

Ethics

Case Studies

What are Ethics?

A system of moral principles, rules and standards of conduct.

CASE STUDIES

- Are you an ethical person?
- Read the following mini case studies and decide what you would do.
- Find the “correct” answer.

Case #1

- Two of your employees routinely provide their children with school supplies from the office. How do you handle this situation?
- A. Lock up the supplies and issue only as needed and signed for.
- B. Tell these two employees that supplies are only for office use.
- C. Report the theft of supplies to the head of security.
- D. Send a notice to all employees that office supplies are for office use only and that disregard will result in disciplinary action.

Case #2

- You miss a day of work because you have partied too hard the night before. The following day, during a meeting, your supervisor asks why you were not in. What do you say?
- A.Explain to your supervisor that you were ill.
- B.Explain to your supervisor that an emergency came up and it entirely consumed you.
- C.Tell your supervisor you were absent for personal reasons.
- D.Tell your supervisor you were ill because of over-partying

Case #3

- You are aware that a fellow employee uses drugs on the job. Another friend encourages you to confront the person instead of informing the supervisor. What do you do?
- A. You speak to the alleged user and encourage him to get help.
- B. You elect to tell your supervisor that you suspect an employee is using drugs on the job.
- C. You confront the alleged user and tell him either to quit using drugs or you will "turn him in".
- D. Report the matter to employee assistance.

Case #4

- At a management offsite meeting, you and your boss are in the same golf foursome, but on opposite sides. The boss never likes to lose. How is your game that day?
- A. Smile and say to yourself: “I’m better than my boss, so I’m going to win.”
- B. “I will play cautiously, one hole at a time
- C. “Beating the boss is no big deal, so I don’t mind losing.”
- D. “She plays her game, I play my game. Low score wins.”

Case #5

- An employee in a machine shop objects to the type of music that is played on the shop radio all day long. The shop supervisor has informally polled all the employees in the shop, and the majority favor the music currently played. The aggrieved employee appeals to you, the division manager, for help. What do you do?
- A. You don't like the current music either, so you order the supervisor to play other kinds of music.
- B. Since the majority favor the music currently played, you do nothing.
- C. You are tired of hearing complaints about music, so you order the supervisor to remove the radio.
- D. Suggest to the supervisor that he consider playing different music periodically, e.g. one day per week.

Case #6

- You are the engineer responsible for the design of a project. A subcontractor has completed the design drawings, but you feel that there are some shortcomings in the drawings. Your division manager and the government representative, while conceding that the drawings are not completely accurate, are pressuring you to sign the drawings because failure to meet the budget milestone will jeopardize the entire project. They have assured you that the corrections can be made during project construction. What should you do?
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- A. You want to be known as a team player and want to please your manager and customer, so you reluctantly sign the drawings.
- B. You refuse to sign the drawings, even though you realize that the project may be terminated.
- C. You sign the drawings but document your concerns in an attachment to the drawings.
- D. You ask for assistance from the Ethics Office.

Case #7

- A coworker is injured on the job. You are a witness and could testify that the company was at fault. What do you do?
- A. Don't get involved.
- B. Contact the injured coworker and offer to appear in her behalf.
- C. Report to the company what you saw to ensure that the safety hazard is corrected.
- D. Protect the company by refusing to appear as a witness for the injured.

Case #8

- You are a quality inspector. After making your own calculations, you disagree with your supervisor as to the acceptable quality of the item you have been asked to pass through. With a rolled-up newspaper in his hand, your supervisor swings it in your direction, hitting the back of the chair you are sitting in. What do you do?
- A. Swing back at him
- B. State unequivocally that such behavior is unacceptable in business and advise him you intend to take this matter up with the manager, to whom you both report.
- C. Get up and go straight to the EEO office.
- D. Since the boss says, "I was only joking," you ignore the act.

Equal Employment Office/Opportunities

- The Equal Employment Office or “Equal Opportunity Office” handles complaints of discrimination from employees and is most appropriately used if an employee suspects discrimination and does not feel comfortable raising that issue with the manager.

Material Excerpted from:

"Mini-cases from Lockheed Martin Corporation"

Online Ethics Center for Engineering 6/20/2006 National Academy of Engineering

Accessed: Thursday, May 13, 2010

<www.onlineethics.org/Topics/LegalIssues/LegalCases/Lockheed.aspx>