (or purse) setting on the counter.
4. Inside are the common things students would carry to school. Example: drivers license, school i.d. card, etc. and \$50.
5. You and your friend are in the rest room together.
6. You want to take the wallet to the school office. Your friend wants to divide the money and throw the wallet away.
7. Discuss the pros and cons of the two actions.
8. Each team is to develop an argument for keeping the money and turning in the wallet and the money.
9. Conduct the classroom debate.
10. As the Specialist, you will need to moderate the debate and list the points each team makes on the writing board.

FOLLOW-UP ACTIVITY:

1. Have students share examples when they were on the “short-end” of a dishonest action.

LEARNING ACTIVITY G.53-5

“COMMITMENT OR LOYALTY”

OBJECTIVE: To demonstrate the difference between commitment and loyalty

RESOURCES: The role play script for Learning Activity G.53-5

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Role-play the situation used earlier in the module. It went like this:

Situation:

Role player #1: You are working in a large office for an insurance company. One of your fellow employees has just been offered a position with another company and has decided to accept the position.

Role player #2: (With lots of enthusiasm) “I am so excited I just have to tell someone. Guess what? I will be giving my two-week notice in about a month. I have just been offered a position at the biggest insurance company in town. And at an additional \$800 per month! But don’t tell Mrs. Hernandez (immediate supervisor) or anybody else until I give my notice.”

Role player #1: “That’s great! I wonder what we are going to do. Mrs. Hernandez has already indicated that we are very short of personnel.”

Role player #1: (Thinking out loud) “Should I mention this to Mrs. Hernandez?” You kind of feel that it would really be helpful to start the search now as opposed to waiting four weeks. This would give the department some time to train a new person and the workload would not pile up.

Role player #1: "Remember, don't say a word to anybody about this.
Do I have your word on this?"

DISCUSSION QUESTIONS:

1. As you see it, what are the options?

2. What would you do in this situation?

3. What is the ethical thing to do? Why?

LEARNING ACTIVITY G.53-6

“A LITTLE LIKE FAMILY FEUD”

OBJECTIVE: To conduct a classroom debate as to whether honesty is the best policy

RESOURCES:

- Note cards with one of the following work values written on each card-compassion, honesty, fairness, self discipline, cooperation, respect, confidentiality, commitment or loyalty, communications, and responsibility
- A large glass jar to hold note cards
- Examples of situations where values are or are not being demonstrated (optional)
- Watch or stop watch

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Divide the class into two teams.
2. Explain the rules of the game “A Little Like Family Feud.”
 - a. Each team is to select a leader.
 - b. Each team will be given 2 minutes to plan their answers.
 - c. Each team is awarded 2 points for a correct answer. If the answering team does not give a correct answer the opposing team will have 1 minute to come up with a correct response.
 - d. Each answer **MUST** include a definition as well as a specific example of that value. Examples that have **NOT ALREADY** been used in class are the only ones that are acceptable.
3. Keep track of the scores on the writing board.

Note to Specialist: Round two of this game will require you to come up with examples, in writing, of situations where values are or are not being demonstrated. Place each of these examples on a separate note card and place them in the jar.

4. Play two rounds of the game before going to the advanced round. For the advanced round, you (the Specialist) are to give an example and the teams are to explain which value is being demonstrated or not being demonstrated.

READING ACTIVITY G.53

“RICK’S INTERVIEW ADVENTURE”

OBJECTIVE: To read with comprehension

RESOURCES: Reading Activity G.53

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Make copies of “Rick’s Interview Adventure” and “Ethical” Recall Questions for each student.
2. Pass out a copy of “Rick’s Interview Adventure” and have the students read the story.
3. Ask the students if they know of anyone like the main character in the story. (Be careful to avoid the use of specific names.)
4. Ask students to recall their stories.
5. Pass out “Ethical” Recall Questions and have students complete the questions.
6. Review the answers with your students.

DISCUSSION QUESTIONS:

1. Were Rick’s actions ethical or unethical?

2. If Rick's actions were unethical, what should he have done differently during his interview?

3. Were Mr. Harris's actions ethical or unethical?

4. Would you do the same thing as Mr. Harris?

“RICK’S INTERVIEW ADVENTURE”

“Hey dudes, guess who is going to interview with old man Weisman tomorrow?” Rick boasted. “I have been waiting for this opportunity for a long time. There are some real babes working there!”

“You got an interview with Mr. Weisman at Upton Industries?” asked Rick’s best friend Jerry. “I thought you were fired for doing some unethical things at Ohio Industries. Man, I wish I could get an interview at Upton. I hear they really pay well and that they have a great on-the-job training program.”

“I wasn’t fired, I quit! So, I was late a few times. What’s the big deal?” snorted Rick.

“Well, I heard it was more than just being late. Something about hitting on some girls there and walking off with a few of their computer supplies,” said Jerry.

“Whatever. What’s the big deal? Old man Weisman is never going to know about that stuff anyway and I am sure not going to tell him,” responded Rick.

(At the interview with Mr. Weisman)

“Rick, tell me a little about your work at Ohio Industries,” said Mr. Weisman.

“It was ok. I really didn’t care for old man Donnelly. He was always keeping an eye on me and telling me what he wanted me to do,” Rick stated. “Besides, I wanted to look elsewhere for a job. Old man Donnelly was my supervisor and he kept asking me to come in on Saturday to help with the workload. But I just wasn’t up for that stuff. You know? What with things going on Friday night, I sure don’t want to get up and go to work on Saturday morning!” Rick continued.

“What if I asked you to work some Saturdays? Would you consider doing that?” asked Mr. Weisman.

“Yeah, I guess, if I really have to,” responded Rick.

“Is there anything else you would like to tell me about your work at Ohio Industries?” asked Mr. Weisman.

“Nah. Everything was cool there. I just wanted to do something different. You know, here I can be my own boss and not have to take direction from everybody,” said Rick.

“Do you know Mr. Harris?” asked Mr. Weisman.

“Ya, the guy is a real... He’s ok I guess. Why do you ask?” said Rick.

“Mr. Harris is my neighbor and he paints a very different picture of you at Ohio Industries. It is my understanding that you were asked a number of times to work on Saturdays. He said that you sometimes refused and other times you agreed, but just didn’t show up. Is that true?” asked Mr. Weisman.

“Well...” Rick stammered. “That’s his opinion.”

“He also indicated that you were reprimanded on two different occasions for sexual harassment of employees. A Miss...”

“Sexual harassment! That’s a bunch of bull. I was just having fun,” interrupted Rick.

“Mr. Harris told me that you were seen removing some computer supplies from their offices. Is that true?”

“That’s their story. Besides, everyone was doing it and I just felt that it was OK.”

“Rick, I think I heard enough,” stated Mr. Weisman as he rose from his chair.

“So when do you want me to start? I can work this Saturday. No problem!” Rick beamed as he was leaving the room.

“Rick, I will make my recommendation to the hiring committee but in the meantime ‘don’t call us, we will call you.’”

“Got it!” Rick responded.

(A few days later back at school)

“Hey how’s it going? How did the interview go at Upton Industries? When do you start?” asked all of Rick’s friends.

“Ah, ah, I’m not taking the job. I am going to hold out until I find something better,” boasted Rick.

“What do you mean? Are you crazy? I thought this was the place for you! What with the babes and all?” his friends said.

“Well, I am going to keep looking...” stated Rick as he walked away mumbling something about the importance of good work ethics.

RECALL QUESTIONS

DIRECTIONS: Answer the following questions as quickly as possible to check comprehension and recall of what you have read.

1. What was the name of the company that Rick was going to have an interview with?

2. Who was going to interview Rick?

3. Where did Rick work before?

4. Why was Rick “fired” from his earlier job?

5. Who was Mr. Donnelly?

6. Who was Mr. Harris?

7. What had Mr. Harris told Mr. Weisman about Rick's work record?

8. Did Rick think he was going to get the job immediately after his interview?

9. To whom was Mr. Weisman going to make his recommendation about hiring Rick?

10. What reason did Rick give his friends for not taking the job?

MATH ACTIVITY G.53

“COMPARATIVE SHOPPING”

OBJECTIVE: To compare prices of various items

RESOURCES: Work Sheet—Math Activity G.53

SUGGESTED TIME: 3 hours

DIRECTIONS:

1. Distribute copies of the work sheet for Math Activity G.53.
2. Place students in groups of 2 or 3.
3. Assign each group two different types of items. For example, two brand name jeans and two brand name khakis, two different dairy products, two different breakfast cereals, etc.
4. Have students locate each of the items on the work sheet **AT TWO DIFFERENT STORE LOCATIONS.**

Note to the Specialist: You may need to provide direction to some of your students as to where they might locate some of the items on the work sheet.

5. Stress to your students that when they are doing this comparative shopping activity they **MUST** compare exact items with each other.
6. Have each group select different items for comparison.
7. When students have completed this activity, have each group present their results to the class.

DISCUSSION QUESTIONS:

1. Which items had the greatest dollar difference?

2. What was the difference in percent between these items?

3. Was there a difference in price for each item between store locations?

4. Overall, did any one store have better prices?

MATH ACTIVITY G.53
“COMPARATIVE SHOPPING” WORK SHEET

DIRECTIONS: Your group will be assigned two different items for comparative shopping. Your group is to check on the brand name, size, price, store name and location (at two different locations) for each item.

The two items your group has been assigned are: _____

Brand Name/Size	Price	Store Name Location	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PRE-ASSESSMENT **POST-ASSESSMENT**

DIRECTIONS: Answer the following questions to the best of your ability.
A list of points as opposed to sentences is suggested.

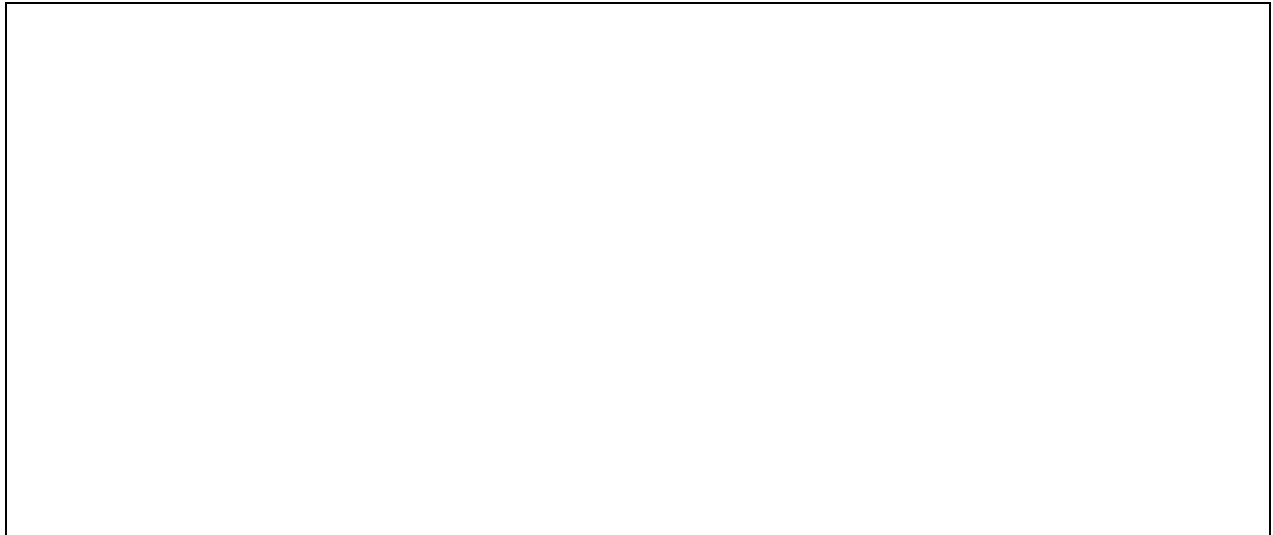
1. What are ethics?

2. What are work ethics?

3. What are values?

4. How can work values be developed?

5. List 6 basic values in life (and in the work place) and define each of these.



ANSWER KEY

PRE-ASSESSMENT POST-ASSESSMENT

1. What are ethics?
 - A person's basic orientation or disposition of a person toward life, our emotions and feelings, our thoughts, truths, standards, values, virtues, and morals.
2. What are work ethics?
 - Getting your work done and being happy about it
 - Being flexible, adapting to the situation at hand
 - Being patient with your job situation
 - Taking things in stride
 - Going beyond the call of duty
 - Not complaining about your job or the work to be done
 - Respecting your peers and your boss.
3. What are values?
 - Something that is important to us
 - They are things that we base our actions and decision on
 - They are things we establish and believe in
4. How can work values be developed?
 - Work values are built on the foundation of the personal values we hold
 - They are learned over a long period of time by thinking and doing what is best for others.
5. List 6 basic values in life (and in the work place) and define each of these.
 - Compassion-caring about the feelings of others
 - Honesty-includes not stealing or cheating others
 - Fairness-being just and impartial.

- Self discipline-is maintaining control over one's self; this would include actions, language, feelings
- Cooperation-working well with others; doing what you are expected to do it
- Respect-the behavior of employees toward each other; treating others and other things as you would want yourself and your things treated
- Confidentiality-is keeping a confidence
- Commitment or loyalty-is to not "cheat" or talk about someone or an employer behind their back; in the work place it also means adhering to the goals and mission of the organization
- Communications-is being open to the exchange of ideas and opinions of others
- Responsibility-involves a conflict between what it is we want and what is the right thing to do; it is being accountable for ones actions, words, and deeds
- Dependability-being reliable; doing what is asked the first time and each time
- Flexibility-being able to move from one task to another

ANSWER KEY
READING ACTIVITY

1. Upton Industries
2. Mr. Weisman
3. Ohio Industries
4. He was late a few times, not working Saturdays, hitting on some girls (sexual harassment), walking off with computer supplies
5. Rick's supervisor
6. Mr. Weisman's neighbor
7. That he refused to work Saturdays, didn't show up on some Saturdays that he agreed to work, sexual harassment, seen removing some computer supplies
8. Yes
9. Hiring committee
10. He was going to hold out for something better

ANSWER KEY
MATH ACTIVITY

- Answers vary